



Exams Archiving Policy

Policy/Procedure creator: Olly Button, Andrew French, Chris Graves, Alex Day

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Centre Name	Redborne Upper School
Centre Number	15101
Date policy first created	20/10/2021
Current policy approved by	Donna Nunn
Current policy reviewed by	Alex Day
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Key staff involved in the policy

Role	Name
Exams officer	Donna Nunn
Senior leader(s)	Olly Button, Andrew French, Chris Graves, Alex Day
Head of centre	Olly Button
IT manager	Jamie Thompson
ALS lead/SENCo	Ben Middleton
Finance manager	Andrew French
Head(s) of department	See staff handbook for relevant year
Other staff (if applicable)	Tara Baskerville

This policy is reviewed and updated annually to ensure that records are archived/retained in accordance with current requirements.

References in this policy to GR, ICE, SC and PRS refer to the JCQ publications **General Regulations for Approved Centres**, **Instructions for conducting examinations**, **A guide to the special consideration process** and **Post-Results Services**.

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/data retention policy

1. Access arrangements information

Record(s) description

All hard copy information is retained by learning support and results are reported to the exams officer.

Retention information/period

All records are returned to the SENCo at the end of the candidate's final exam series.

Action at the end of retention period (method of disposal)

Not applicable

2. Alternative site arrangements

Record(s) description

Not applicable

Retention information/period

Exams related information is retained in the centre until after the deadline for reviews and other results enquiries.

Action at the end of retention period (method of disposal)

Material is sent for confidential shredding.

3. Attendance register copies

Record(s) description

This information is held by the exams officer.

Retention information/period

Records are kept in accordance with the requirements of ICE.

Action at the end of retention period (method of disposal)

Material is sent for confidential shredding.

4. Awarding body administrative information

Record(s) description

All information is retained by the exams officer.

Retention information/period

Records are retained until the current academic year update is provided.

Action at the end of retention period (method of disposal)

Material is sent for confidential shredding.

5. Candidates' scripts**Record(s) description**

Any unwanted copies of scripts returned to the centre through the Access to Scripts (ATS) service.

Retention information/period

To be retained securely until the awarding body's earliest date for confidential disposal of unwanted scripts in accordance with the requirements of GR, section 3.15

Action at the end of retention period (method of disposal)

Confidential disposal.

6. Candidates' work**Record(s) description**

Non-examination assessment work returned to the centre by the awarding body at the end of the moderation period.

Retention information/period

Records logged on return to the centre and 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) in accordance with the requirements of GR, section 3.15

Action at the end of retention period (method of disposal)

Returned to candidates or safe disposal.

7. Centre consortium arrangements for centre assessed work**Record(s) description**

Not applicable.

Retention information/period

If applicable exams-related information that is held in the centre is retained at the very least until after the deadline for reviews of results or other results enquiries.

Action at the end of retention period (method of disposal)

Safe disposal.

8. Certificates**Record(s) description**

Candidate certificates issued by awarding bodies.

Retention information/period

Records retained in accordance with the requirements of GR, section 5.14

Action at the end of retention period (method of disposal)

Confidential destruction.

9. Certificate destruction information

Record(s) description

A record of unclaimed certificates that have been destroyed.

Retention information/period

Records retained in accordance with the requirements of GR, section 5.14

Action at the end of retention period (method of disposal)

Confidential destruction.

10. Certificate issue information

Record(s) description

A record of certificates that have been issued.

Retention information/period

Records retained in accordance with the requirements of GR, section 5.14

Action at the end of retention period (method of disposal)

Confidential destruction.

11. Confidential materials: initial point of delivery logs

Record(s) description

Logs recording awarding body confidential exam materials received by an authorised member of staff at the initial point of delivery and the secure movement of packages by an authorised member of staff to the secure room for transferal to the centre's secure storage facility.

Retention information/period

Exams-related information that is held in the centre is retained at the very least until after the deadline for reviews of results or other results enquiries

Action at the end of retention period (method of disposal)

Confidential destruction.

12. Confidential materials: receipt, secure movement and secure storage logs

Record(s) description

Logs recording awarding body confidential exam materials received by an authorised member of staff at the initial point of delivery and the secure movement of packages by an authorised member of staff to the secure room for transferal to the centre's secure storage facility.

Retention information/period

Exams-related information that is held in the centre is retained at the very least until after the deadline for reviews of results or other results enquiries

Action at the end of retention period (method of disposal)

Confidential destruction.

13. Conflicts of interest records

Record(s) description

Records demonstrating the management of conflicts of interest.

Retention information/period

Records retained in accordance with the requirements of GR, section 5.3.

Action at the end of retention period (method of disposal)

Confidential destruction.

[14. Dispatch logs](#)**Record(s) description**

Proof of dispatch of exam script packages to awarding body examiners covered by the DfE (Standards & Testing Agency) yellow label service.

Retention information/period

Exams-related information that is held in the centre is retained at the very least until after the deadline for reviews of results or other results enquiries

Action at the end of retention period (method of disposal)

Confidential destruction.

[15. Entry information](#)**Record(s) description**

Any hard copy information relating to candidates' entries.

Retention information/period

Exams-related information that is held in the centre is retained at the very least until after the deadline for reviews of results or other results enquiries

Action at the end of retention period (method of disposal)

Confidential destruction.

[16. Exam question papers](#)**Record(s) description**

Question papers for timetabled written exams.

Retention information/period

Records retained in accordance with the requirements of GR, section 6.13.

Action at the end of retention period (method of disposal)

Confidential destruction.

[17. Exam room checklists](#)**Record(s) description**

Checklists confirming exam room conditions and invigilation arrangements for each exam session.

Retention information/period

Exams-related information that is held in the centre is retained at the very least until after the deadline for reviews of results or other results enquiries

Action at the end of retention period (method of disposal)

Confidential destruction.

18. Exam room incident logs

Record(s) description

Logs recording any incidents or irregularities in exam rooms for each exam session.

Retention information/period

Exams-related information that is held in the centre is retained at the very least until after the deadline for reviews of results or other results enquiries.

Action at the end of retention period (method of disposal)

Confidential destruction.

19. Exam stationery

Record(s) description

Awarding body exam stationery provided solely for the purpose of external exams.

Retention information/period

Records retained in accordance with the requirements of ICE, section 30.

Action at the end of retention period (method of disposal)

Confidential destruction.

20. Examiner reports

Record(s) description

Distributed to appropriate subject leaders.

Retention information/period

Records immediately provided to head of department as records owner.

Action at the end of retention period (method of disposal)

Not applicable.

21. Finance information

Record(s) description

Copy invoices for exams-related fees.

Retention information/period

Records returned to Finance department as records owner at the end of the academic year.

Action at the end of retention period (method of disposal)

Not applicable.

22. Invigilation arrangements

Record(s) description

Checklists confirming exam room conditions and invigilation arrangements for each exam session.

Retention information/period

Exams-related information that is held in the centre is retained at the very least until after the deadline for reviews of results or other results enquiries.

Action at the end of retention period (method of disposal)

Disposal.

23. Invigilator and facilitator training records

Record(s) description

Record of training held by exam's officer.

Retention information/period

Records retained in accordance with the requirements of ICE, section 12.

Action at the end of retention period (method of disposal)

Confidential disposal.

24. Moderator reports

Record(s) description

Sent to appropriate subject leader.

Retention information/period

Records immediately provided to head of department as records owner.

Action at the end of retention period (method of disposal)

Not applicable.

25. Moderation return logs

Record(s) description

Logs recording the return of candidates' work to the centre by the awarding body at the end of the moderation period.

Retention information/period

Exams-related information that is held in the centre is retained at the very least until after the deadline for reviews of results or other results enquiries.

Action at the end of retention period (method of disposal)

Not applicable.

26. Overnight supervision information

Record(s) description

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

Retention information/period

Records retained in accordance with the requirements of ICE, section 8.

Action at the end of retention period (method of disposal)

Confidential disposal.

27. Post-results services: confirmation of candidate consent information

Record(s) description

Hard copy or email record of required candidate consent.

Retention information/period

Records retained in accordance with the requirements of PRS, section 4 plus appendix A and B.

Action at the end of retention period (method of disposal)

Confidential disposal.

28. Post-results services: request/outcome information

Record(s) description

Any hard copy information relating to a post-results service request (RoRs, appeals, ATS) submitted to an awarding body for a candidate and outcome information from the awarding body.

Retention information/period

Exams-related information that is held in the centre is retained at the very least until after the deadline for reviews of results or other results enquiries.

Action at the end of retention period (method of disposal)

Confidential disposal.

29. Post-results services: tracking logs

Record(s) description

Logs tracking to resolution all post-results service requests submitted to awarding bodies.

Retention information/period

Exams-related information that is held in the centre is retained at the very least until after the deadline for reviews of results or other results enquiries.

Action at the end of retention period (method of disposal)

Not applicable.

30. Private candidate information

Record(s) description

Any hard copy information relating to private candidates' entries.

Retention information/period

Exams-related information that is held in the centre is retained at the very least until after the deadline for reviews of results or other results enquiries.

Action at the end of retention period (method of disposal)

Confidential disposal.

31. Proof of postage - candidates' work

Record(s) description

Proof of postage/dispatch of candidates' scripts to awarding body examiners/markers. Proof of postage/dispatch of sample of candidates' work submitted to awarding body moderators.

Retention information/period

Records (proof of postage/dispatch of candidates' scripts to awarding body examiners/markers) retained in accordance with the requirements of ICE, section 29.

Action at the end of retention period (method of disposal)

Confidential disposal.

32. Resolving timetable clashes**Record(s) description**

Any hard copy information relating to the resolution of a candidate's clash of timetabled exam papers.

Retention information/period

Exams-related information that is held in the centre is retained at the very least until after the deadline for reviews of results or other results enquiries.

Action at the end of retention period (method of disposal)

Confidential disposal.

33. Results information**Record(s) description**

Broadsheets of public examination results summarising candidate final grades by subject by exam series.

Retention information/period

Records for current year plus previous 6 years retained as a minimum.

Action at the end of retention period (method of disposal)

Confidential disposal.

34. Seating plans**Record(s) description**

Plans showing the seating arrangements of all candidates for every exam taken.

Retention information/period

Records retained in accordance with the requirements of ICE, section 12.

Action at the end of retention period (method of disposal)

Confidential disposal.

35. Special consideration information**Record(s) description**

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.

Retention information/period

Records retained in accordance with the requirements of SC, section 6.

Action at the end of retention period (method of disposal)

Confidential disposal.

36. Suspected malpractice reports/outcomes

Record(s) description

Any hard copy information relating to a suspected or actual malpractice investigation/report submitted to an awarding body and outcome information from the awarding body.

Retention information/period

Exams-related information that is held in the centre is retained at the very least until after the deadline for reviews of results or other results enquiries.

Action at the end of retention period (method of disposal)

Confidential disposal.

37. Transferred candidate arrangements

Record(s) description

Any hard copy information relating to a transferred candidate arrangement. Applications submitted online via CAP.

Retention information/period

Exams-related information that is held in the centre is retained at the very least until after the deadline for reviews of results or other results enquiries.

Action at the end of retention period (method of disposal)

Confidential disposal.

38. Very late arrival reports/outcomes

Record(s) description

Any hard copy information relating to a candidate arriving very late to an exam. Reports submitted online via CAP.

Retention information/period

Exams-related information that is held in the centre is retained at the very least until after the deadline for reviews of results or other results enquiries.

Action at the end of retention period (method of disposal)

Confidential disposal.

39. Any other records/documentation/materials

Record(s) description

Not applicable.

Retention information/period

Not applicable.

Action at the end of retention period (method of disposal)

Not applicable.

40. Any other records/documentation/materials

Record(s) description

Not applicable.

Retention information/period

Not applicable.

Action at the end of retention period (method of disposal)

Not applicable.