



1. OVERVIEW

- 1.1. Strong room shall be utilized during the examination period i.e. from printing of examination questions until the end of examination.
- 1.2. The strong room must be utilized for the sole purpose of examinations. It must ONLY contain examination-related materials and confidential documents such as question papers, answer scripts, degree certificates and Academic Transcripts.

2. STRONGROOM SPECIFICATION

- 2.1. The minimum recommended size of a strong room is 9'x 12'.
- 2.2. A special room shall be allocated as a strong room preferably with solid wall feature. If the strong room has windows which are easily accessible, grills must be fitted as reinforcement.
- 2.3. A strong room shall be fitted with document / filing rack in order to keep the examination documents in order.
- 2.4. A strong room shall be furnished with a working table and related stationaries.
- 2.5. A strong room shall have a good ventilation and lighting systems.
- 2.6. A photocopy machine and shredder machine shall also be equipped.
- 2.7. A fire extinguisher is compulsory. Other additional safety and security equipment is encouraged and recommended, such as combination lock, CCTV etc.

3. STRONG ROOM MANAGEMENT AND PROCEDURE

- 3.1. Access to the strong room shall be monitored and controlled at all times by the Person in Charge (PIC)
- 3.2. Access shall be limited to the Head of Department, Person in Charge and other registered staff, handling examination task and materials. (The manual key shall be kept by two (2) authorized personnel)
- 3.3. There shall be a register / log book for the strong room and all officers entering the strong room must sign in and out.
- 3.4. Spare key sets must be kept in a safe place inaccessible to other who are not involved in the administration of examination.

4. PHOTOCOPY AREA

- 4.1. Photocopy / printing machines are recommended to be located inside the strong room for easy access.
- 4.2. If the machine cannot be located in the strong room, usage of the machine shall be monitored and controlled during the examination period.
- 4.3. Only authorized staff is allowed to photocopy / print the examination questions.
- 4.4. Faulty or unusable question papers must be shredded.
- 4.5. SOP and guidelines in handling question papers or disposal of question papers are referred to related SOP/Policies including matters related to secrecy of document.



5. DECLARATION

- 5.1. In the event there are certain matters which are not covered in these guidelines, but they are used in any process of the strong room management and do not affect the good name of UTS or in violation of part or all of the section or subsection in the constitution of UTS, then it is justified and is not considered an attempt for non-compliance.
- 5.2. Subject to the approval of the Senate, these guidelines may be amended from time to time on the basis of requirements and demands intended to improve and enhance the authority of the strong room management.