



**BREDON**  
SCHOOL

# **Exams Archiving Policy**

## 2021/22

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

Approved/reviewed by	
N Oldham	
Date of next review	31/10/2022

## Key staff involved in the exams archiving process

<b>Role</b>	<b>Name(s)</b>
Exams officer	<b>C. Cambridge-Harrison</b>
Exams officer line manager (Senior leader)	<b>N. Monk</b>
Head of centre	<b>N. Oldham</b>
IT manager	<b>J. Clark</b>
ALS lead/SENCo	<b>K. Weston</b>
Bursar	<b>S. Giles</b>

## **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

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 ALS lead/SENCo as records owner at end of the candidate's final exam series.	Confidential disposal after student reaches 25
Alternative site arrangements	Any hard copy information generated on an alternative site arrangement. Notifications submitted online via CAP.		Confidential disposal
Attendance register copies		...keep signed records of the seating plan, the invigilation arrangements and the centre's copies of the attendance registers for each examination. The awarding bodies may need to refer to these records. The centre must keep them until the deadline for reviews of marking has passed or until any appeal, malpractice or other results enquiry has been completed, whichever is later... (Reference ICE 12, 22)	Confidential disposal
Awarding body administrative information	Any hard copy publications provided by awarding bodies.	To be retained until the current academic year update is provided.	Confidential disposal
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.  (Reference GR 3.15)	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 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) 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. <a href="https://www.jcq.org.uk/exams-office/non-examination-assessments">https://www.jcq.org.uk/exams-office/non-examination-assessments</a> (Reference GR 3.15)	Returned to candidates or safe disposal

Certificates	Candidate certificates issued by awarding bodies.	All unclaimed certificates kept under secure conditions for a minimum of 12 months from the date of issue (Reference <a href="#">GR 5.14</a> )	Confidential destruction/return to exam board
Certificate destruction information	A record of unclaimed certificates that have been destroyed.	A record of certificates that have been destroyed should be retained for four years from their date of destruction.	Confidential destruction
Certificate issue information	A record of certificates that have been issued.	Certificates are issued once all received and sent via recorded delivery or signed for if collected by student. Record of certificates sent kept in Exams Office.	Confidential disposal
Confidential materials: initial point of delivery logs	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.	Log kept in Bursary office to be signed upon receipt. Logs kept till exam season finished and retention period for Appeals has passed	Confidential disposal
Confidential materials: receipt, secure movement and secure storage logs	Logs recording confidential exam materials received (including encrypted materials received via email or downloaded from an awarding body's secure extranet site), checked and placed in the secure storage facility by the exams officer (or other authorised member of centre staff) throughout the period the materials are confidential	Log kept in Exam Secure Store until retention period for Appeals has passed	Confidential disposal
Conflicts of interest records	Records demonstrating the management of conflicts of interest	The records are 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 disposal
Dispatch logs	Proof of dispatch of exam script packages to awarding body examiners covered by the <a href="#">DfE (Standards &amp; Testing Agency) yellow label service</a>	Log kept in Bursary Office to be signed upon collection and kept for 12 months.	Confidential disposal

		Receipts/confirmation of alternative dispatch to be kept on record.	
Entry information	Any hard copy information relating to candidates' entries.	Information regarding entries kept until completion of qualification	Confidential disposal
Exam question papers	Question papers for timetabled written exams.	Issued to teachers 24 hours after exam concluded or in line with Exam Board timings if otherwise.	Issued to subject staff
Exam room incident logs	Logs recording any incidents or irregularities in exam rooms for each exam session.	Kept until retention date for Appeals has passed	Confidential disposal
Exam stationery	Awarding body exam stationery provided solely for the purpose of external exams.	unused stationery is returned to the secure storage facility or secure room until needed for a future examination. Surplus stationery must not be used for internal school tests, mock examinations and non-examination assessments. Any out of date stationery will be destroyed confidentially.	Confidential destruction
Examiner reports		To be immediately provided to head of department as records owner.	Confidential disposal
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		A record of the content of the training given to invigilators and those facilitating an access arrangement for a candidate under examination conditions must be available for inspection and retained on file 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 disposal

Moderator reports		To be immediately provided to head of department as records owner.	Confidential 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  Any hard copy information relating to overnight supervision arrangements. Reports submitted online via CAP.	Kept for inspection 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 disposal
Post-results services: confirmation of candidate consent information	Hard copy or email record of required candidate consent	Consent forms or e-mails from candidates retained for at least six months following the outcome of the clerical re-check or review of marking or any subsequent appeal.	Confidential disposal
Post-results services: requests/outcome information	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.	Kept with results and filed for minimum of 6 years	Confidential disposal
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)	proof of postage/despatch for each packet of scripts, which must be retained on the centre's files until the results are published, in case of loss or damage.	Confidential disposal
Resolving timetable clashes information	Any hard copy information relating to the resolution of a candidate's clash of timetabled exam papers	Retained until deadline for appeals has passed	Confidential disposal

Results information	Broadsheets of public examination 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 disposal
Seating plans	Plans showing the seating arrangements of all candidates for every exam taken.	Signed records of the seating plan, the invigilation arrangements and the centre's copies of the attendance registers for each examination will be 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.	Confidential disposal
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.	Evidence by SLT requested from Exam boards to be retained as above Evidence retained until after the publication of results.	Confidential disposal
Suspected malpractice reports/outcomes	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.	Retained on file for 6 years	Confidential disposal
Very late arrival reports/outcomes	Any hard copy information relating to a candidate arriving very late to an exam. Reports 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 disposal