

Exams Archiving Policy

Yardleys School

Exams Archiving Policy

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| Centre name | Yardleys School |
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| Date policy first created | 17/04/2024 |
| Current policy approved by | Mrs Donna M Bentham |
| Current policy reviewed by | Mrs Donna M Bentham |
| Date of next review | 21/04/2025 |

Key staff involved in the policy

| Role | Name |
|-----------------------------|---|
| Head of centre | Mr Gurpreet Basra |
| Senior leader(s) | Mr David Pohl Mr Victor Webb |
| Exams officer | Mrs Donna M Bentham |
| ALS lead/SENCo | Mr Richard Thornton |
| IT manager | Mrs Daljit Rana |
| Finance manager | Ms Tracy Grimston |
| Head(s) of department | Beth Austin (English) Sawsan Soliman (Maths) Hannah Davies (Art) Matthew Johnson (Drama) Ben Dunne (Music) James Porter (Geography) Richard Vaughan (History) Gemma Cuniappen (MFL) Catherine Waldron (RE) Tina Chauhan-Rowe (Computer Science) Ajuana Herbert (Design Technology) Ayshia Curtis-Harvey (Food Technology) Lee Smith (PE) Rosie Hiley (Science) |
| Other staff (if applicable) | Emma Robinson |

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

Where a particular record or information type is not held in, or not applicable to Yardleys School, this is indicated.

1. Access arrangements information

Record(s) description

All Access Arrangements information is kept by the SEND department

Retention information/period

Retention information/period to be obtained from SEND department

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

Disposal by SEND department using a secure and confidential shredding method

2. Alternative site arrangements

Record(s) description

Not applicable

Retention information/period

Not applicable

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

Not applicable

3. Attendance register copies

Record(s) description

Copy of exam board register and seating plan held in exams office until after the final exam board review date deadline or 6 months after the final exam

Retention information/period

Records kept in accordance with the requirements of ICE, sections 12,22. The seating plans, registers and invigilation arrangements are kept until the deadline for reviews of marking has passed or until any appeal, malpractice or other results enquiry has been completed, whichever is the latest

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

Disposal via a secure and confidential shredding method/system

4. Awarding body exams administration information

Record(s) description

Hard copy publications are held in the exams office

Retention information/period

Records retained until the end of the current academic year update is provided at which point they are disposed of

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

Personal records are disposed of using the secure and confidential waste/shredding system

Non personal records are disposed by returning to departments for research or in the general waste/recycling

5. Candidates' scripts

Record(s) description

Scripts returned to the centre through the access to scripts service

Retention information/period

Records kept in accordance with the requirements of PRS, section 6

Records retained securely until the awarding body's earliest date for the disposal of unwanted scripts for teaching and learning purposes

Where teacher's have used copies of candidates' scripts for teaching and learning purposes but no longer wish to retain them, they must ensure they dispose of them using the secure and confidential waste/shredding system

Records are kept in accordance with GR, section 3.15

Scripts which have been returned under access to scripts arrangements and are no longer required and are disposed of using the secure and confidential waste/shredding system, but no earlier than the dates specified by the awarding bodies

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

Destruction using the secure and confidential waste/shredding system

6. Candidates' work

Record(s) description

NEA work returned to the centre by the awarding body at the end of the moderation period

Retention information/period

Records logged upon receipt at the centre and returned to relevant department to be stored for 6 months

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

Destruction using the secure and confidential waste/shredding system

7. Centre consortium arrangements for centre assessed work

Record(s) description

Not applicable

Retention information/period

Not applicable

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

Not applicable

8. Certificates

Record(s) description

Certificates issued by the awarding bodies

Retention information/period

Records retained in accordance with the requirements of GR, section 5.14. All unclaimed certificates are kept for a minimum of 12 months from the date of issue under secure conditions

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

Certificate details are recorded and then disposed of using a secure and confidential method or returned to the issuing awarding body

9. Certificate destruction information

Record(s) description

Unclaimed certificates are recorded before being disposed

Retention information/period

Records are retained in accordance with the requirements of GR section 5.14. Any unclaimed certificates are destroyed after a minimum of 12 months retention. They are destroyed in a secure and confidential manner

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

Destroyed using a secure and confidential method or returned to the awarding body after a record is made of the certificates being destroyed

10. Certificate issue information

Record(s) description

A record is kept of all certificates issued and the candidate signs to state they have received them. If posted, then a record is kept of the recorded delivery number for that certificate

Retention information/period

Records retained in accordance with the requirements of GR section 5.14. All efforts are made to maintain accurate candidate contact information to ensure the correct and secure despatch of certificates. Certificates are distributed to candidates at the earliest possible time regardless of any disputes

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

Destroyed using a secure and confidential method or returned to the awarding body after a record is made of the certificates being destroyed

11. Confidential materials: initial point of delivery logs

Record(s) description

Logs record the awarding bodies confidential materials received by an authorised member of staff at the initial point of delivery

Retention information/period

Where specific retention information is not provided by JCQ or other authorised organisations, exams related information that is held in the centre is retained at the very least until after the deadline for reviews of results/results enquiries/resolution of any outstanding reviews/appeals, or malpractice

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

Destroyed using a secure and confidential method

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

Record(s) description

Logs recording the secure movement of awarding body confidential exam materials packages by an authorised member of staff to the secure room for transferral to the centre's secure storage facility

Retention information/period

Where specific retention information is not provided by JCQ or other authorised organisations, exams related information that is held in the centre is retained at the very least until after the deadline for reviews of results/results enquiries/resolution of any outstanding reviews/appeals, or malpractice

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

Destroyed using a secure and confidential method

13. Conflicts of interest records

Record(s) description

Records demonstrating the management of conflicts of interest

Retention information/period

Where specific retention information is not provided by JCQ or other authorised organisations, exams related information that is held in the centre is retained at the very least until after the deadline for reviews of results/results enquiries/resolution of any outstanding reviews/appeals, or malpractise

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

Destroyed using a secure and confidential method

14. Dispatch logs**Record(s) description**

Proof of dispatch of exam script packages to awarding body examiners covered by the DFE (Standards and Testing Agency) yellow labe service

Retention information/period

Where specific retention information is not provided by JCQ or other authorised organisations, exams related information that is held in the centre is retained at the very least until after the deadline for reviews of results/results enquiries/resolution of any outstanding reviews/appeals, or malpractise

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

Destroyed using a secure and confidential method

15. Entry information**Record(s) description**

Any hard copy information relating to entries

Retention information/period

Where specific retention information is not provided by JCQ or other authorised organisations, exams related information that is held in the centre is retained at the very least until after the deadline for reviews of results/results enquiries/resolution of any outstanding reviews/appeals, or malpractise

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

Destroyed using a secure and confidential method

16. Exam question papers**Record(s) description**

Question papers for timetable written exams

Retention information/period

Records retained in accordance with the requirements of ICE section 31 (releasing question papers) and 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 exam.....)

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

Destroyed using a secure and confidential method

17. Exam room checklists**Record(s) description**

Check lists confirming exam room conditions and invigilation arrangements for each exam session

Retention information/period

Where specific retention information is not provided by JCQ or other authorised organisations, exams related information that is held in the centre is retained at the very least until after the deadline for reviews of results/results enquiries/resolution of any outstanding reviews/appeals, or malpractice

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

Destroyed using a secure and confidential method

18. Exam room incident logs

Record(s) description

Logs recording any incidents or irregularities in exam rooms for each exam session

Retention information/period

Where specific retention information is not provided by JCQ or other authorised organisations, exams related information that is held in the centre is retained at the very least until after the deadline for reviews of results/results enquiries/resolution of any outstanding reviews/appeals, or malpractice

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

Destroyed using a secure and confidential method

19. Exam stationery

Record(s) description

Awarding body examination 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 for a future examination. Surplus stationery must not be used for internal school tests, mocks and non examination assessments. Out of date stationery must be destroyed confidentially...)

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

Destroyed using a secure and confidential method

20. Examiner reports

Record(s) description

Examiner reports

Retention information/period

Examiner reports are immediately provided to the Head of Department as the records owner

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

Destroyed using a secure and confidential method

21. Finance information

Record(s) description

Invoices for exams related fees

Retention information/period

Invoices held by finance department as records owner.

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

Destroyed using a secure and confidential method

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

22. Handling secure electronic materials logs

Record(s) description

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

Retention information/period

Where specific retention information is not provided by JCQ or other authorised organisations, exams related information that is held in the centre is retained at the very least until after the deadline for reviews of results/results enquiries/resolution of any outstanding reviews/appeals, or malpractice

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

Destroyed using a secure and confidential method or returned

23. Invigilation arrangements

Record(s) description

Check lists confirming exam room conditions and invigilation arrangements for each exam session

Retention information/period

Where specific retention information is not provided by JCQ or other authorised organisations, exams related information that is held in the centre is retained at the very least until after the deadline for reviews of results/results enquiries/resolution of any outstanding reviews/appeals, or malpractice

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

Destroyed using a secure and confidential method

24. Invigilator and facilitator training records

Record(s) description

Invigilator and facilitator training records are held on The exams Office website. A spreadsheet is also downloaded with this information and kept electronically and as a hard copy

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...)

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

Destroyed using a secure and confidential method

25. Moderator reports

Record(s) description

Moderator reports

Retention information/period

Records immediately provided to the Head of department as records owner

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

Destroyed using a secure and confidential method

26. Moderation return logs

Record(s) description

Retention information/period

Where specific retention information is not provided by JCQ or other authorised organisations, exams related information that is held in the centre is retained at the very least until after the deadline for reviews of results/results enquiries/resolution of any outstanding reviews/appeals, or malpractice

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

Destroyed using a secure and confidential method

27. Overnight supervision information

Record(s) description

Retention information/period

Records retained in accordance with the requirements of ICE section 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 maybe shared electronically or as a hard copy....)

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

Destroyed using a secure and confidential method

28. Post-results services: confirmation of candidate consent information

Record(s) description

A hard copy or email record of candidate consent

Retention information/period

Records retained in accordance with the requirements of PRS section 4 plus appendix A and B (Consent forms or emails from candidates must be retained by the centre and kept for at least 6 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 consent forms

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

Destroyed using a secure and confidential method

29. 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

Where specific retention information is not provided by JCQ or other authorised organisations, exams related information that is held in the centre is retained at the very least until after the deadline for reviews of results/results enquiries/resolution of any outstanding reviews/appeals, or malpractice

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

Destroyed using a secure and confidential method

30. Post-results services: tracking logs

Record(s) description

Logs tracking to resolution all post-results service requests submitted to awarding bodies

Retention information/period

Where specific retention information is not provided by JCQ or other authorised organisations, exams related information that is held in the centre is retained at the very least until after the deadline for reviews of results/results enquiries/resolution of any outstanding reviews/appeals, or malpractice

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

Destroyed using a secure and confidential method

31. Private candidate information**Record(s) description**

Any hard copy information relating to private candidates

Retention information/period

Where specific retention information is not provided by JCQ or other authorised organisations, exams related information that is held in the centre is retained at the very least until after the deadline for reviews of results/results enquiries/resolution of any outstanding reviews/appeals, or malpractice

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

Destroyed using a secure and confidential method

32. Proof of postage - candidates' work**Record(s) description**

Proof of postage/dispatch of candidates' script to awarding body/markers. Proof of postage/dispatch of sample of candidates' work submitted to awarding body moderators

Records (proof of postage/dispatch of candidates'

Retention information/period

Records (proof of postage/dispatch of candidates' script to awarding body/markers) retained in accordance with the requirements of ICE section 29 (Centres not involved in the secure despatch of exams scripts service... must obtain proof of postage/despatch for each packet of scripts which must be retained on the central files until the results are issued...)

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

Destroyed using a secure and confidential method

33. Resolving timetable clashes**Record(s) description****Retention information/period**

Where specific retention information is not provided by JCQ or other authorised organisations, exams related information that is held in the centre is retained at the very least until after the deadline for reviews of results/results enquiries/resolution of any outstanding reviews/appeals, or malpractice

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

Destroyed using a secure and confidential method

34. Results information**Record(s) description**

Broadsheets of public examination results summarising candidate final grades by subject by exam series

Retention information/period

Records for the current year plus previous 6 years retained as a minimum

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

Destroyed using a secure and confidential method

35. Seating plans

Record(s) description

Plans showing the seating arrangements for all examinations taken

Retention information/period

Records retained in accordance with the requirements of ICE section 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 has passed for reviews and appeals...)

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

Destroyed using a secure and confidential method

36. 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

Where specific retention information is not provided by JCQ or other authorised organisations, exams related information that is held in the centre is retained at the very least until after the deadline for reviews of results/results enquiries/resolution of any outstanding reviews/appeals, or malpractice

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

Destroyed using a secure and confidential method

37. 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 appropriate evidence signed 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)

Destroyed using a secure and confidential method

38. 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

Where specific retention information is not provided by JCQ or other authorised organisations, exams related information that is held in the centre is retained at the very least until after the deadline for reviews of results/results enquiries/resolution of any outstanding reviews/appeals, or malpractise

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

Destroyed using a secure and confidential method

39. Transferred candidate arrangements**Record(s) description**

Any hard copy information relating to a transferred candidate arrangement. Applications submitted online via CAP

Retention information/period

Where specific retention information is not provided by JCQ or other authorised organisations, exams related information that is held in the centre is retained at the very least until after the deadline for reviews of results/results enquiries/resolution of any outstanding reviews/appeals, or malpractise

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

Destroyed using a secure and confidential method

40. Very late arrival reports/outcomes**Record(s) description**

Any hard copy information relating to a candidate arriving very late. Applications submitted online via CAP

Retention information/period

Where specific retention information is not provided by JCQ or other authorised organisations, exams related information that is held in the centre is retained at the very least until after the deadline for reviews of results/results enquiries/resolution of any outstanding reviews/appeals, or malpractise

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

Destroyed using a secure and confidential method

41a. Any other records/documentation/materials**Record(s) description**

Unknown at present

Retention information/period

Where specific retention information is not provided by JCQ or other authorised organisations, exams related information that is held in the centre is retained at the very least until after the deadline for reviews of results/results enquiries/resolution of any outstanding reviews/appeals, or malpractise

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

Destroyed using a secure and confidential method

41b. Any other records/documentation/materials**Record(s) description**

Unknown at present

Retention information/period

Where specific retention information is not provided by JCQ or other authorised organisations, exams related

information that is held in the centre is retained at the very least until after the deadline for reviews of results/results enquiries/resolution of any outstanding reviews/appeals, or malpractise

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

Destroyed using a secure and confidential method

Changes 2023/2024

New record types added - **22. Handling secure electronic materials logs** and **36. Second pair of eyes check records/forms**

Centre-specific changes

No centre specific updates or changes were applicable to this document