



2023/2024

Exams Archiving Policy

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| Responsible Board | King Edward VI Camp Hill School for Girls LGB |
| Policy Officer | Janet Rose |
| Date Adopted | March 2024 |
| Last Reviewed | Feb 2024 |
| Review Date | Feb 2025 |

This policy is reviewed annually to ensure compliance with current regulations

Key staff involved in the Exams Archiving Policy

| Role | Name(s) |
|-----------------------|----------------|
| Head of centre | Ms K Stevens |
| SENCo (Senior Leader) | Ms L Orr |
| Exams Officer | Ms R Cloves |
| Network Manager | Ms N Clarke |

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) |
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| <p>Access arrangements information</p> <p>Special Consideration information</p> | <p>Any hard copy information kept by the EO relating to an access arrangement candidate.</p> <p>Any hard copy information kept by EO relating to an application for Special Consideration</p> | <p>To be returned to SENCo as records owner at end of the candidate's final exam series.</p> <p>Kept in secure storage until end of EARS period.</p> | <p>Confidential waste disposal</p> |
| <p>Alternative site arrangements</p> | <p>Any hard copy information generated on an alternative site arrangement. Notifications submitted online via CAP.</p> | | |
| <p>Attendance register copies</p> | | <p>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)</p> | <p>Confidential waste/shredding</p> |
| <p>Awarding body exams administrative information</p> | <p>Any hard copy publications provided by awarding bodies.</p> | <p>To be retained until the current academic year update is provided.</p> | |
| <p>Candidates' scripts</p> | <p>Any unwanted copies of scripts returned to the centre through the Access to Scripts (ATS) service.</p> | <p>To be retained securely until the awarding body's earliest date for confidential disposal of unwanted scripts.</p> <p>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)</p> <p>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...</p> <p>(Reference GR 3.15)</p> | <p>Confidential disposal</p> |
| <p>Candidates' work</p> | <p>Non-examination assessment work returned to the centre by the awarding body at the end of the moderation period.</p> | <p>To be logged on return and kept in secure storage until after 31st Oct (end of EARS period) when they are returned to subject staff as records owner.</p> <p>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</p> | <p>Returned to candidates or safe disposal</p> |

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| | | 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) | |
| 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. | Kept until next academic year application. | Confidential waste disposal |
| Certificates | Candidate certificates issued by awarding bodies. | Retain all unclaimed certificates under secure conditions (Reference GR 5.14). A spreadsheet showing certificates in school has been produced. | Confidential destruction |
| Certificate issue information | A record of certificates that have been issued. All candidates have to sign on collection. | 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... (Reference GR 5.14) | Confidential destruction |
| 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 member of staff to the secure room for transferal to the centre's secure storage facility. | Retain for current exam series. | Confidential destruction at end of EARS period. |
| Confidential materials: receipt, secure movement and secure storage logs | Logs recording confidential exam materials received, 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. | Signing in/out book for staff kept in secure storage. | Kept until signing in/out book is full or one year after exam series. |
| Conflicts of Interest records | Records demonstrating the management of conflicts of interest. | 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 | |

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| | | 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. (Reference GR 5.3) | |
| Dispatch logs | Proof of dispatch of exam script packages to awarding body examiners covered by the Yellow Label Service | Retain for current exam series. | Confidential destruction at end of EARS period. |
| Entry information | Any hard copy information relating to candidates' entries. | Retain for current exam series. | Confidential destruction at end of EARS period. |
| 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 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 |
| Attendance register copies Exam room checklists Exam room incident logs | Any hard copy information relating to the administration of exams on a daily basis. | Kept in exam storage cupboard until the end of EARS period or until any appeal or other result enquiry has been completed. | Confidential waste/shredding at end of EARS period |
| Exam stationery | Awarding body exam stationery provided solely for the purpose of external exams. | 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) | Any surplus or out-of-date stationery will be confidentially destroyed. |
| Examiner reports | | When provided to be immediately passed to head of department as records owner. | |

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| Finance information | Copy invoices for exams-related fees. | To be returned to Finance department as records owner at the end of the academic year. | |
| 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) | | |
| Invigilation arrangements | See <i>Exam room checklists</i> | | |
| 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 | | 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. | | |
| 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 | 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 required candidate consent. | 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. 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. | |

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| | | This form should be retained on the centre's files for at least six months. (Reference PRS 4.2, plus appendix A and B) | |
| 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. | | |
| Post-results services: tracking logs | Logs tracking to resolution all post-results service requests submitted to awarding bodies. | | |
| Private candidate information | Any hard copy information relating to private candidates' entries. | | |
| 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) | 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 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.) (Reference ICE 29) | |
| Resolving timetable clashes information | Any hard copy information relating to the resolution of a candidate's clash of timetabled exam papers | | |
| 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. | |
| Seating plans | Plans showing the seating arrangements of all candidates for every exam taken. | 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) | |

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| 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. | 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.) (Reference ICE 5,, 18: | |
| 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 authorised 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.) | |
| 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. | | |
| Transferred candidate arrangements | Any hard copy information relating to a transferred candidate arrangement. Applications submitted online via CAP. | | |
| Very late arrival reports/outcomes | Any hard copy information relating to a candidate arriving very late to an exam. Reports submitted online via CAP. | | |