

Archiving Policy (Exams)

Approved by:

Governing Body

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Purpose

The purpose of this policy is to:

- identify exams-related information/records held by the exam's office
- identify the retention period
- determine the action required at the end of the retention period and the method of disposal

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 SENCo as records owner at end of the candidate's final exam series.	Confidential waste/shredding
Attendance register copies		To be retained until after the deadline for EARs or until any appeal, malpractice or other results query has been completed (whichever is latest)	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.	Recycling
BTEC Assessment Records	Any hard copies	To be retained for a period of 3 years following certification	Confidential waste/shredding
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 waste/shredding

Record type	Record(s) description (where required)	Retention information/period	Action at end of retention period (method of 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)	Returned to candidates or safe disposal
Certificates	Candidate certificates issued by awarding bodies.	Retain all unclaimed/uncollected certificates for a minimum of 12 months	Confidential waste/shredding
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 waste/shredding
Certificate issue information	A record of certificates that have been issued	To be retained for 4 years from the date of certificate issues	Confidential waste/shredding
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.	To be retained for the relevant academic year	Disposal
Confidential materials: receipt, secure movement	Logs recording confidential exam materials received (including encrypted materials received via email or downloaded from an awarding body's secure extranet site),	To be retained for the relevant academic year	Disposal

Record type	Record(s) description (where required)	Retention information/period	Action at end of retention period (method of disposal)
and secure storage logs	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		
Dispatch logs	Proof of dispatch of exam script packages to awarding body examiners covered by the DfE (Standards & Testing Agency) yellow label service	To be retained until after the deadline for EARs or until any appeal, malpractice or other results enquiry has been completed (whichever is latest)	Disposal
Entry information	Any hard copy information relating to candidates' entries.	To be retained until after the deadline for EARs or until any appeal, malpractice or other results enquiry has been completed (whichever is latest)	Confidential waste/shredding
Exam question papers	Question papers for timetabled written exams.	Issued to teaching staff after the 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 for vocational qualifications after the examination has taken place are followed	Issued to subject staff
Exam room checklists	Checklists confirming exam room conditions and invigilation arrangements for each exam session.	To be retained until after the deadline for EARs or until any appeal, malpractice or other results enquiry has been completed (whichever is latest)	Disposal

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 for each exam session.	To be retained until after the deadline for EARs or until any appeal, malpractice or other results enquiry has been completed (whichever is latest)	Confidential waste/shredding
Exam stationery	Awarding body exam stationery provided solely for the purpose of external exams	When awarding body or JCQ common stationery is considered surplus or is out-of-date, it will be disposed of	Confidential destruction
Finance information	Copy invoices for exams-related fees	To be returned to Finance department as records owner at the end of the academic year	Returned to records owner
Post-results services: confirmation of candidate consent information	Hard copy or email record of required candidate consent	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.	Confidential waste/shredding
Post-results services: requests/outcome information	Any hard copy information relating to a post-results service request (appeals, ATS) submitted to an awarding body for a candidate and outcome information from the awarding body.	To be retained with the EAR consent for at least six months following the outcome of the enquiry or any subsequent appeal. To be retained with the ATS consent for at least six months from the date consent given.	Confidential waste/shredding
Proof of postage – candidates' work	Proof of postage of sample of candidates' work submitted to awarding body moderators	To be retained until after the deadline for EARs or until any appeal, malpractice or other results enquiry has been completed (whichever is latest)	Disposal

Record type	Record(s) description (where required)	Retention information/period	Action at end of retention period (method of disposal)
Resolving timetable clashes information	Any hard copy information relating to the resolution of a candidate's clash of timetabled exam papers	To be retained until the date of the exam clash or timetable variation has passed	Disposal
Results information	Broadsheets of 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 waste/shredding
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 latest)	Confidential waste/shredding
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 supporting an on-line special consideration application and evidence supporting a candidate's absence from an exam must be kept until after the publication of results.	Confidential waste/shredding
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.	Evidence supporting a malpractice investigation/report must be kept until after the publication of results	Confidential waste/shredding
Very late arrival reports/outcomes	Any hard copy information relating to a candidate arriving very late to an exam. Reports submitted online via CAP.	To be retained for JCQ inspection purposes for the relevant exam series	Confidential waste/shredding