



**The Telford Langley School**  
**ENSURING EXCELLENCE**

**Exam Archiving Policy**

Approved: Autumn 2021

# Exam Archiving Policy

<b>Policy Name:</b>	Exam Archiving Policy
<b>Policy Owner:</b>	Mr P Hewitt, Deputy Headteacher
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# 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

## 2. Archiving Procedures

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 SENDCo 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 <a href="#">ICE 12, 22</a> )	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)
Candidates' work	Non-examination assessment work (inc. controlled assessment/coursework) returned to the centre after awarding body moderation.	<p>To be logged on return to the centre and immediately 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)</p> <p>...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 <a href="https://www.jcq.org.uk/exams-office/non-examination-assessments">https://www.jcq.org.uk/exams-office/non-examination-assessments</a> (Reference <a href="#">GR 3.15</a>)</p>	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		<p>Unclaimed/uncollected certificates to be retained securely for a 10 years from date of issue.</p> <p>[Reference <a href="#">GR 5</a></p>	Confidential destruction
Certificate destruction information	A record of unclaimed certificates that have been destroyed.	<p>To be retained from the date of certificate destruction.</p> <p>[Reference <a href="#">GR 5</a></p>	
Certificate issue information	A record of certificates that have been issued to candidates.	<p>To be retained on with in the file of certificates/results</p> <p>[Reference <a href="#">GR 5</a></p>	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.		

Record type	Record(s) description (where required)	Retention information/period	Action at end of retention period (method of disposal)
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
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 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)	Confidential Destruction
Dispatch logs	Proof of dispatch of exam script packages to awarding body examiners covered by the <a href="#">DfE (Standards &amp; Testing Agency) yellow label service</a>	To be kept until the deadline for ROR's and the resolution of any outstanding enquiries/appeals for the relevant exams series. [Reference <a href="#">ICE 6</a> ]	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 <a href="#">ICE 6</a> ]	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 <a href="#">GR 6.12</a> )	
Exam room incident logs	Logs recording any incidents or irregularities in exam rooms.	Kept with the exam attendance register	

Record type	Record(s) description (where required)	Retention information/period	Action at end of retention period (method of disposal)
Exam stationery		When awarding body or JCQ common stationery is considered surplus or is out-of-date it will be disposed of. [Reference <a href="#">ICE</a> page 4 and <a href="#">ICE</a> 23]	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.	
JCQ publications	Any hard copy publications provided by JCQ.	To be retained until the current academic year update is provided.	
Moderator reports		To be immediately provided to head of department as records owner.	
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 <a href="#">PRS</a> 6, appendix A and B]	Confidential Destruction
Post-results services: requests/outcome information	Any hard copy information relating to a post-results service request (EARs, 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 <a href="#">PRS</a> 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.	Confidential disposal

Record type	Record(s) description (where required)	Retention information/period	Action at end of retention period (method of disposal)
		[Reference <a href="#">PRS 8</a> ]	
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 <a href="#">ICE 6</a> ]	Confidential Destruction
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 <a href="#">ICE 6</a> ]	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 <a href="#">ICE 6</a> ]	Confidential Destruction
Results information	Broadsheets of 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 <a href="#">Information Management Toolkit for Schools</a> 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 <a href="#">ICE 6</a> ]	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 <a href="#">SC 6</a> ]	Confidential Destruction



Record type	Record(s) description (where required)	Retention information/period	Action at end of retention period (method of disposal)
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 <a href="#">ICE 6</a> ]	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
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 <a href="#">ICE 6</a> ]	Confidential Destruction