

CPC Exam/Question Paper Storage Requirements

Centres wishing to offer the Skills and Education Group Awards CPC exams will need to evidence that they have sufficient security in place to protect all confidential material. The below is a list of the minimum requirements for the storing and checking of confidential materials and examination papers.

Centres must have:

- A secure room:
 - with access restricted to a maximum of 6 key holders
 - preferably without any windows and on an upper floor (extra security measures will be requested if the room is on the ground floor and has accessible windows from the outside)
 - with a security 5 lever mortice lock or coded keypad
 - which has a solid or reinforced door with heavy duty hinges
- A secure storage facility is one of the following:
 - A strong non-portable safe
 - A non-portable security cabinet with a heavy duty multi-point locking system
 - A metal cabinet with a full length external locking bar which is either bolted to the wall or the floor. If bolted to the wall this must not be a stud wall without metal reinforcement

The following is an example list of what **isn't** acceptable:

- A secure room which is left open and accessible by the public
- A secure room which can be accessed by more than six key holders
- A secure room which has partition walls which are not metal reinforced
- A secure storage facility which is a:
 - lockable drawer
 - lockable filing cabinet
 - portable safe
 - wall/floor mounted safe not mounted to a wall or floor
 - lockable room
 - secure storage device kept away from the main approved site

The following are recommendations and are not mandatory:

- The secure room should be solely for the use of storing and checking confidential documents and examination papers
- The secure storage facility should only be used for storing any current confidential material and exam papers. It should not be used for storing other documents such as past exam papers or confidential organisation documents