



The Telford Park School
Ensuring Excellence

Exam Archiving Policy

Approved: September 2023

Date for review: September 2024

Exam Archiving Policy

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| Policy Name: | Exam Archiving Policy |
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| School Standards Committee: | Mr S Mirza |
| Date: | September 2023 |
| Date for policy review: | September 2024 |

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Exam Archiving Policy

1. 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 method of disposal
- inform/supplement the centre-wide records management policy/data retention policy

The policy is annually reviewed to ensure that records are archived/retained in accordance with current requirements.

| 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/Assistant SENCo as records owner at end of the candidate's final exam series. | |
| Attendance register copies | | keep 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 later... (Reference ICE 12, 22) | Confidential Disposal |
| Awarding body administrative guides/manuals | Any hard copy publications provided by awarding bodies. | To be retained until the current academic year update is provided. | Confidential disposal |
| Candidates' Script's | 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. Where teachers have used copies of candidates' scripts for teaching and learning purposes but no longer wish to retain them, they must ensure that the scripts are disposed of in a confidential manner. (Reference PRS 6) ... 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... (Reference GR 3.15) | Confidential disposal |

| Record type | Record(s) description (where required) | Retention information/period | Action at end of retention period (method of disposal) |
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| Candidates' work | Non-examination assessment work (inc. controlled assessment/coursework) returned to the centre after awarding body moderation. | 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) ...store safely and securely all non-examination assessments, including controlled assessments, coursework or portfolios, retained in, or returned to, the centre 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 includes materials stored electronically. See paragraph 4.8 of the JCQ publication Instructions for conducting non - examination assessments https://www.jcq.org.uk/exams-office/non-examination-assessments (Reference GR 3.15) | Returned to candidates or safe disposal |
| Centre consortium arrangements for centre assessed work | Any hard copy information generated or relating to consortium arrangements for centre assessed work. Applications submitted online via CAP. | | |
| Certificates | Candidate certificates issued by awarding bodies. | Unclaimed/uncollected certificates to be retained securely for a 10 years from date of issue. [Reference GR 5.14] | Confidential destruction |
| Certificate destruction information | A record of unclaimed certificates that have been destroyed. | To be retained from the date of certificate destruction. [Reference GR 5] | Confidential destruction |

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| Certificate issue information | A record of certificates that have been issued to candidates. | To be retained within the file of certificates/results [Reference GR 5] | Confidential destruction with unclaimed certificates |
| Confidential materials delivery logs | A log recording confidential materials delivered by awarding bodies to the centre and issued to authorised staff. | | |
| Confidential materials tracking logs | A log to track materials taken from or returned to secure storage throughout the time the material is confidential. | Once Book completed with be kept for 10 years | Confidential Destruction |
| 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 kept until the deadline for EARs and the resolution of any outstanding enquiries/appeals for the relevant exams series. [Reference ICE 6] | Confidential Destruction |
| Entry information | Any hard copy information relating to candidates' entries. | To be kept until the deadline for EARs and the resolution of any outstanding enquiries/appeals for the relevant exams series. [Reference ICE 6] | Confidential Destruction |
| Exam question papers | Question papers for timetabled written exams. | 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... (Reference GR 6.13) | Issued to subject staff |
| Exam room checklists | Checklists confirming exam room conditions and invigilation arrangements for each exam session | | |

| Record type | Record(s) description (where required) | Retention information/period | Action at end of retention period (method of disposal) |
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| Exam room incident logs | Logs recording any incidents or irregularities in exam rooms. | Kept with the exam attendance register | |
| Exam stationery | Awarding body exam stationery provided solely for the purpose of external exams | <i>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. (Reference ICE 30)</i> | Confidential disposal |
| 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. | |
| Invigilation arrangements | See Exam room checklists | | |
| Invigilator and facilitator training records | | 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 later. (Reference ICE 12) | |
| Moderator reports | | (Where printed from electronic copy) 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 | | |

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| Overnight supervision information | 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 Any hard copy information relating to overnight supervision arrangements. Reports submitted online via CAP. | ...keep all completed forms available for inspection until the deadline for reviews of marking has passed or until any appeal, malpractice or other results enquiry has been completed, whichever is later. Forms may be stored electronically or in hard copy paper format and must not be sent to an awarding body, unless specifically requested... (Reference ICE 8) | |
| Post-results services: confirmation of candidate consent information | Hard copy or email record of candidate consent for an EAR or ATS request to be submitted to an awarding body | ROR 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. [Reference PRS 4 , plus appendix A and B] | Confidential Destruction |
| Post-results services: requests/outcome information | 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. | ROR 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. [Reference PRS 6 , appendix A and B] | Confidential Destruction |
| Post-results services: scripts returned from ATS service | Copy or original exam scripts returned to the centre by the awarding body. | Where scripts are retained by the centre, they must be securely stored (including any electronic versions) and not edited in any way or disposed of until after the awarding body deadline. [Reference PRS 8] | Confidential disposal |
| Post-results services: tracking logs | A log tracking to resolution all post-results service requests submitted to awarding bodies. | To be kept until the deadline for RORs and the resolution of any outstanding enquiries/appeals for the relevant exams series. [Reference ICE 6] | Confidential Destruction |

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| Proof of postage – candidate work | Proof of postage of sample of candidates' work to awarding body moderators. | To be kept until the deadline for RORs and the resolution of any outstanding enquiries/appeals for the relevant exams series. [Reference ICE 6] | Confidential Destruction |
| Resolving clashes information | Any hard copy information relating to the resolution of a candidate's clash of exam papers or a timetable variation. | To be kept until the deadline for RORs and the resolution of any outstanding enquiries/appeals for the relevant exams series. [Reference ICE 6] | Confidential Destruction |
| Results information | Broadsheets of public examination results summarising candidate final grades by subject by exam series. | Records for current year plus previous 10 years to be retained as a minimum. [Reference Information Management Toolkit for Schools page 52] | |
| Seating plans | Plans showing the seating arrangements of all candidates for every exam taken. | To be kept until the deadline for EARs and the resolution of any outstanding enquiries/appeals for the relevant exams series. [Reference ICE 6] | Confidential Destruction |
| 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 evidence supporting a candidate's absence from an exam must be kept until after the publication of results. [Reference SC 6] | Confidential Destruction |
| Suspected malpractice reports/outcomes | Any hard copy information relating to a suspected malpractice investigation/report submitted to an awarding body and outcome information from the awarding body. | To be kept until the deadline for EARs and the resolution of any outstanding enquiries/appeals for the relevant exams series. [Reference ICE 6] | Confidential Destruction |
| Transferred candidate information | Any hard copy information relating to an application for a transferred candidate arrangement submitted to an awarding body for a candidate. | To be retained until the transfer arrangements are confirmed by the awarding body. | Confidential Destruction |

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| Very late arrival reports/outcomes | 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. | To be kept until the deadline for EARs and the resolution of any outstanding enquiries/appeals for the relevant exams series. [Reference ICE 6] | Confidential Destruction |