



Exams Archiving Policy

2023 - 2024

Approved/reviewed by	
Mr P Flaxman/Ms S Davis	
Date of next review	January 2025

Key staff involved in the policy

Role	Name(s)
Senior Exams & Data manager	Ms S Davis
Senior Exams officer line manager (Senior leader)	Mr P Flaxman
Head of centre	Mr T Roe
IT manager	Mr P Leake
ALS lead/SENCo	Ms L Casey

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

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 ALS lead/SENCo as records owner at end of the candidate's final exam series.	25 Years Confidential Disposal
Alternative site arrangements	Any hard copy information generated on an alternative site arrangement. Notifications submitted online via CAP.	To be returned to ALS lead/SENCo as records owner at end of the candidate's final exam series.	25 Years Confidential Disposal
Attendance register copies	In all exams on the front desk, in case of fire	(Reference ICE 12, 22: ...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... keep a copy of the attendance register until the deadline for reviews of marking has passed or until any appeal, malpractice or other results enquiry has been completed, whichever is later)	Confidential waste/shredding
Awarding body exams administration information	Any hard copy publications provided by awarding bodies.	To be retained until the current academic year update is provided.	Keep for 1 Year
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. (Reference GR 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...)	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 did not form part of the moderation sample (including materials stored electronically) (Reference GR 3.15: ...store safely and securely all non-examination assessments, 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	Returned to candidates or safe disposal

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		electronically. See paragraph 4.8 of the JCQ publication <i>Instructions for conducting non - examination assessments</i> (https://www.jcq.org.uk/exams-office/non-examination-assessments)	
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.	To be retained securely until the awarding body's earliest date for confidential disposal of unwanted scripts.	Retain all candidates work from all the centres in the consortium until after the closing date for review of results for the series concerned or until any appeal, malpractice or other results enquiry has been completed, whichever is later.
Certificates	Candidate certificates issued by awarding bodies.	(Reference GR 5.14: ...retain all unclaimed certificates under secure conditions for a minimum of 12 months from the date of issue)	Confidential destruction
Certificate destruction information	A record of unclaimed certificates that have been destroyed.	(Reference GR 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 always remain the property of the awarding bodies.	Confidential destruction
Certificate issue information	A record of certificates that have been issued.	(Reference GR 5.14: ...obtain and maintain accurate candidate contact information to ensure the correct and secure despatch of certificates... 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...)	We dispose of certificates after 7 Years.
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	All secure exam materials are signed for on delivery, exams office informed and taken over to the secure storage immediately.	Any exam papers that are left in storage are disposed of.

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	member of staff to the secure room for transferal to the centre's secure storage facility.		Staff are given these 24 hours after each exam.
Confidential materials: receipt, secure movement and secure storage logs	Logs recording confidential exam materials received are securely moved, 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.	Only Exams Office staff will have access to the secure storage cabinets, and are only used solely for exam papers only	Any exam papers that are left in storage are disposed of. Staff are given these 24 hours after each exam.
Conflicts of interest records	Records demonstrating the management of conflicts of interest.	(Reference GR 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.)	Confidential Disposal
Dispatch logs	Proof of dispatch of exam script packages to awarding body examiners covered by the DfE (Standards & Testing Agency) yellow label service (England only).	Dispatch logs are kept for 1 year.	Confidential Disposal
Entry information	Any hard copy information relating to candidates' entries.	These are kept for 1 Year	Confidential Disposal
Exam question papers	Question papers for timetabled written exams.	(Reference ICE 31 : Question papers must not be released to centre personnel 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. For CCEA examinations question papers must not be released until 24 hours after the published finishing time for the examination.) (Reference GR 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...)	Issued to subject staff after 24 hours of the exam finishing

Record type	Record(s) description (where required)	Retention information/period	Action at end of retention period (method of disposal)
Exam room checklists	Checklists confirming exam room conditions and invigilation arrangements for each exam session.	All rooms set up for exam according to the JCQ exam day checklist	Confidential disposal of any materials no longer required after 6 months
Exam room incident logs	Logs recording any incidents or irregularities in exam rooms for each exam session.	These are filed and kept for 6 months after the exam or until the results for the series concerned or until any appeal, malpractice or other results enquiry has been completed, whichever is later.	Confidential disposal of any materials no longer required after 6 months
Exam stationery	Awarding body exam stationery provided solely for the purpose of external exams.	(Reference ICE 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.)	Confidential destruction, only once we know of any updated/changes to stationary.
Examiner reports	These are downloaded as per instructions and sent to Head of Centre who will advise us.	(Where/if provided) To be immediately provided to head of department as records owner.	Confidential disposal
Finance information	Copy invoices for exams-related fees.	To be returned to Finance department as records owner at the end of the academic year.	Finance will dispose of invoices according to their record keeping
Handling secure electronic materials logs	(Where used by the centre) Logs recording the arrangements applied when handling secure electronic materials provided to the centre and accessed by the exams officer (or other authorised member of centre staff)	EO signs in to secure materials and prints them prior to exam commencement then deleted from the system.	Deleted immediately
Invigilation arrangements	See <i>Exam room checklists</i>	All booked and in place by the Exams Manager prior to exam season.	
Invigilator and facilitator training records	Invigilation Training is given in March prior to the main summer season of Exams. Training is given yearly	(Reference ICE 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.)	Filed away on system/power point, updated yearly.
Moderator reports	These are downloaded and sent to the Head of centre as well as the HOD'S	(Where printed from electronic copy) To be immediately provided to head of department as records owner.	HOD's will keep these for as long as needed and then confidential disposal

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Moderation returns logs	Logs recording the return of candidates' work to the centre by the awarding body at the end of the moderation period.	These are filed and kept for 6 months after the exam or until the results for the series concerned or until any appeal, malpractice or other results enquiry has been completed, whichever is later.	Confidential disposal
Overnight supervision information	The JCQ <i>Overnight Supervision</i> form is completed online using CAP. The JCQ <i>Overnight Supervision Declaration</i> 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.	(Reference ICE 8: ...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...)	Confidential disposal
Post-results services: confirmation of candidate consent information	Hard copy or email record of required candidate consent.	(Reference PRS 4.2, plus appendix A and B: Consent forms or emails 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.)	Confidential disposal after deadline
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.	These are filed and kept for 6 months after the exam or until the results for the series concerned or until any appeal, malpractice or other results enquiry has been completed, whichever is later.	Confidential disposal after deadline
Post-results services: tracking logs	Logs tracking to resolution all post-results service requests submitted to awarding bodies.	These are filed and kept for 6 months after the exam or until the results for the series concerned or until any appeal, malpractice or other results enquiry has been completed, whichever is later.	Confidential disposal after deadline
Private candidate information	Any hard copy information relating to private candidates' entries.	These are filed and kept for 6 months after the exam or until the results for the series concerned or until any appeal, malpractice or other results enquiry has been completed, whichever is later.	Confidential disposal after deadline
Proof of postage – candidates' work	Proof of postage of sample of candidates' work submitted to awarding body moderators.	(Reference ICE 29: Centres not involved in the secure despatch of exam scripts service... must obtain proof of postage/despatch for each packet of scripts, which must be retained on the centre's files until the results are published, in case of loss or	Confidential disposal after deadline

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	(Proof of postage of candidates' scripts to awarding body examiners/markers)	damage. (Proof of postage will provide evidence that the candidates' scripts have left the centre. This will indicate that the scripts were written at the appointed time and that, should the scripts not be received by the awarding body/examiner, then special consideration may be possible.) ...)	
Resolving timetable clashes information	Any hard copy information relating to the resolution of a candidate's clash of timetabled exam papers	These are filed and kept for 6 months after the exam or until the results for the series concerned or until any appeal, malpractice or other results enquiry has been completed, whichever is later.	Confidential disposal after deadline
Results information	Broadsheets of public examination 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 after deadline
Seating plans	Plans showing the seating arrangements of all candidates for every exam taken.	(Reference ICE 12: ...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...)	Confidential disposal after deadline
Second pair of eyes check records/forms	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.	(Reference ICE 5,, 18: In order to avoid potential breaches of security, care must be taken to ensure that the correct question paper packets are opened. A member of centre staff, additional to the person removing the question paper packets from secure storage, e.g. an invigilator, must check the day, date, time, subject, unit/component and tier of entry, if appropriate, immediately before a question paper packet is opened. This second pair of eyes check must be recorded.)	These are kept for 1 Year and confidential disposal
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 appropriate evidence signed by a senior leader.	(Reference SC 6: All applications must be supported by appropriate evidence signed by a member of the senior leadership team. The centre must retain this evidence until after the publication of results.)	These are kept for 1 Year and 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.	These are filed and kept for 1 Year after the exam or until the results for the series concerned or until any appeal, malpractice or other results enquiry has been completed, whichever is later	These are kept for 1 Year and confidential disposal

Record type	Record(s) description (where required)	Retention information/period	Action at end of retention period (method of disposal)
Transferred candidate arrangements	Any hard copy information relating to a transferred candidate arrangement. Applications submitted online via CAP.	These are filed and kept for 1 Year after the exam or until the results for the series concerned or until any appeal, malpractice or other results enquiry has been completed, whichever is later	These are kept for 1 Year and 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.	These are filed and kept for 1 Year after the exam or until the results for the series concerned or until any appeal, malpractice or other results enquiry has been completed, whichever is later	These are kept for 1 Year and confidential disposal