

Secure storage of confidential IB examinations material booklet 2023

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IB mission statement

The International Baccalaureate aims to develop inquiring, knowledgeable and caring young people who help to create a better and more peaceful world through intercultural understanding and respect.

To this end the organization works with schools, governments and international organizations to develop challenging programmes of international education and rigorous assessment.

These programmes encourage students across the world to become active, compassionate and lifelong learners who understand that other people, with their differences, can also be right.



IB learner profile

The aim of all IB programmes is to develop internationally minded people who, recognizing their common humanity and shared guardianship of the planet, help to create a better and more peaceful world.

As IB learners we strive to be:

INQUIRERS

We nurture our curiosity, developing skills for inquiry and research. We know how to learn independently and with others. We learn with enthusiasm and sustain our love of learning throughout life.

KNOWLEDGEABLE

We develop and use conceptual understanding, exploring knowledge across a range of disciplines. We engage with issues and ideas that have local and global significance.

THINKERS

We use critical and creative thinking skills to analyse and take responsible action on complex problems. We exercise initiative in making reasoned, ethical decisions.

COMMUNICATORS

We express ourselves confidently and creatively in more than one language and in many ways. We collaborate effectively, listening carefully to the perspectives of other individuals and groups.

PRINCIPLED

We act with integrity and honesty, with a strong sense of fairness and justice, and with respect for the dignity and rights of people everywhere. We take responsibility for our actions and their consequences.

OPEN-MINDED

We critically appreciate our own cultures and personal histories, as well as the values and traditions of others. We seek and evaluate a range of points of view, and we are willing to grow from the experience.

CARING

We show empathy, compassion and respect. We have a commitment to service, and we act to make a positive difference in the lives of others and in the world around us.

RISK-TAKERS

We approach uncertainty with forethought and determination; we work independently and cooperatively to explore new ideas and innovative strategies. We are resourceful and resilient in the face of challenges and change.

BALANCED

We understand the importance of balancing different aspects of our lives—intellectual, physical, and emotional—to achieve well-being for ourselves and others. We recognize our interdependence with other people and with the world in which we live.

REFLECTIVE

We thoughtfully consider the world and our own ideas and experience. We work to understand our strengths and weaknesses in order to support our learning and personal development.

The IB learner profile represents 10 attributes valued by IB World Schools. We believe these attributes, and others like them, can help individuals and groups become responsible members of local, national and global communities.

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IB policy

This document contains the full IB policy on the storage of IB confidential materials on school premises and the measures that schools will need to take to implement the policy.

The policy is mandatory from the May 2020 examination session.

All examination question papers, examination stationery and other confidential material must be immediately transferred to and kept within secure storage (on the school premises) by an authorized keyholder.

This secure storage must be a safe or storage cabinet **within** a secure storage room.

To ensure compliance, schools must meet all of the following requirements.

Secure storage room

Schools must have a secure storage room designated solely for the storage of confidential material. To be acceptable, this room:

- must be in a fixed building
- must have floors, ceiling and walls of solid construction or equivalent security; where the wall is not of solid construction, it must be re-enforced for equivalent strength and security
- must have a solid or reinforced door with strong hinges; any glass sections of a door must be constructed with toughened safety glass or equivalent security measures
- must have a quality security lock, preferably a combination lock or lock of equivalent security, with two to four keyholders (or combination keepers)—these will generally be the head of school, the coordinator and the examinations officer(s)
- must be in an area that is not directly accessible to students (for example, not accessible from a classroom)
- must be alarmed if there is any possibility of access through the ceiling
- must have security bars fitted on any easily accessible windows, or be alarmed
- must not have doors which lead directly to the exterior of the building
- must not contain other items or equipment, such as an IT server, boiler, electrical units or any archive materials.

Safe or secure storage cabinet

To be acceptable, the safe or storage cabinet:

- must be of high quality and strong construction
- must be non-removable; this means any portable safe or cabinet must be fixed securely in place
- must have an external full-length locking bar (bolted to the floor) or equivalent security measure, in cases where a portable filing cabinet is used
- must be large enough to hold all necessary examination papers and stationery.

Please note that small lockable boxes or low-quality “hotel” type safes are not suitable. A storage cabinet will usually have a combination lock or lock of equivalent security.

Coordinator responsibilities

Under this policy, coordinators must ensure that:

- the secure storage room and safe or storage cabinet is kept locked when not in use

Coordinator responsibilities

- access to a secure storage room and safe or storage cabinet is strictly limited, with two to four keyholders (or combination keepers) only
- any keys are kept in a secure place that cannot be accessed by any unauthorized person; each keyholder should be able to access the material independently, in case other keyholders are not available during essential periods
- examination papers and stationery are placed within the safe or secure storage cabinet as soon as they arrive in the school and are only removed when they are needed.