



Exams Archiving Policy

Centre Name	Nova Hreod Academy
Centre Number	66525
Date policy first created	05/10/2023
Current policy approved by	Nick Wells
Current policy reviewed by	Tracey Butler
Date of next review	05/10/2024

Key staff involved in the policy

Role	Name
Exams officer	Tracey Butler
Senior leader(s)	Sonja Unwin, Thomas Unwin, Justin Delap, Rachel Fox, Faye Green, Kirsty Honeysett, Toby Watkins, Ben Wilkinson, Penny King, Ryan Nash, Jannine Clapp
Head of centre	Nick Wells
IT manager	Charles Morris
ALS lead/SENCo	Ben Wilkinson
Finance manager	Amanda Grant
Head(s) of department	Carol Brogden, Kerry Camm, Tom Griffiths, Janine Mason, Sam Miller, Rob Power, Rebecca Sayers, Sophie Unsworth, Toby Watkins
Other staff (if applicable)	Hayley Lawrence

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 publications **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.

1. Access arrangements information

Record(s) description

Candidate Special Arrangements print out.

Retention information/period

Information would be kept until after the deadline for reviews of results or other results enquiries (or the resolution of any outstanding reviews/appeals or malpractice investigations) for the relevant exams series).

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

All information is disposed of in the confidential waste by the exams officer.

2. Alternative site arrangements

Record(s) description

N/A

Retention information/period

If in any year information would be kept until after the deadline for reviews of results or other results enquiries (or the resolution of any outstanding reviews/appeals or malpractice investigations) for the relevant exams series.

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

All information is disposed of in the confidential waste by the exams officer.

3. Attendance register copies

Record(s) description

Attendance Registers
Seating plans
Yellow Labels
Invigilation Requirements
Incident logs

Retention information/period

Information would be kept until after the deadline for reviews of results or other results enquiries (or the resolution of any outstanding reviews/appeals or malpractice investigations) for the relevant exams series).

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

All information is disposed of in the confidential waste by the exams officer.

4. Awarding body exams administration information

Record(s) description

Hard copy publications provided by the awarding bodies.

Retention information/period

Records retained until the current academic year update is provided.

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

All information is disposed of in the confidential waste by the exams officer.

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)

All information is disposed of in the confidential waste by the exams officer.

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 (...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...).

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

All information is disposed of in confidential waste by the teacher or faculty leader.

7. Centre consortium arrangements for centre assessed work

Record(s) description

N/A

Retention information/period

N/A

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

N/A

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 ...retain all unclaimed certificates under secure conditions for a minimum of 12 months from the date of issue.

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

The exam officer will document the certificates not collected and they will then be disposed of in confidential waste.

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 remain the property of the awarding bodies at all times.)

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

The exam officer will document the certificates not collected and they will then be disposed of in the confidential waste

10. Certificate issue information

Record(s) description

A record of certificates that have been issued.

Retention information/period

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

The exam officer will document the certificates not collected and they will then be disposed of in the confidential waste

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 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

All information is retained with reception for future reference

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

Confidential waste

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

Record(s) description

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.

Retention information/period

Information is retained by reception and the exams officer for future reference.

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

Exam officer will dispose of through the confidential waste system

13. Conflicts of interest records

Record(s) description

Records demonstrating the management of Conflicts of Interest.

Retention information/period

Records retained in accordance with the requirements of GR, section 5.3 (...The records may be inspected by a JCQ Centre Inspector and/or awarding body staff. They might be requested in the event of concerns being reported to an awarding body. The records must be retained until the deadline for reviews of marking has passed 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)

The records are retained until the deadline for reviews of marking has passed or until any appeal, malpractice or other results enquiry has been completed, whichever is later.

The exam officer will then dispose of through the confidential waste system.

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

All information is retained until after the deadline for reviews of results or other results enquiries (or the resolution of any outstanding reviews/appeals or malpractice investigations) for the relevant exams series.

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

The exam officer will dispose of through the confidential waste system.

15. Entry information

Record(s) description

Any hard copy information relating to candidates' entries.

Retention information/period

All information is retained until after the deadline for reviews of results or other results enquiries (or the resolution of any outstanding reviews/appeals or malpractice investigations) for the relevant exams series).

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

The exam officer will dispose of through the confidential waste system.

16. Exam question papers

Record(s) description

Question papers for timetabled written exams.

Retention information/period

Records retained in accordance with the requirements of 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)

The exam officer will either issue to subject staff who require the paper or dispose of through the confidential waste system

17. Exam room checklists

Record(s) description

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

Retention information/period

All information is retained until after the deadline for reviews of results or other results enquiries (or the resolution of any outstanding reviews/appeals or malpractice investigations) for the relevant exams series.

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

The exam officer will dispose of through the confidential waste system.

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 information is retained until after the deadline for reviews of results or other results enquiries (or the resolution of any outstanding reviews/appeals or malpractice investigations) for the relevant exams series.

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

The exam officer will dispose of through the confidential waste system.

19. Exam stationery

Record(s) description

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

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)

The exam officer will dispose of through the confidential waste system.

20. Examiner reports**Record(s) description**

Moderation reports

Retention information/period

Where provided by awarding body 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**

Copy invoices for exams-related fees.

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)

N/A

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

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

Retention information/period

All information is retained until after the deadline for reviews of results or other results enquiries (or the resolution of any outstanding reviews/appeals or malpractice investigations) for the relevant exams series.

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

The exam officer will dispose of through the confidential waste system

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

Invigilator and facilitator training records

Retention information/period

Records retained in accordance with the requirements of ICE, section 12 (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. 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.).

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

All information is kept locked in the invigilators personnel file, with HR

[24. Moderator reports](#)**Record(s) description**

Moderator 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

[25. 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 information is retained at centre until after the deadline for reviews of results or other results enquiries (or the resolution of any outstanding reviews/appeals or malpractice investigations) for the relevant exams series.

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

Exams officer will dispose of through the confidential waste system

[26. Overnight supervision information](#)**Record(s) description**

N/A

Retention information/period

N/A

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

N/A

[27. Post-results services: confirmation of candidate consent information](#)**Record(s) description**

Hard copy or email record of required candidate consent.

Retention information/period

Records retained in accordance with the requirements of PRS, section 4, appendices A, B (Consent forms or e-mails from candidates must be retained by the centre and kept for at least six months following the outcome of the clerical re-check or review of marking or any subsequent appeal. The awarding bodies reserve the right to inspect such documentation. This form should be retained on the centre's files for at least six months following the outcome of the clerical re-check, review of marking or any subsequent appeal. This form should be retained on the centre's files for at least six months.).

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

Exams officer will dispose of through the confidential waste system

28. 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 information is retained at centre until after the deadline for reviews of results or other results enquiries (or the resolution of any outstanding reviews/appeals or malpractice investigations) for the relevant exams series.

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

Exams officer will dispose of through the confidential waste system

29. 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 information is retained at centre until after the deadline for reviews of results or other results enquiries (or the resolution of any outstanding reviews/appeals or malpractice investigations) for the relevant exams series).

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

Exams officer will dispose of through the confidential waste system

30. 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

31. Proof of postage - candidates' work

Record(s) description

N/A

Retention information/period

N/A

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

N/A

32. 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 information is retained at centre until after the deadline for reviews of results or other results enquiries (or the resolution of any outstanding reviews/appeals or malpractice investigations) for the relevant exams series.

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

Exams officer will dispose of through the confidential waste system.

33. 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 retained as a minimum.

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

Exams officer will dispose of through the confidential waste system

34. Seating plans**Record(s) description**

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

Retention information/period

All information is retained at centre until after the deadline for reviews of results or other results enquiries (or the resolution of any outstanding reviews/appeals or malpractice investigations) for the relevant exams series.

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

Exams officer will dispose of through the confidential waste system.

35. 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 signed evidence produced by a senior leader in support of the application.

Retention information/period

Records retained in accordance with the requirements of SC, section 6 (All applications must be supported by signed evidence produced by a member of the senior leadership team. The centre must retain this evidence until after the publication of results.)

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

Exams officer will dispose of through the confidential waste system.

36. 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

Records retained in accordance with the requirements of SC, section 6 (All applications must be supported by signed evidence produced by a member of the senior leadership team. The centre must retain this evidence until after the publication of results.)

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

Exams officer will dispose of through the confidential waste system

37. [Transferred candidate arrangements](#)

Record(s) description

N/A

Retention information/period

N/A

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

N/A

38. [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 information is retained at centre until after the deadline for reviews of results or other results enquiries (or the resolution of any outstanding reviews/appeals or malpractice investigations) for the relevant exams series).

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

Exams officer will dispose of through the confidential waste system.

39. [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 information is retained at centre until after the deadline for reviews of results or other results enquiries (or the resolution of any outstanding reviews/appeals or malpractice investigations) for the relevant exams series).

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

Exams officer will dispose of through the confidential waste system.

