



Exams Archiving Policy

Policy/Procedure creator: Charlotte Turner

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Centre Name	Ormiston Bushfield Academy
Centre Number	22319
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Current policy approved by	Rebecca Rhodes
Current policy reviewed by	Rebecca Rhodes
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Key staff involved in the policy

Role	Name
Exams officer	Charlotte Turner
Senior leader(s)	Rebecca Rhodes
Head of centre	Dennis Kirwan
IT manager	Duncan Gilbert
ALS lead/SENCo	Leigh Drew
Finance manager	Michael Bullard
Head(s) of department	Not Applicable
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

Hard copies of access arrangement hard copy records are kept in a locked cabinet in the SENCO office. Exams Officer has a key to access the locked cabinet as and when required

Retention information/period

Records returned to ALS lead/SENCo as records owner at end of the candidate's final exam series

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

The access arrangement hard copy records are confidentially destroyed after the end of application date as stated on the access arrangement.

2. Alternative site arrangements

Record(s) description

Not applicable

Retention information/period

Any additional exam information is retained in the secure exam store until after the deadline for reviews of results or other results enquiries.

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

All additional exam information is confidentially destroyed at the end of the retention period.

3. Attendance register copies

Record(s) description

All attendance registers are kept locked in the secure exam store.

Retention information/period

Attendance registers are kept in accordance with the requirements of ICE, sections 12,22. These are kept until the deadline for reviews of marking has passed, or until any appeal, malpractice or other results enquiry has been completed.

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

Attendance registers, seating plans and invigilation arrangements are disposed of confidentially by shredding.

4. Awarding body exams administration information

Record(s) description

Hard copies from awarding bodies are kept in the secure exam store.

Retention information/period

Records are retained until the current academic year has finished.

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

All hard copies from awarding bodies are confidentially disposed of by shredding at the end of the relevant academic year.

5. Candidates' scripts

Record(s) description

Candidate copies of scripts returned to the centre through Access to Scripts (ATS) service.

Retention information/period

To be retained securely until the awarding bodies earliest date for confidential disposal of unwanted scripts in accordance with the requirements of GR, section 3.15.

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

All unwanted scripts are confidentially disposed.

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 kept in exam store. To be stored safely and securely along with work that did not form part of the moderation sample (including materials stored electronically) 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, Ormiston Bushfield Academy 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 also includes materials stored electronically.

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

All candidates work is returned to the subject teacher upon completion of any review of moderation, appeal or malpractice. All movement of candidates work is recorded and kept in the secure exam store.

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 examination certificates issued by awarding bodies.

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)

All unclaimed certificates are confidentially destroyed 12 months from date of issue.

9. Certificate destruction information

Record(s) description

A record is kept all unclaimed certificates that have been destroyed.

Retention information/period

Records retained in accordance with the requirements of GR, section 5.14. However, candidates should be informed that some awarding bodies do not offer a replacement certificate service. In such circumstances the awarding body will issue a Certifying Statement of Results. Where an awarding body issues a replacement certificate, or a Certifying Statement of Results, this will provide an accurate and complete record of results for all qualifications covered by the original certificate (return any certificates requested by the awarding bodies. Certificates always remain the property of the awarding bodies).

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

All unclaimed certificates are confidentially destroyed

10. Certificate issue information

Record(s) description

A record of certificates is kept in the exam store

Retention information/period

Records retained in accordance with the requirements of GR, section 5.14. Certificates are presented to candidates at an awards ceremony where candidates sign to receive the certificate.

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

Any unclaimed certificates are confidentially destroyed.

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

All exam related information held in the centre is retained until the deadline for reviews of results or other results enquiries (or the resolution of any outstanding reviews/appeals or malpractice investigations) for the relevant exam series.

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

All exam related information is either passed onto subject teachers 48 hours after the material became live or confidentially destroyed.

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

All exam related information held in the centre is retained until the deadline for reviews of results or other results enquiries (or the resolution of any outstanding reviews/appeals or malpractice investigations) for the relevant exam series.

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

All exam related information is either passed onto subject teachers 48 hours after the material became live or confidentially destroyed.

13. Conflicts of interest records

Record(s) description

Records demonstrating the management of conflicts of interest

Retention information/period

Records retained in accordance with the requirements of GR, section 5.3

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

All exam related information is either passed onto subject teachers 48 hours after the material became live or confidentially destroyed.

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

All exam related information held in the centre is retained until the deadline for reviews of results or other results enquiries (or the resolution of any outstanding reviews/appeals or malpractice investigations) for the relevant exam series.

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

All exam related information is either past onto subject teachers 48 hours after the material became live or confidentially destroyed.

15. Entry information

Record(s) description

Hard copy information relating to candidate entries.

Retention information/period

All exam entry information held in the centre is retained until the deadline for reviews of results or other results enquiries (or the resolution of any outstanding reviews/appeals or malpractice investigations) for the relevant exam series.

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

All exam entry information is confidentially destroyed at the end of the academic year.

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. For confidentiality purposes question papers must not be released to centre personnel for use in accordance with the above licence until 48 hours after the awarding body's published finishing time for the examination or, in the case of a timetable variation, until all candidates within the centre have completed the examination. This does not restrict access to question papers by authorised centre personnel for the purpose of conducting examinations.

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

Question papers are issued to subject teachers 48 hours after the awarding bodies published finishing time or, in the case of a timetable variation, until all candidates within the centre have completed the exam.

17. Exam room checklists

Record(s) description

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

Retention information/period

Records retained in accordance with the requirements of GR, section 6.13. For confidentiality purposes question papers must not be released to centre personnel for use in accordance with the above licence until 48 hours after the awarding body's published finishing time for the examination or, in the case of a timetable variation, until all candidates within the centre have completed the examination. This does not restrict access to question papers by authorised centre personnel for the purpose of conducting examinations.

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

Checklist logs are confidentially destroyed after the deadline for review of results, appeals or malpractice.

18. Exam room incident logs

Record(s) description

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

Retention information/period

Exam room incident logs are retained until the deadline of review of results, appeals or malpractice.

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

Exam room incident logs are confidentially destroyed after the deadline of review of results, appeals or malpractice.

19. Exam stationery

Record(s) description

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

Retention information/period

Awarding body exam stationery is stored in the secure exam store. Surplus stationery is not used for internal Academy test, mock exams or non-examination assessments.

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

Any out of date exam stationery is confidentially destroyed.

20. Examiner reports

Record(s) description

Examiner reports for all assessments

Retention information/period

All examiner reports are sent to the Head of Centre and Head of Department.

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

Retention of examiner reports is signed over to the Head of Department

21. Finance information

Record(s) description

Exam related invoices

Retention information/period

All exam related invoices are kept by the Finance department as record owners.

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

All exam related invoices are confidentially destroyed by the Finance department.

22. Invigilation arrangements

Record(s) description

Invigilation arrangements for each exam session

Retention information/period

All invigilation arrangements are kept by the Exams Officer.

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

All invigilation arrangements are confidentially destroyed at the end of the academic year.

23. Invigilator and facilitator training records

Record(s) description

Invigilator training records

Retention information/period

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

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

Records are confidentially destroyed

24. Moderator reports

Record(s) description

Moderator reports

Retention information/period

Moderator reports are sent to the Head of Centre and Heads of Department upon receipt.

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

Moderator reports are confidentially destroyed by Head of Department.

25. Moderation return logs

Record(s) description

Logs recording the return of the candidates' work to the centre by the awarding body at the end of the moderation period.

Retention information/period

Candidates moderated work is kept in the secure exam store until after the deadline of review of results/appeals or malpractice.

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

Candidates moderated work is returned to the relevant Head of Department after the deadline of review of results/appeals or malpractice.

26. Overnight supervision information**Record(s) description**

Not applicable

Retention information/period

Not applicable

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

Not applicable

27. Post-results services: confirmation of candidate consent information**Record(s) description**

Hard copy or e-mail record of required candidate consent.

Retention information/period

Consent forms or e-mails from candidates are retained for at least 6 months following the outcome of the clerical re-check or review of marking or any subsequent appeal.

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

Consent forms or e-mails from candidates are confidentially destroyed.

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

Any hard copy information relating to a post-results service request is retained until after the deadline for reviews of results or other results enquiries.

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

Any hard copy information relating to a post-results service request is confidentially destroyed after the deadline for reviews of results or other results enquiries.

29. Post-results services: tracking logs**Record(s) description**

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

Retention information/period

Post results services tracking log is retained until after the deadline for reviews of results or other results enquiries.

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

Post results services tracking log is confidentially destroyed after the deadline for reviews of results or other results enquiries.

30. 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

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

Proof of despatch of candidates' scripts to awarding body examiners/markers.

Retention information/period

Proof of despatch of candidates' scripts not involved in the yellow label service must obtain 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. Proof of postage will provide evidence that the candidates' scripts have left the centre.

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

Proof of despatch of candidates' scripts are confidentially destroyed after the deadline of the review of results, appeals or malpractice.

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

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

Retention information/period

Any hard copy information relating to the resolution of a candidate's clash of timetabled exam papers is retained until after the deadline for reviews of results or other results enquiries.

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

Any hard copy information relating to the resolution of a candidate's clash of timetabled exam papers is confidentially destroyed after the deadline for reviews of results or other results enquiries.

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)

Results information is confidentially destroyed after the retention period mentioned above.

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 The centre keeps 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 latter.

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

All records are confidentially destroyed.

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

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.

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

All applications are confidentially destroyed.

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

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 is retained until after the deadline for reviews of results or other results enquiries.

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

All information is confidentially destroyed.

37. Transferred candidate arrangements**Record(s) description**

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

Retention information/period

Any hard copy information relating to a transferred candidate arrangement. Applications submitted online via CAP is retained until after the deadline for reviews of results or other results enquiries.

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

All transferred candidate arrangement records are confidentially destroyed.

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

Any hard copy information relating to a candidate arriving very late to an exam. Reports submitted online via CAP is retained by the centre until after the deadline for reviews of results or other results enquiries

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

All information is confidentially destroyed.

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

Upon review in November 2022, no centre-specific updates or changes were applicable to this document.