



Exams archiving policy

2018/19

These procedures are reviewed annually to ensure compliance with current regulations

Approved/reviewed by	
Date of next review	

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

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.	Archive
Attendance register copies	Registers record attendance at each written exam, are kept with seating plan and exam room incident log	Retained until the post-results period or outstanding enquiry/appeal or malpractice investigations has been completed for that exam series	Confidential disposal
Awarding body administrative information	Any hard copy publications provided by awarding bodies.	To be retained until the current academic year update is provided.	Confidential disposal
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 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 was not part of the moderation sample (including materials stored electronically) until the post-results period or outstanding enquiry/appeal or malpractice investigations has been completed for that exam series	Returned to candidates or safe disposal
Certificates	Candidate certificates issued by awarding bodies.	Unclaimed/uncollected certificates to be retained securely and indefinitely from date of issue.	Certificates kept indefinitely
Certificate destruction information	N/A	N/A	N/A
Certificate issue information	A record of certificates that have been issued.	Retained for 10 years from the date of the Exam Season	Archive
Confidential materials: initial point of delivery logs	Logs recording awarding body confidential exam materials received at the initial point of delivery in the centre to the point where materials are securely issued to an authorised member of staff.	Retained until the post-results period or outstanding enquiry/appeal or malpractice investigations has been completed for that exam series	Confidential disposal

Record type	Record(s) description (where required)	Retention information/period	Action at end of retention period (method of disposal)
Confidential materials: receipt, secure movement and secure storage logs	Logs recording the receipt, checking, secure movement and secure storage of confidential exam materials.	Retained until the post-results period or outstanding enquiry/appeal or malpractice investigations has been completed for that exam series	Confidential disposal
Dispatch logs	Proof of dispatch of exam script packages to awarding body examiners covered by the <u>DfE (Standards & Testing Agency) yellow label service</u>	Retained until the post-results period or outstanding enquiry/appeal or malpractice investigations has been completed for that exam series	Confidential disposal
Entry information	Any hard copy information relating to candidates' entries.	Retained until the post-results period or outstanding enquiry/appeal or malpractice investigations has been completed for that exam series	Confidential disposal
Exam question papers	Question papers for timetabled written exams.	Stored in the exams secure storage after exam and issued to teaching staff 24 hours after the published exam time in case of any clashes 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 for secure storing Confidential disposal
Exam room checklists	Checklists confirming exam room conditions and invigilation arrangements for each exam session.	Retained until the post-results period or outstanding enquiry/appeal or malpractice investigations has been completed for that exam series	Confidential disposal
Exam room incident logs	Logs recording any incidents or irregularities in exam rooms for each exam session.	Retained until the post-results period or outstanding enquiry/appeal or malpractice investigations has been completed for that exam series	Confidential disposal
Exam stationery	Awarding body exam stationery provided solely for the purpose of external exams.	Unused stationery is kept securely. When awarding body or JCQ common stationery is considered surplus or is out-of-date it will be disposed of.	Confidential destruction
Examiner reports		To be immediately provided to head of department as records owner.	
Finance information	Copy invoices for exams-related fees.	To be returned to Finance department as records owner at the end of the academic year.	Confidential disposal

Record type	Record(s) description (where required)	Retention information/period	Action at end of retention period (method of disposal)
Invigilation arrangements	Checklists confirming exam room conditions and invigilation arrangements for each exam session.	Retained until the post-results period or outstanding enquiry/appeal or malpractice investigations has been completed for that exam series	Confidential disposal
Invigilator and facilitator training records	Record of training	Retained until the post-results period or outstanding enquiry/appeal or malpractice investigations has been completed for that exam series	Confidential disposal
JCQ publications	Any hard copy publications provided by JCQ.	To be retained until the current academic year update is provided.	Recycling
Moderator reports		To be immediately provided to head of department as records owner.	
Moderation returns logs	Logs recording the return of candidates' work to the centre by the awarding body at the end of the moderation period	To be provided to head of department	Returned to candidates or safe disposal
Overnight supervision information	JCQ form <i>Timetable variation and confidentiality declaration for overnight supervision</i> for any candidate eligible for these arrangements.	To be retained for JCQ inspection purposes for the relevant exam series	Confidential disposal
Post-results services: confirmation of candidate consent information	Hard copy or email record of required candidate consent	EAR consent to be retained for 12 months following the outcome of the enquiry or any subsequent appeal. ATS consent to be retained for 12 months from the date consent given.	Confidential disposal
Post-results services: requests/outcome information	Any hard copy information relating to a post-results service request submitted to an awarding body for a candidate and outcome information from the awarding body.	Retained for 12 months	Confidential disposal
Post-results services: tracking logs	Logs tracking to resolution all post-results service requests submitted to awarding bodies.	Retained for 12 months	Confidential disposal
Private candidate information	Any hard copy information relating to private candidates' entries.	Retained until the post-results period or outstanding enquiry/appeal or malpractice investigations has been completed for that exam series	Confidential disposal

Record type	Record(s) description (where required)	Retention information/period	Action at end of retention period (method of disposal)
Proof of postage – candidates' work	Proof of postage of sample of candidates' work submitted to awarding body moderators. Proof of postage of candidates' scripts to awarding body examiners/markers	Retained until the post-results period or outstanding enquiry/appeal or malpractice investigations has been completed for that exam series	Confidential disposal
Resolving timetable clashes information	Any hard copy information relating to the resolution of a candidate's clash of timetabled exam papers	Retained for 12 months	Confidential 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 disposal
Seating plans	Plans showing the seating arrangements of all candidates for every exam taken.	Retained until the post-results period or outstanding enquiry/appeal or malpractice investigations has been completed for that exam series	Confidential disposal
Special consideration information	Any hard copy information relating to a special consideration request and supporting evidence submitted to an awarding body for a candidate.	Evidence supporting an on-line special consideration application and a candidate's absence from an exam is retained until the post-results period or outstanding enquiry/appeal or malpractice investigations has been completed for that exam series	Confidential disposal
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.	Retained until the post-results period or outstanding enquiry/appeal or malpractice investigations has been completed for that exam series	Confidential disposal
Transferred candidate arrangements	Any hard copy information relating to a transferred candidate arrangement. Applications submitted online via CAP.	Retained until the post-results period or outstanding enquiry/appeal or malpractice investigations has been completed for that exam series	Confidential disposal
Very late arrival reports/outcomes	Any hard copy information relating to a candidate arriving very late to an exam. Reports submitted online via CAP.	Retained until the post-results period or outstanding enquiry/appeal or malpractice investigations has been completed for that exam series	Confidential disposal