

# Red Kite Special Academy



## Receipt of Examinations and Resources 2025-2026

Date Policy Agreed by Head Teacher: Autumn 2025
Date ratified by Governing Body:
Policy Review Date: Autumn 2026
Review Cycle: Annually

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## Roles and Responsibilities

<u>Role</u>	<u>Name/s</u>
Head Teacher	Karen Smith
Assistant Head Teacher/ Examinations Officer	Kate Seaton
Access Arrangements Officer	Suzy Geraghty

### Purpose of the policy

This policy details how Red Kite Special Academy handles the receipt of examinations papers and resources for all examinations and assessment. This is to include:

- KS1 Phonics Assessments/ KS2 SATS
- KS4 Qualification – ECL

### Duties of Receptionist/Administration:

Upon the delivery of examinations materials and papers, the receptionist should:

- Request the presence of the Examination Officers Kate Seaton immediately to complete a receipt log.
- The receptionist should not sign for the package, unless Kate Seaton is not available.

*Please note: The delivery person should not leave until this has been signed over by an Examinations Officer.*

### Duties of Assistant Head Teacher and Examinations Officer:

The package will need taking to the examinations secure room before completing the receipt log to ensure security of information and resources. The secure room should have restricted access with two to six key holders only. The examination officer **must be one** of the key holders.

Key holders are as follows:

Kate Seaton

Karen Smith

## **Completing the Receipt Log**

First checks should be completed to ensure the package received has been delivered to the correct centre and the materials received are intact/not damaged. If the address on the parcel is not for Red Kite the examination officers should decline the package.

If the package is deemed as being incorrect, damaged and/or evidence of tampering this will be reported immediately to the relevant awarding body by the examinations officer.

If deemed correct and not damaged, the log form will ask for the following information:

- Date and time received
- Tracking number/s
- Number of packages
- Awarding body
- Question papers will be checked to ensure they match the dispatch code/titles.

Once the relevant information has been gathered and documented on the log, the papers will need securing in the examinations cabinet in timetable order.

A copy of the exam material log will remain in the examinations cabinet.



**Exam Materials Receipt Log – At the point of delivery to the centre**

Please check that all deliveries received are addressed to your centre and are intact. If there are any problems with the delivery you **must** inform the exams officer immediately.

Date and time of receipt	Name of staff member who received delivery	Waybill / packing number	Number of packages .e. envelopes and boxes	Awarding body	Action taken	
					Name of person delivering material to Exams Office (include date & time)	Name of person within Exams Office collecting material (include date & time)

