



# Exams Archiving Policy

Policy/Procedure creator: Andrew French & Chris Graves

Policy/Procedure created/reviewed: 03/11/2022

Centre Name	Redborne Upper School
Centre Number	15101
Date policy first created	20/10/2021
Current policy approved by	Chris Graves
Current policy reviewed by	Donna Nunn
Date of next review	20/10/2023

## Key staff involved in the policy

Role	Name
Exams officer	Donna Nunn
Senior leader(s)	Andrew French & Chris Graves
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 SENDCo 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 exams administration 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.

## CHANGES 2022/2023

(Amended) Title of record type **4.** from Awarding body administrative information to **Awarding body exams administration information**

(Added) Reference to ICE, section 31 (**Releasing question papers**) as an example in the prompt information provided in the 'Retention information/period' field in record type **16.** Exam question papers

## CENTRE-SPECIFIC CHANGES

Not Applicable