

## Exam Paper processes - scanning

In 2021 we have introduced a new process relating to the receipt of examination papers; this to be completed PRIOR to the paper being returned to CTSI for marking. Please see below:

### Local authorities hosting written exams:

- CTSI will email a copy of the exam paper to the nominated person a maximum of 30 and no less than 10 minutes before the exam is to be taken – these should be printed off immediately they are received.
- The nominated person will follow the information provided to them by CTSI for exam delivery.
- The completed exam answer booklet must be scanned immediately at the end of the exam and a copy emailed to CTSI. The scan should be named with the candidate number ONLY.
- CTSI will confirm receipt and save in the appropriate password protected file.
- Hard copy papers must be posted to CTSI, via trackable and signed for postage.
- **Any copies of papers, either in soft copy on computers or elsewhere, must be destroyed before close of business and CTSI notified that this has happened.**

### Venues hosting written exams [not applicable for May 2021 cycle]:

- CTSI will securely box all required information for the exam's delivery by courier a maximum of 5 and a minimum of 2 working days before the exams start.
- The named person once received, should check they have all the paperwork needed. Contact CTSI ASAP to confirm received or if anything is missing.
- The named person will follow the information provided to them by CTSI for exam delivery.
- The completed exam answer booklet must be scanned immediately at the end of the exam and a copy emailed to CTSI. The scan should be named with the candidate number ONLY.
- CTSI will confirm receipt and save in the appropriate password protected file.
- Hard copy papers can be placed in the secure envelopes provided and returned to CTSI at the end of the exam delivery, via courier.
- **Any copies of papers, either in soft copy on computers or elsewhere, must be destroyed before close of business on the day of the exam and CTSI notified that this has happened.**