



Exams Archiving Policy

Ormiston Bushfield Academy

Exams Archiving Policy

Centre name	Ormiston Bushfield Academy
Centre number	22319
Date policy first created	31/10/2023
Current policy approved by	Rebecca Rhodes
Current policy reviewed by	Charlotte Turner
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Key staff involved in the policy

Role	Name
Head of centre	Dennis Kirwan
Senior leader(s)	Rebecca Rhodes
Exams officer	Charlotte turner
SENCo (or equivalent role)	Leigh Drew
IT manager	Brian Monger
Finance manager	Michael Bullard
Head(s) of department	
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 documents **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 Ormiston Bushfield Academy, this is indicated.

1. Access arrangements information

Record(s) description

Hard copies of access arrangement records are kept in a locked cabinet in the SENCo office.

Retention information/period

Records are confidentially destroyed after the end of application date as stated on the access arrangement application.

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

These are confidentially destroyed by use of a third party data shred.

2. Alternative site arrangements

Record(s) description

Not applicable

Retention information/period

Not applicable

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

Not applicable

3. Attendance register copies

Record(s) description

All attendance registers are kept 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 for one academic year after which they are destroyed.

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

Shred

4. Awarding body exams administration information

Record(s) description

Hard copy publications issued by awarding body

Retention information/period

Records are kept for one academic year after which they are destroyed.

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

Shred

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 in accordance with the requirements of GR, section 3.15 (... ensure that when scripts that have been returned under access to scripts arrangements are no longer required, they are disposed of in a confidential manner, but no earlier than the dates specified by the awarding bodies...)

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

Shred/delete from online

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 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) in accordance with the requirements of GR, section 3.15

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

Returned to candidates

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

Records retained in accordance with the requirements of GR, section 5.14

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

Confidential destruction

9. Certificate destruction information**Record(s) description**

A record of unclaimed certificates that have been destroyed.

Retention information/period

Records retained in accordance with the requirements of GR, section 5.14 (... destroy any unclaimed certificates after retaining them for a minimum of 12 months. They must be destroyed in a confidential

manner. Centres that do not have a means of destroying certificates confidentially may return them to the respective awarding body. A record of certificates that have been destroyed should be retained for four years from their date of destruction. 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)

Confidential destruction

10. Certificate issue information

Record(s) description

A record of certificates issued

Retention information/period

Records retained in accordance with the requirements of GR, section 5.14 (...obtain and maintain accurate candidate contact information to ensure the correct and secure despatch of certificates - ...distribute certificates to all candidates without delay and regardless of any disputes (such as non-payment of fees). Certificates must not be withheld without prior permission from an awarding body which will only be given in very exceptional circumstances. A record should be kept of the certificates that are issued...)

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

Shred

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.

Retention information/period

All exam related information held in the centre is kept for one academic year after which they are destroyed.

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

Shred

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

Record(s) description

Logs recording the secure movement of awarding body confidential exam materials 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 kept for one academic year after which they are destroyed.

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

Shred

13. Conflicts of interest records

Record(s) description

Records demonstrating the management of conflicts of interest

Retention information/period

All exam related information held in the centre is kept for one academic year after which they are destroyed.

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

Shred

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 (England only).

Retention information/period

All exam related information held in the centre is kept for one academic year after which they are destroyed.

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

Shred

15. Entry information

Record(s) description

Hard copy information relating to candidate's exam entry.

Retention information/period

All exam related information held in the centre is kept for one academic year after which they are destroyed.

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

Shred

16. Exam question papers

Record(s) description

Question papers for timetabled written exams.

Retention information/period

Records retained in accordance with the requirements of ICE, section 31 (Releasing question papers) and 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 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)

Issued to subject staff

17. Exam room checklists

Record(s) description

Question papers for timetabled written exams.

Retention information/period

All exam related information held in the centre is kept for one academic year after which they are destroyed.

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

18. Exam room incident logs

Record(s) description

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

Retention information/period

All exam related information held in the centre is kept for one academic year after which they are destroyed.

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

Shred

19. Exam stationery

Record(s) description

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

Retention information/period

Records retained in accordance with the requirements of ICE, section 30 (...return unused stationery 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... destroy confidentially any out-of-date stationery.).

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

Shred

20. Examiner reports

Record(s) description

Examiner reports.

Retention information/period

Records immediately provided to head of department as records owner.

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

N/A

21. Finance information

Record(s) description

Records immediately provided to head of department as records owner.

Retention information/period

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

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

Shred

22. Handling secure electronic materials logs

Record(s) description

Logs recording the arrangements applied when handling secure electronic materials provided to the centre

and accessed by the exams officer (or other authorised member of centre staff).

Retention information/period

All exam related information held in the centre is kept for one academic year after which they are destroyed.

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

Delete

23. Invigilation arrangements

Record(s) description

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.

Retention information/period

All exam related information held in the centre is kept for one academic year after which they are destroyed.

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

Shred

24. Invigilator and facilitator training records

Record(s) description

Training records

Retention information/period

All exam related information held in the centre is kept for one academic year after which they are destroyed.

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

Shred

25. Moderator reports

Record(s) description

Moderator reports

Retention information/period

(Where printed from electronic copy) Records immediately provided to head of department as records owner.

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

N/A

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

All exam related information held in the centre is kept for one academic year after which they are destroyed.

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

Shred

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.

Retention information/period

All exam related information held in the centre is kept for one academic year after which they are destroyed.

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

Shred

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

Record(s) description

Hard copy or email record of required candidate consent.

Retention information/period

All exam related information held in the centre is kept for one academic year after which they are destroyed.

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

Shred

29. 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

All exam related information held in the centre is kept for one academic year after which they are destroyed.

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

Shred

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

All exam related information held in the centre is kept for one academic year after which they are destroyed.

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

Shred

31. Private candidate information

Record(s) description

N/A

Retention information/period

N/A

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

N/A

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

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

Retention information/period

All exam related information held in the centre is kept for one academic year after which they are destroyed.

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

Shred

33. Resilience arrangements: Evidence of candidate performance**Record(s) description**

The collection of evidence of student performance to ensure resilience in the qualifications system.

Retention information/period

Student work, either the original or a copy, must always be retained by the centre. Student work can be retained digitally or physically. Students may be given copies, or the original work, where this would support their study.

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

Shred

34. 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

All exam related information held in the centre is kept for one academic year after which they are destroyed.

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

Shred

35. Results information**Record(s) description**

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

Retention information/period

All exam related information held in the centre is kept for one academic year after which they are destroyed. Data on SIMs is kept for as long as GDPR states we can keep data.

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

Shred

36. Seating plans

Record(s) description

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

Retention information/period

All exam related information held in the centre is kept for one academic year after which they are destroyed.

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

Shred

37. Second pair of eyes check forms**Record(s) description**

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

Retention information/period

All exam related information held in the centre is kept for one academic year after which they are destroyed.

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

Shred

38. 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 appropriate evidence signed by a senior leader.

Retention information/period

All exam related information held in the centre is kept for one academic year after which they are destroyed.

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

Shred

39. 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

All exam related information held in the centre is kept for one academic year after which they are destroyed.

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

Shred

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

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

Retention information/period

All exam related information held in the centre is kept for one academic year after which they are destroyed.

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

Shred

41. 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

All exam related information held in the centre is kept for one academic year after which they are destroyed.

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

Shred

42a. Any other records/documentation/materials

Record(s) description

Retention information/period

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

42b. Any other records/documentation/materials

Record(s) description

Retention information/period

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

Changes 2024/2025

(Changed) Any reference to ALS Lead/SENCo changed to SENCo (or equivalent role).

(Added) Record type - **33. Resilience arrangements: Evidence of candidate performance**

Centre-specific changes

Changes to state that all exam material, unless otherwise stipulated, is retained for one academic year.