

# **Exams Archiving Policy**

Heles School

## Exams Archiving Policy

Centre name	Heles School
Centre number	54435
Date policy first created	19/09/2023
Current policy approved by	Ms Emma Clapham
Current policy reviewed by	Kristina Packer - Exams Officer
Date of review	11/09/2024
Date of next review	19/09/2025

## Key staff involved in the policy

Role	Name
Head of centre	Miss Justine Mason
Senior leader(s)	Ms Emma Clapham - SLT Lead to Exams
Exams officer	Kristina Packer
SENCo (or equivalent role)	Mrs Angela Byrne
IT manager	Mr Mark Kent
Finance manager	Carolyn Hamblin
Head(s) of department	Not Applicable
Other staff (if applicable)	Craig Maw - Deputy Exams Officer

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 Heles School, this is indicated.

### **1. Access arrangements information**

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

Any hard copy information kept by the EO relating to an access arrangement candidate.

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

To be stored in the exam cupboard for twelve months after the candidates last exam

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

Confidential waste/ shredding

### **2. Alternative site arrangements**

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

Any hard copy information generated on alternative site arrangements. Notification submitted online.

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

To be retained until after the deadline for EARs 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)**

Confidential waste/shredding

### **3. Attendance register copies**

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

Attendance registers

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

To be retained until after the deadline for EARs 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)**

Confidential waste/shredding.

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

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

Any hard copy publications provided by awarding bodies.

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

To be retained until the current academic year update is provided

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

Dispose of in recycling

### **5. Candidates' scripts**

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

Any unwanted copies of scripts to be returned to the centre through ATS

**Retention information/period**

To be retained securely.

Can be destroyed in confidential waste after the deadline for EARs or until any appeal, malpractice or other results enquiry has been completed, whichever is later.

Scripts used for teaching and learning purposes no longer required.

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

Confidential destruction

**6. Candidates' work****Record(s) description**

Non-examination assessment work (Inc. controlled assessment, coursework, portfolios) returned to the centre after awarding body moderation.

**Retention information/period**

To be immediately returned to HOD's as records owner. (recorded on spreadsheet)

To be stored safely and securely along with work that did not form part of the moderation sample (including materials stored electronically) until after the deadline for EARs or the resolution of any outstanding enquiry/appeal or malpractice investigations for the exam series.

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

Returned to candidates or safe disposal.

**7. Centre consortium arrangements for centre assessed work****Record(s) description**

Any hard copy information generated or relating to consortium arrangements for centre assessed work. Applications submitted online via CAP.

**Retention information/period**

To be retained until after the deadline for EARs 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)**

Confidential destruction.

**8. Certificates****Record(s) description**

Candidate certificates issued by awarding bodies.

**Retention information/period**

Unclaimed/uncollected certificates to be retained securely for a minimum of 12 months from date of issue in Main Reception

After 12 months stored securely in the Exams Office.

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

Confidential destruction, if required.

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

A record of unclaimed certificates that have been destroyed.

**Retention information/period**

To be retained for 4 years from the date of certificate destruction

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

Confidential destruction

**10. Certificate issue information**

**Record(s) description**

A record of certificates that have been issued to candidates

**Retention information/period**

Signed sheets are kept for a minimum of 12 months

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

Confidential destruction

**11. Confidential materials: initial point of delivery logs**

**Record(s) description**

A Log recording awarding body confidential exam material 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**

Recorded by Reception Staff in a log.  
To be kept for the duration of the exam series

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

Confidential destruction

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

**Record(s) description**

A log 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**

Record sheet kept in Exams Office  
To be kept for the duration of the exam series.

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

Destruction

**13. Conflicts of interest records**

**Record(s) description**

Records demonstrating the management of Conflicts of Interest

**Retention information/period**

To be retained by the Exams officer for the duration of the exam series

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

Confidential destruction

**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**

Record kept in Reception File for the duration of the exam series

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

Destruction

**15. Entry information**

**Record(s) description**

Any hard copy information relating to candidates' entries

**Retention information/period**

Kept in the Exams Office File, for 12 months after the exam series has finished

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

Confidential destruction

**16. Exam question papers**

**Record(s) description**

Question papers for timetabled written exams.

**Retention information/period**

Issued to teaching staff after the published finishing time of the exam and only when all candidates in the centre have completed the exam.

This would normally be the following day.

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.

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

Destroyed once finished with or returned to the Awarding Body as per their instructions.

**17. Exam room checklists**

**Record(s) description**

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

**Retention information/period**

To be retained until after the deadline for EARs or until any appeal, malpractice or other results enquiry has been completed, whichever is later.

Kept on file for 12 months after the exam series has finished.

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

Confidential destruction.

## **18. Exam room incident logs**

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

Logs recording any incidents or irregularities in exam rooms.

### **Retention information/period**

Kept in the log book. For a minimum of the duration of the exam series, or until the book is full.

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

Confidential disposal.

## **19. Exam stationery**

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

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

### **Retention information/period**

Any unused exam stationery will be returned to the secure storage facility or secure room until needed for a future examination.

When awarding body or JCQ common stationery is considered surplus or is out-of-date it will be disposed of.

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

Confidential disposal.

## **20. Examiner reports**

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

Examiner reports.

### **Retention information/period**

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

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

Confidential disposal.

## **21. Finance information**

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

Copy invoices for exams-related fees.

### **Retention information/period**

To be returned to Finance department as records owner as they are received. Kept for current year plus archived for further 6 years.

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

Confidential disposal

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

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

Logs recording the handling of secure electronic materials



**Retention information/period**

Until the deadline of EAR has passed

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

Confidential shredding

**23. Invigilation arrangements****Record(s) description**

Checklists confirming room conditions and invigilation arrangements for each exam room

**Retention information/period**

To be retained until after the deadline for EARs or until any appeal, malpractice or other results enquiry has been completed, whichever is later.

Kept on file for 12 months after the exam series has finished

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

Confidential destruction

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

Attendance registers

PowerPoint presentations

Invigilator Packs

**Retention information/period**

Record kept of all training and those who attend. To be kept on file until deadline for reviews of marking has passed or appeals or malpractice has been completed

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

Confidential disposal

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

Moderator reports

**Retention information/period**

To be immediately provided to head of department as records owner

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

Confidential disposal when no longer required

**26. Moderation return logs****Record(s) description**

Electronic record on movement of NEA. Logged when leaving/returning to centre

**Retention information/period**

Retained until end of reviews of marking has passed or appeals or malpractice has been completed

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

Delete file

## **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**

To be retained for JCQ inspection purposes for the relevant exam series.  
Kept on file for a further 12 months.

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

Confidential disposal.

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

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

Hard copy or email record of candidate consent for an EAR or ATS request to be submitted to an awarding body.

### **Retention information/period**

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.

Kept on file for 6 months after the exam series.

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

Confidential disposal.

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

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

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.

### **Retention information/period**

Kept on file for a further 12 months after the exam series.

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

Confidential disposal

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

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

A log tracking to resolution all post-results service requests submitted to awarding bodies.

### **Retention information/period**

Retained on file for 12 months after the exam series.

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

Confidential disposal.

### **31. Private candidate information**

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

Any hard copy information relating to private candidates' entries. Proof of identification

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

Retained on file for 12 months after the exams series.

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

Confidential disposal.

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

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

Proof of postage of sample of candidates' work to awarding body moderators.

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

Retained in Reception for duration of exam series.

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

Confidential disposal.

### **33. Resilience arrangements: Evidence of candidate performance**

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

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

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

### **34. Resolving timetable clashes**

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

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

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

Retained on file for 12 months after the exam series.

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

Confidential disposal.

### **35. Results information**

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

Broadsheets of results summarising candidate final grades by subject by exam series

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

Records for current year plus previous 6 years to be retained as a minimum. Kept electronically.  
[Reference Records Management Toolkit for Schools]

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

Confidential disposal

### **36. Seating plans**

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

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

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

To be retained until after the deadline for EARs or until any appeal, malpractice or other results enquiry has been completed, whichever is later.

Must be signed by Invigilator.

Kept for 12 months after the end of the exam series.

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

Confidential disposal.

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

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

Second pair of eyes check is completed on the secure materials log in the secure store

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

Kept for 12 months in the exam drawers in the office

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

confidential shredding or archived

### **38. Special consideration information**

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

Any hard copy information relating to a special consideration request and supporting evidence submitted to an awarding body for a candidate and signed evidence produced by a senior leader in support of the application

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

Evidence must be produced by a member of the senior leadership team to support 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.

Kept for 12 months after the end of the exam

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

Confidential disposal

### **39. Suspected malpractice reports/outcomes**

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

Any hard copy information relating to a suspected malpractice investigation/report submitted to an awarding body and outcome information from the awarding body

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

Kept on file

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

Confidential disposal

#### **40. Transferred candidate arrangements**

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

Any hard copy information relating to an application for a transferred candidate arrangement submitted to an awarding body for a candidate

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

To be retained until the transfer arrangements are confirmed by the awarding body

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

Confidential disposal

#### **41. Very late arrival reports/outcomes**

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

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

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

To be retained on file until after the exam series and for a further 12 months.

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

Confidential disposal.

#### **42a. Any other records/documentation/materials**

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

not applicable

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

After the deadline for reviews of results or other results enquiries

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

Confidential disposal

#### **42b. Any other records/documentation/materials**

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

not applicable

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

12 months from the relevant series

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

Confidential 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**

Upon review, no centre-specific changes