



Exams Archiving Policy

2021/22

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

Reviewed by	J Bates/S Afzal
Approved by	R Shell-Macleod
Date of next review	September 2022

Key staff involved in the policy

Role	Name(s)
Head of Centre	R Shell-Macleod
Exams Officer	S Khatoon
SLT member(s)	R Bakewell, B Howes, D Yeates, S Afzal, P Coleby, P Lewis, G Patel
SENCo	Damien Evans

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.	
Alternative site arrangements or centre consortium arrangements for centre assessed work	Any hard copy information generated on an alternative site arrangement. Notifications submitted online via CAP.	To be kept until the deadline for reviews of marking has passed or until any appeal, malpractice or other results enquiry has been completed.	Confidential waste/shredding
Attendance registers, exam room checklists, incident logs and invigilator logs; seating plans	Checklists confirming exam room conditions and invigilation arrangements for each exam session. Logs recording any incidents or irregularities in exam rooms for each exam session.	To be kept until the deadline for reviews of marking has passed or until any appeal, malpractice or other results enquiry has been completed.	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.	Recycling
Candidates' scripts	Any unwanted copies of scripts returned to the centre through the Access to Scripts (ATS) service.	To be retained securely until the awarding body's earliest date for confidential disposal of unwanted scripts.	Confidential disposal
Candidates' work	Non-examination assessment work returned to the centre by the awarding body at the end of the moderation period.	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)	Returned to candidates or safe disposal
Certificates	Candidate certificates issued by awarding bodies.	To be retained by the EO in secure storage for one year from date of issue	Confidential destruction and log of what has been destroyed
Certificate destruction information	A record of unclaimed certificates that have been destroyed.	Retained for four years from the certificate's date of destruction	Confidential destruction
Certificate issue information	A record of certificates that have been issued.	Signatures of certificate collection retained for five years from date of issue.	Confidential destruction
Confidential materials: initial point of delivery logs; receipt, secure movement and secure	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	Retained until the end of the exam season	Confidential destruction

Record type	Record(s) description (where required)	Retention information/period	Action at end of retention period (method of disposal)
storage logs; dispatch logs; entry information	<p>of staff to the secure room for transferal to the centre's secure storage facility.</p> <p>Proof of dispatch of exam script packages to awarding body examiners covered by the DfE (Standards & Testing Agency) yellow label service.</p> <p>Any hard copy information relating to candidates' entries.</p>		
Conflicts of Interest records	Records demonstrating the management of Conflicts of Interest	Retained until the deadline for reviews of marking has passed or until any appeal, malpractice or other results enquiry has been completed.	Confidential destruction
Exam question papers	Question papers for timetabled written exams.	Retained in secure storage until 24 hours after the end of the scheduled exam session.	Issued to subject staff or confidential destruction
Exam stationery	Awarding body exam stationery provided solely for the purpose of external exams.	Retained in the secure storage facility until needed for a future examination or until out of date.	Confidential destruction
Examiner reports and moderator reports		Immediately issued to Head of Department	Issued to Head of Department
Finance information	Copy invoices for exams-related fees.	To be returned to Finance department as records owner at the end of the academic year.	
Invigilator and facilitator training records		Records of all invigilator training is kept in a designated folder available for inspection and is retained on file until the deadline for reviews of marking has passed or until any appeal, malpractice or other results enquiry has been completed.	Confidential destruction
Moderation returns logs	Logs recording the return of candidates' work to the centre by the awarding body at the end of the moderation period	Retained in secure storage until the deadline for reviews of marking has passed or until any appeal, malpractice or other results enquiry has been completed.	Confidential destruction

Record type	Record(s) description (where required)	Retention information/period	Action at end of retention period (method of disposal)
Overnight supervision information	JCQ form <i>Timetable variation and confidentiality declaration for overnight supervision</i> for any candidate eligible for these arrangements.	Retained until the deadline for reviews of marking has passed or until any appeal, malpractice or other results enquiry has been completed, whichever is later.	Confidential destruction
Post-results services: confirmation of candidate consent information and outcome information, and tracking logs	Hard copy or email record of required candidate consent. 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. Logs tracking to resolution all post-results service requests submitted to awarding bodies.	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.	Confidential destruction
Candidate information; resolving timetable clashes information; transferred candidate arrangements; very late arrival reports/outcomes	Any hard copy information relating to private candidates' entries. Any hard copy information relating to a transferred candidate arrangement. Applications submitted online via CAP. Any hard copy information relating to a transferred candidate arrangement. Applications submitted online via CAP.	Retained until the deadline for reviews of marking has passed or until any appeal, malpractice or other results enquiry has been completed, whichever is later.	Confidential destruction
Proof of postage – candidates' work	Proof of postage of sample of candidates' work submitted to awarding body moderators. (Proof of postage of candidates' scripts to awarding body examiners/markers)	Retained on the centre's files until the results are published, in case of loss or damage.	Confidential destruction
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.	Confidential destruction
Special consideration information; suspected malpractice reports/outcomes	Any hard copy information relating to a special consideration request and supporting evidence submitted to an awarding body for a candidate.	Retained until after the publication of results.	Confidential destruction

Record type	Record(s) description (where required)	Retention information/period	Action at end of retention period (method of disposal)
	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.		