



**EXAMS ARCHIVING POLICY
2020/21**

Date reviewed: December 2020

Next review: December 2021

This Policy is founded within our School ethos which provides a caring, friendly and safe environment for all members of our community.

Key staff involved in the exams archiving process

Role	Name(s)
Exams Officer	Nick Rawson
Exams Officer line manager (Senior Leader)	Ronald Regnier
Head of centre	Ranjit Berdesha
SENCo	Michelle Stone
Finance Manager	Saima Dad
IT Manager	Lee Pelton
Head of Department(s)	Curriculum Leaders

Purpose of the policy

The purpose of this policy is to:

- Identify exams-related information/records held by the Exams Office
- Identify the retention period
- Determine the action required at the end of the retention period and the method of disposal
- Inform or supplement the centre-wide records management policy

Record type	Record(s) description (where required)	Retention information/period	Action at end of retention period (method of disposal)
Access arrangements information	Any hard copy information kept by the EO relating to an access arrangement candidate.	To be returned to SENCo as records owner at end of the candidate's final exam series.	Confidential waste/shredding
Attendance register copies	Any information kept by EO.	To be retained until after the deadline for EARs or until any appeal, malpractice or other results enquiry has been completed, whichever is later. [Reference <u>ICE</u> 6,15]	Confidential waste/shredding
Awarding body administrative information	Any hard copy publications provided by awarding bodies.	To be retained until the current academic year update is provided.	waste/shredding
Candidates' work	Non-examination assessment work (inc. controlled assessment, coursework, portfolios) returned to the centre after awarding body moderation.	To be immediately returned to subject staff as records owner. To be stored safely and securely along with work that did not form part of the moderation sample (including materials stored electronically) until after the deadline for EARs or the resolution of any outstanding enquiry/appeal or malpractice investigations for the exam series. [Reference <u>GR</u> 3, 5]	Returned to candidates or safe disposal
Certificates	Any hard copy certificates kept in secure filling room.	Unclaimed/uncollected certificates to be retained securely for a minimum of 12 months from date of issue. [Reference <u>GR</u> 5]	Confidential destruction
Certificate destruction information	A record of unclaimed certificates that have been destroyed.	To be retained for 4 years from the date of certificate destruction. [Reference <u>GR</u> 5]	Confidential destruction

Record type	Record(s) description (where required)	Retention information/period	Action at end of retention period (method of disposal)
Certificate issue information	A record of certificates that have been issued to candidates.	[Reference <u>GR</u> 5]	Confidential destruction waste/shredding
Confidential materials delivery logs	A log recording confidential materials delivered by awarding bodies to the centre and issued to authorised staff.	To be retained for 12 months	Confidential destruction
Confidential materials tracking logs	A log to track materials taken from or returned to secure storage throughout the time the material is confidential.	To be retained for 12 months	Confidential destruction waste/shredding
Dispatch logs	Proof of dispatch of exam script packages to awarding body examiners covered by the <u>DfE (Standards & Testing Agency) yellow label service</u>	To be retained for 12 months	Confidential destruction waste/shredding
Entry information	Any hard copy information relating to candidates' entries.	To be retained for 12 months	Confidential destruction waste/shredding
Exam question papers	Question papers for timetabled written exams.	Issued to teaching staff after the published finishing time of the exam and only when all candidates in the centre have completed the exam. Instructions issued by an individual awarding body relating to the use of question papers for vocational qualifications after the examination has taken place are followed. [Reference <u>ICE</u> 16 and <u>GR</u> 5,6]	waste/shredding

Record type	Record(s) description (where required)	Retention information/period	Action at end of retention period (method of disposal)
Exam room checklists	Checklists confirming room conditions and invigilation arrangements for each exam room.	To be retained until after the deadline for EARs or until any appeal, malpractice or other results enquiry has been completed, whichever is later. [Reference ICE 6]	Confidential destruction waste/shredding
Exam room incident logs	Logs recording any incidents or irregularities in exam rooms.	To be retained for 12 months	Confidential destruction waste/shredding
Exam stationery	Kept in EO room.	When awarding body or JCQ common stationery is considered surplus or is out-of-date it will be disposed of. [Reference ICE page 4 and ICE 23]	Confidential disposal
Examiner reports	Copy sent to EO or Email Alerts to EO	To be immediately provided to head of department as records owner.	waste/shredding
Finance information	Copy invoices for exams-related fees.	To be returned to Finance Department as records owner at the end of the academic year.	Confidential destruction waste/shredding
Invigilation arrangements	See <i>Exam room checklists</i>	To be retained until the current academic year update is provided.	waste/shredding
JCQ publications	Any hard copy publications provided by JCQ.	To be retained until the current academic year update is provided.	waste/shredding
Moderator reports	Copy sent to EO or Email Alerts to EO	To be immediately provided to head of department as records owner.	waste/shredding

Record type	Record(s) description (where required)	Retention information/period	Action at end of retention period (method of disposal)
Overnight supervision information	The JCQ Overnight Supervision form is completed online using CAP. The JCQ Overnight Supervision Declaration form is downloaded from CAP for signing by the candidate, the supervisor and the Head of centre	To be retained for JCQ inspection purposes for the relevant exam series.	Confidential destruction waste/shredding
Post-results services: confirmation of candidate consent information	Hard copy or email record of candidate consent for an EAR or ATS request to be submitted to an awarding body.	EAR consent to be retained for at least six months following the outcome of the enquiry or any subsequent appeal. ATS consent to be retained for at least six months from the date consent given. [Reference PRS 4 , appendix A and B]	Confidential destruction waste/shredding
Post-results services: requests/outcome information	Any hard copy information relating to a post-results service request (EARs, appeals, ATS) submitted to an awarding body for a candidate and outcome information from the awarding body.	Records for current year plus previous 6 years to be retained as a minimum.	Confidential destruction waste/shredding
Post-results services: scripts provided by ATS service	Copies of exam scripts (or an electronic image of the script) returned to the centre by the awarding body/copies downloaded by the centre where the awarding body provides online access to scripts.	Where copies of scripts are retained by the centre, they must be securely stored (including any electronic versions) until they are no longer required. [Reference PRS 6]	Confidential disposal
Post-results services: tracking logs	A log tracking to resolution all post-results service requests submitted to awarding bodies.	Records for current year plus previous 6 years to be retained as a minimum.	Confidential destruction waste/shredding
Private candidate information	Any hard copy information relating to private candidates' entries.	Records for current year plus previous 6 years to be retained as a minimum.	Confidential destruction waste/shredding

Record type	Record(s) description (where required)	Retention information/period	Action at end of retention period (method of disposal)
Proof of postage – candidate work	Proof of postage of sample of candidates’ work to awarding body moderators.	Records for current year plus previous 6 years to be retained as a minimum.	Confidential disposal
Resolving clashes information	Any hard copy information relating to the resolution of a candidate’s clash of exam papers or a timetable variation.	Records for current year plus previous 6 years to be retained as a minimum.	Confidential destruction waste/shredding
Results information	Broadsheets of results summarising candidate final grades by subject by exam series.	Records for current year plus previous 6 years to be retained as a minimum. [Reference <i>Records Management Toolkit for Schools</i>]	Confidential destruction waste/shredding
Seating plans	Plans showing the seating arrangements of all candidates for every exam taken.	To be retained until after the deadline for EARs or until any appeal, malpractice or other results enquiry has been completed, whichever is later. [Reference <u>ICE 6</u>]	Confidential destruction waste/shredding
Special consideration information	Any hard copy information relating to a special consideration application which has been submitted to an awarding body for a candidate and signed evidence produced by a senior leader in support of the application.	All applications must be supported by signed evidence produced by a member of the senior leadership team. The centre must retain this evidence until after the publication of results. [Reference SC 6]	Confidential destruction waste/shredding
Suspected malpractice reports/outcomes	Any hard copy information relating to a suspected malpractice investigation/report submitted to an awarding body and outcome information from the awarding body.	To be retained for 5 years	Confidential destruction waste/shredding

Record type	Record(s) description (where required)	Retention information/period	Action at end of retention period (method of disposal)
Transfer of credit information	Any hard copy information relating to a GCE AS transfer of credit arrangement (for a legacy unitised GCE AS specification) application submitted to an awarding body for a candidate.	To be retained until the issue of the GCE A level result for the candidate.	Confidential destruction waste/shredding
Transferred candidate information	Any hard copy information relating to an application for a transferred candidate arrangement submitted to an awarding body for a candidate.	To be retained until the transfer arrangements are confirmed by the awarding body.	Confidential destruction waste/shredding
Very late arrival reports/outcomes	Any hard copy information relating to a very late arrival report submitted to an awarding body for a candidate and outcome information from the awarding body.	Records for current year plus previous 6 years to be retained as a minimum.	Confidential destruction waste/shredding

ICE- Instructions for Conducting Examinations [JCQ]

GR – General Regulation [JCQ]