



Exams Archiving Policy

Policy/Procedure creator: Julie Beswick

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Centre Name	Sackville School
Centre Number	65219
Date policy first created	November 2022
Current policy approved by	Peter Cowlin
Current policy reviewed by	Peter Cowlin
Date of next review	November 2023

Key staff involved in the policy

Role	Name
Exams officer	Julie Beswick
Senior leader(s)	Peter Cowlin - Deputy Head, Neil Feist - Deputy Head, James Keeble - Assistant Head
Head of centre	Jo Meloni
IT manager	Bill Lewis
ALS lead/SENCo	Stephanie Hunt
Finance manager	Delia Cave
Head(s) of department	CTL
Other staff (if applicable)	Not Applicable

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

Not applicable

Retention information/period

Not Applicable

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

Not applicable

2. Alternative site arrangements

Record(s) description

Notifications submitted online via CAP.

Retention information/period

Any hard copy to be retained until after the deadline for reviews of results or other results enquiries (or the resolution of any outstanding reviews/appeals or malpractice investigations).

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

Confidential waste/shredding

3. Attendance register copies

Record(s) description

Attendance register copies

Seating plans

incident logs

Examination Timetable

Examination materials dispatch log

Retention information/period

Records are kept in accordance with the requirements of ICE, sections 12, 22. They are kept until the deadline for reviews of marking has passed or until any appeal, malpractice or other results enquiry has been completed, whichever is later.

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

Confidential waste/shredding

4. Awarding body exams administration information

Record(s) description

Hard copy publications provided by awarding bodies.

Retention information/period

Records retained until the current academic year update is provided.

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

Confidential waste/shredding if necessary.

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

Not applicable.

Retention information/period

Not applicable

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

Not applicable

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 in accordance with the requirements of GR, section 3.15.

Store safely and securely all non-examination assessments, including controlled assessments, coursework or portfolios, retained in, or returned to, the centre until the deadline for a review of moderation has passed or until a review of moderation, an appeal or a malpractice investigation has been completed, whichever is later. This includes materials stored electronically.

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**

Hard copy information generated or relating to consortium arrangements for centre assessed work.

Applications submitted online via CAP.

Retention information/period

Retained until after the deadline for reviews of results enquiries, or the resolution of outstanding reviews/appeals or malpractice investigations, for the relevant examination series.

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

Confidential waste/shredding.

8. Certificates

Record(s) description

Candidate certificates issued by awarding bodies.

Retention information/period

12 months from date of issue.

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

Retain in secure storage until space required then shredded.

9. Certificate destruction information

Record(s) description

A record of unclaimed certificates that have been destroyed

Retention information/period

Not applicable

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

Not applicable

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)

Records kept in secure storage.

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

Kept until after the deadline for reviews of results or other results enquiries (or the resolution of any outstanding reviews/appeals or malpractice investigations) for the relevant exams series.

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

Confidential waste / shredding

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

Kept until after the deadline for reviews of results or other results enquiries (or the resolution of any outstanding reviews/appeals or malpractice investigations) for the relevant exams series.

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

Confidential waste / shredding

[13. Conflicts of interest records](#)

Record(s) description

Records demonstrating the management of conflicts of interest.

Retention information/period

Kept until after the deadline for reviews of results or other results enquiries (or the resolution of any outstanding reviews/appeals or malpractice investigations) for the relevant exams series.

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

Hard copies confidential waste / shredding

[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

Kept until after the deadline for reviews of results or other results enquiries (or the resolution of any outstanding reviews/appeals or malpractice investigations) for the relevant exams series.

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

Confidential waste / shredding

[15. Entry information](#)

Record(s) description

Any hard copy information relating to candidates' entries.

Retention information/period

Kept until after the deadline for reviews of results or other results enquiries (or the resolution of any outstanding reviews/appeals or malpractice investigations) for the relevant exams series.

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

Confidential waste / shredding

[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)

Issued to staff

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

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

Retention information/period

Kept until after the deadline for reviews of results or other results enquiries (or the resolution of any outstanding reviews/appeals or malpractice investigations) for the relevant exams series.

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

Confidential waste / shredding

[18. Exam room incident logs](#)**Record(s) description**

Exam room incident logs

Retention information/period

Kept until after the deadline for reviews of results or other results enquiries (or the resolution of any outstanding reviews/appeals or malpractice investigations) for the relevant exams series.

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

Confidential waste / shredding

[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 waste / shredding

[20. Examiner reports](#)**Record(s) description**

Electronic copies of moderation reports.

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)

Confidential waste / shredding

22. Invigilation arrangements

Record(s) description

Not applicable

Retention information/period

Not applicable

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

not applicable

23. Invigilator and facilitator training records

Record(s) description

Invigilator and facilitator training records.

Retention information/period

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

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

Electronic records deleted.

24. Moderator reports

Record(s) description

Moderator report electronically received.

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

Kept until after the deadline for reviews of results or other results enquiries (or the resolution of any outstanding reviews/appeals or malpractice investigations) for the relevant exams series.

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

Electronic records deleted.

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 waste / shredding

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 (Consent forms or e-mails from candidates must be retained by the centre and kept for at least six months following the outcome of the clerical re-check or review of marking or any subsequent appeal. The awarding bodies reserve the right to inspect such documentation. This form should be retained on the centre's files for at least six months following the outcome of the clerical re-check, review of marking or any subsequent appeal. This form should be retained on the centre's files for at least six months.).

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

Confidential waste / shredding

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

Retained at the very least until after the deadline for reviews of results or other results enquiries (or the resolution of any outstanding reviews/appeals or malpractice investigations) for the relevant exams series).

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

Confidential waste / shredding

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

Retained at the very least until after the deadline for reviews of results or other results enquiries (or the resolution of any outstanding reviews/appeals or malpractice investigations) for the relevant exams series).

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

confidential waste / shredding

30. Private candidate information**Record(s) description**

Any hard copy information relating to private candidates' entries.

Retention information/period

Retained at the very least until after the deadline for reviews of results or other results enquiries (or the resolution of any outstanding reviews/appeals or malpractice investigations) for the relevant exams series).

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

Confidential waste / shredding

31. Proof of postage - candidates' work**Record(s) description**

Dispatch of candidates' scripts to awarding body examiners/markers. Dispatch of sample of candidates' work submitted to awarding body moderators.

Retention information/period

Records (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 waste / shredding

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

Not applicable

Retention information/period

Not applicable

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

Not applicable

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 waste / shredding

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 waste / shredding

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, until after the publication of results.)

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

Confidential waste / shredding

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

Retained at the very least until after the deadline for reviews of results or other results enquiries (or the resolution of any outstanding reviews/appeals or malpractice investigations) for the relevant exams series.

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

Confidential waste / shredding

37. Transferred candidate arrangements

Record(s) description

Not applicable

Retention information/period

Not applicable

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

Not applicable

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

Retained at the very least until after the deadline for reviews of results or other results enquiries (or the resolution of any outstanding reviews/appeals or malpractice investigations) for the relevant exams series.

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

Confidential waste / shredding

[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