



# **Exams Archiving Policy 2023-24**

Whickham School

## Exams Archiving Policy 2023-24

Centre Name	Whickham School
Centre Number	39145
Date policy first created	25/09/2023
Current policy approved by	P Wheatley
Current policy reviewed by	C Crabtree
Date of next review	01/09/2024

### Key staff involved in the policy

Role	Name
Head of Centre	F Turnbull
Senior leader(s)	P Wheatley, S Maher, S Tumelty, L Wood, D Crosland, M Phillipson
Exams officer	C Crabtree
ALS lead/SENCo	A Purvis
IT manager	Aspire
Finance manager	A Tinning
Head(s) of department	J James, K Orwin, B Patience, S Alexander, L Gainford, M Johnstone, G Fullard, L Richardson
Other staff (if 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

Where a particular record or information type is not held in, or not applicable to Whickham School, this is indicated.

## **1. Access arrangements information**

### **Record(s) description**

Google Sheet held on the secure Google drive.

### **Retention information/period**

To be removed from Google drive by SENCo as records owner at end of the candidate's final exam series.

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

Deleted from Google drive.

## **2. Alternative site arrangements**

### **Record(s) description**

Any hard copy information generated on an alternative site arrangement. Notifications submitted online via CAP.

### **Retention information/period**

To be destroyed after the review of marking and appeals period is over.

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

Hard copies will be disposed of in confidential waste.

## **3. Attendance register copies**

### **Record(s) description**

Paper copies of exam registers are filed in filing cabinets in the exams cupboard.

### **Retention information/period**

To 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.

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

Hard copies will be disposed of in confidential waste.

## **4. Awarding body exams administration information**

### **Record(s) description**

Any hard copy publications provided by awarding bodies. Electronic files.

### **Retention information/period**

To be retained until the current academic year update is provided.

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

Hard copies are disposed of in confidential waste if they contain confidential information, otherwise they are placed in bins. Electronic files are deleted.

## **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.

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

Hard copies will be disposed of in confidential waste. Electronic copies will be deleted.

## **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**

To be logged on return to the centre and be stored safely and securely 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)**

Returned to candidates or confidential waste/shredding, unless the candidate has given permission for school to retain their work.

## **7. Centre consortium arrangements for centre assessed work**

**Record(s) description**

Not applicable.

**Retention information/period**

Not applicable.

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

Not applicable.

## **8. Certificates**

**Record(s) description**

Candidate certificates issued by awarding bodies.

**Retention information/period**

Certificates will be stored securely for 5 years, if uncollected.

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

Certificates will be returned to the exam board or disposed of in confidential waste.

## **9. Certificate destruction information**

**Record(s) description**

A record of unclaimed certificates that have been destroyed.

**Retention information/period**

A record of any destroyed certificates will be kept for up to 5 years.

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

Records will be disposed of in confidential waste.

## **10. Certificate issue information**

### **Record(s) description**

A record of certificates that have been issued.

### **Retention information/period**

A record of certificates which have been collected will be retained for 5 years.

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

Paper records will be disposed of in confidential waste. Electronic records will be deleted.

## **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**

Logs are kept for two years then destroyed securely

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

Paper records will be disposed of in confidential waste. Electronic records will be deleted.

## **12. Confidential materials: receipt, secure movement and secure storage logs**

### **Record(s) description**

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.

### **Retention information/period**

Logs are kept for two years then destroyed securely

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

Paper records will be disposed of in confidential waste. Electronic records will be deleted.

## **13. Conflicts of interest records**

### **Record(s) description**

Records demonstrating the management of conflicts of interest

### **Retention information/period**

To 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.

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

Paper records will be disposed of in confidential waste. Electronic records will be deleted.

## **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**

To 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.

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

Paper records will be disposed of in confidential waste. Electronic records will be deleted.

**15. Entry information**

**Record(s) description**

Any hard copy information relating to candidates' entries.

**Retention information/period**

To 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.

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

Paper records will be disposed of in confidential waste. Electronic records will be deleted.

**16. Exam question papers**

**Record(s) description**

Question papers for timetabled written exams.

**Retention information/period**

Kept until the end of the work day (16:30) or until the last candidate has completed their exam and all the scripts are packaged up, whichever is later.

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

Issued to Faculty Leader/subject staff if permitted by the exam board. Other papers will be disposed of in confidential waste.

**17. Exam room checklists**

**Record(s) description**

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

**Retention information/period**

To 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.

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

Paper records will be disposed of in confidential waste. Electronic records will be deleted.

**18. Exam room incident logs**

**Record(s) description**

Logs recording any incidents or irregularities in exam rooms for each exam session.

**Retention information/period**

To 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.

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

Paper records will be disposed of in confidential waste. Electronic records will be deleted.

## **19. Exam stationery**

### **Record(s) description**

Awarding body exam stationery provided solely for the purpose of external exams.

### **Retention information/period**

Returned to the exam secure storage for future use. Out of date exam board stationery will be destroyed when notified by the exam board that it will no longer be used.

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

Surplus exam board stationery and exam papers that cannot be circulated to staff will be disposed of in confidential waste.

## **20. Examiner reports**

### **Record(s) description**

Reports on exams sat in the centre.

### **Retention information/period**

To be immediately provided to Faculty Leader as records owner.

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

Electronic examiners reports will be deleted. Paper copies will be disposed of in confidential waste.

## **21. Finance information**

### **Record(s) description**

Copy invoices for exams-related fees.

### **Retention information/period**

To be returned to Finance department as records owner at the end of the academic year.

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

Electronic finance information will be deleted. Paper copies will be disposed of in confidential waste.

## **22. Handling secure electronic materials logs**

### **Record(s) description**

Logs recording the arrangements applied when handling secure electronic materials provided to Whickham School and accessed by the exams officer (or other authorised member of centre staff).

### **Retention information/period**

To 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.

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

Electronic information will be deleted. Paper copies will be disposed of in confidential waste.

## **23. Invigilation arrangements**

### **Record(s) description**

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



**Retention information/period**

To 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.

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

Electronic information will be deleted. Paper copies will be disposed of in confidential waste.

**24. Invigilator and facilitator training records****Record(s) description**

Records of training events attended by invigilators.

**Retention information/period**

To 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.

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

Electronic information will be deleted. Paper copies will be disposed of in confidential waste.

**25. Moderator reports****Record(s) description**

Reports on coursework completed at the centre and submitted for verification of marks.

**Retention information/period**

To be immediately provided to head of department as records owner.

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

Electronic information will be deleted. Paper copies will be disposed of in confidential waste.

**26. 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**

To 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.

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

Electronic information will be deleted. Paper copies will be disposed of in confidential waste.

**27. 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 Any hard copy information relating to overnight supervision arrangements. Reports submitted online via CAP.

**Retention information/period**

To 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.

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

Electronic information will be deleted. Paper copies will be disposed of in confidential waste.

**28. Post-results services: confirmation of candidate consent information**

**Record(s) description**

Hard copy or email record of required candidate consent .

**Retention information/period**

To be kept for at least six months following the outcome of the clerical re-check, review of marking or any subsequent appeal.

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

Electronic information will be deleted. Paper copies will be disposed of in confidential waste.

**29. Post-results services: request/outcome information**

**Record(s) description**

Any hard copy information relating to a postresults service request (RoRs, appeals, ATS) submitted to an awarding body for a candidate and outcome information from the awarding body.

**Retention information/period**

To be kept for at least six months following the outcome of the clerical re-check, review of marking or any subsequent appeal.

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

Electronic information will be deleted. Paper copies will be disposed of in confidential waste.

**30. Post-results services: tracking logs**

**Record(s) description**

Logs tracking to resolution all post-results service requests submitted to awarding bodies

**Retention information/period**

To be kept for at least six months following the outcome of the clerical re-check, review of marking or any subsequent appeal.

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

Electronic information will be deleted. Paper copies will be disposed of in confidential waste.

**31. Private candidate information**

**Record(s) description**

Not applicable.

**Retention information/period**

Not applicable.

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

Not applicable.

**32. Proof of postage - candidates' work**

**Record(s) description**

Proof of postage of sample of candidates' work submitted to awarding body moderators. (Proof of postage of candidates' scripts to awarding body examiners/markers).

**Retention information/period**

To 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.

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

Electronic information will be deleted. Paper copies will be disposed of in confidential waste.

### **33. Resolving timetable clashes**

**Record(s) description**

Any electronic or hard copy information relating to the resolution of a candidate's clash of timetabled exam papers.

**Retention information/period**

To 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.

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

Electronic information will be deleted. Paper copies will be disposed of in confidential waste.

### **34. Results information**

**Record(s) description**

Broadsheets of public examination results summarising candidate final grades by subject by exam series. Candidate results slips.

**Retention information/period**

Records for current years plus previous 6 years to be retained as a minimum.

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

Electronic information will be deleted. Paper copies will be disposed of in confidential waste.

### **35. Seating plans**

**Record(s) description**

Plans showing the seating arrangements of all candidates for every exam taken.

**Retention information/period**

To 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.

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

Electronic information will be deleted. Paper copies will be disposed of in confidential waste.

### **36. Second pair of eyes check forms**

**Record(s) description**

Records of the check that must take place by a second person (in addition to the person removing question paper packets from secure storage) immediately before a question paper packet is opened.

**Retention information/period**

To 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.

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

Electronic information will be deleted. Paper copies will be disposed of in confidential waste.

**37. 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**

To 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.

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

Electronic information will be deleted. Paper copies will be disposed of in confidential waste.

**38. 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**

To 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.

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

Electronic information will be deleted. Paper copies will be disposed of in confidential waste.

**39. Transferred candidate arrangements**

**Record(s) description**

Any hard copy information relating to a transferred candidate arrangement. Applications submitted online via CAP.

**Retention information/period**

To 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.

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

Electronic information will be deleted. Paper copies will be disposed of in confidential waste.

**40. 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**

To 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.

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

Electronic information will be deleted. Paper copies will be disposed of in confidential waste.

#### **41a. Any other records/documentation/materials**

##### **Record(s) description**

Any other exams related documentation not previously mentioned.

##### **Retention information/period**

To 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.

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

Electronic information will be deleted. Paper copies will be disposed of in confidential waste.

#### **41b. 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 2023/2024**

New record types added - **22. Handling secure electronic materials logs** and **36. Second pair of eyes check records/forms**

### **Centre-specific changes**

Not applicable.

Glossary:

ATS - Access to Script

CAP - Centre Admin Portal

RoRs - Review of Results