



Exam Archiving Policy

2021 - 2022

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Exam Archiving Policy

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.

Key Staff Involved In The Results Day & Post-Results Service Policy

ROLE
Examinations Manager
Office Manager
Head of Centre
SENCO
Finance Manager
IT Manager
Curriculum Leaders

ACTION PLAN FOR ARCHIVING

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 SENDCo as records owner at end of the candidate's final exam series.	To be stored securely until such time they can be confidentially destroyed.
Attendance Register Copies		To be retained until after the deadline for EARs or until any appeal, malpractice or other results enquiry has been completed, whichever is later.	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.	Confidential waste/shredding
Candidates' Work	Non-examination assessment work (Inc. controlled assessment, coursework, portfolios) returned to the centre after awarding body moderation.	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 until after the deadline for EARs or the resolution of any outstanding enquiry/appeal or malpractice investigations for the exam series.	Returned to candidates or safe 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.	Confidential destruction
Certificates		Unclaimed/uncollected certificates to be retained securely for a minimum of 12 months from date of issue.	Confidential destruction
Certificate Destruction Information	A record of unclaimed certificates that have been destroyed.	To be retained for 4 years from the date of certificate destruction.	Confidential destruction
Certificate Issue Information	A record of certificates that have been issued to candidates.	To be retained for 4 years from the date of certification series.	Hard copy to be destroyed confidentially, digital copy kept on file.
Confidential Materials 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.		Hard copy to be destroyed confidentially.

Record Type	Record(s) Description (Where Required)	Retention Information/Period	Action at End Of Retention Period (Method Of Disposal)
Confidential Materials Tracking 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		Hard copy to be destroyed confidentially.
Conflicts Of Interest Records	Records demonstrating the management of Conflicts of Interest	The records may be inspected by a JCQ Centre Inspector and/or awarding body staff. They might be requested in the event of concerns being reported to an awarding body. The records must be 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 waste/shredding
Dispatch Logs	Proof of dispatch of exam script packages to awarding body examiners covered by the <u>DfE (Standards & Testing Agency) yellow label service</u>	To be stored safely and securely along with work that did not form part of the moderation sample until after the deadline for EARs or the resolution of any outstanding enquiry/appeal or malpractice investigations for the exam series.	Confidential waste/shredding
Entry Information	Any hard copy information relating to candidates' entries.	To be stored safely and securely along with work that did not form part of the moderation sample until after the deadline for EARs or the resolution of any outstanding enquiry/appeal or malpractice investigations for the exam series.	Confidential waste/shredding
Exam Question Papers	Question papers for timetabled written exams.	Issued to teaching staff after a period of 24 hours' of published finishing time of the exam and only when all candidates in the centre have completed the exam. Instructions issued by an individual awarding body relating to the use of question papers	Confidential waste/shredding

Record Type	Record(s) Description (Where Required)	Retention Information/Period	Action at End Of Retention Period (Method Of Disposal)
Exam Room Incident Logs	Logs recording any incidents or irregularities in exam rooms.		Confidential waste/shredding
Exam Stationery		When awarding body or JCQ common stationery is considered surplus or is out-of-date it will be disposed of.	Confidential disposal
Examiner Reports		To be immediately provided to head of department as records owner.	
Finance Information	Copy invoices for exams-related fees.	To be returned to Finance department as records owner at the end of the academic year.	
Invigilation Arrangements	<i>See Exam room checklists</i>		Confidential waste/shredding
Invigilator Training Records	Copy of annual training delivered to all invigilation staff.	To be retained for JCQ inspection purposes for the relevant exam series.	Hard copy to be destroyed confidentially, digital copy kept on file
Moderator Reports		To be immediately provided to head of department as records owner.	
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.	To be retained for JCQ inspection purposes for the relevant exam series.	Hard copy to be destroyed confidentially, digital copy kept on file.
Post-Results Services: Confirmation Of Candidate Consent Information	Hard copy or email record of candidate consent for an EAR or ATS request to be submitted to an awarding body	EAR consent to be retained for at least six months following the outcome of the enquiry or any subsequent appeal. ATS consent to be retained for at least six months from the date consent given.	Hard copy to be destroyed confidentially, digital copy kept on file.
Post-Results Services: Requests/Outcome Information	Any hard copy information relating to a post-results service request (EARs, appeals, ATS) submitted to an awarding body for a candidate and outcome information from the awarding body.		Hard copy to be destroyed confidentially, digital copy kept on file.

Record Type	Record(s) Description (Where Required)	Retention Information/Period	Action at End Of Retention Period (Method Of Disposal)
Post-Results Services: Tracking Logs	A log tracking to resolution all post-results service requests submitted to awarding bodies.		Hard copy to be destroyed confidentially, digital copy kept on file.
Proof Of Postage – Candidate Work	Proof of postage of sample of candidates' work to awarding body moderators.		Hard copy to be destroyed confidentially, digital copy kept on file.
Resolving Clashes Information	Any hard copy information relating to the resolution of a candidate's clash of exam papers or a timetable variation.		Confidential disposal
Results Information	Broadsheets of external 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.	Hard copy to be confidential destroyed, digital copy kept on file
Seating Plans	Plans showing the seating arrangements of all candidates for every exam taken.	To be retained until after the deadline for EARs or until any appeal, malpractice or other results enquiry has been completed, whichever is later.	Hard copy to be confidential destroyed, digital copy kept on file
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.	All applications must be supported by signed evidence produced by a member of the senior leadership team. The centre must retain this evidence until after the publication of results.	Confidential disposal
Suspected Malpractice Reports/Outcomes	Any hard copy information relating to a suspected malpractice investigation/report submitted and Confidential disposal awarding body and outcome information from the awarding body.		Confidential disposal
Very Late Arrival Reports/Outcomes	Any hard copy information relating to a very late arrival report submitted to an awarding body for a candidate and outcome information from the awarding body.		Confidential disposal