



The Telford Langley School
ENSURING EXCELLENCE

Exam Archiving Policy

Approved: Autumn 2023

Exam Archiving Policy

Policy Name:	Exam Archiving Policy
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Contents

1. Purpose of the policy	3
2. Archiving Procedures.....	4

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 SEND Department relating to an access arrangement for the candidate.	Kept by SENDCo/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 ICE 12, 6, E)	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
Candidates' work	Non-examination assessment work (inc. controlled assessment/coursework) returned to the centre after awarding body moderation.	To be logged on return to the centre and immediately returned to subject staff as records owner.	Returned to candidates or safe disposal

Record type	Record(s) description (where required)	Retention information/period	Action at end of retention period (method of disposal)
		<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 https://www.jcq.org.uk/exams-office/non-examination-assessments (Reference GR 3.15)</p>	
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.	Applications or hard copies of information to be retained for 3 years after the pupil has left school.	Confidential destruction
Certificates	Candidate certificates issued by awarding bodies.	Unclaimed/uncollected certificates to be retained securely for 10 years from date of issue. [Reference GR 5.14	Confidential destruction
Certificate destruction information	A record of unclaimed certificates that have been destroyed.	To be retained from the date of certificate destruction. [Reference GR 5.14	
Certificate issue information	A record of certificates that have been issued to candidates.	To be retained within the file of certificates/results [Reference GR 5.14	Confidential destruction with unclaimed certificates
Confidential materials: initial point of delivery logs	A log recording confidential materials delivered by awarding bodies to the centre and issued to authorised staff.		Confidential Destruction

Record type	Record(s) description (where required)	Retention information/period	Action at end of retention period (method of disposal)
Confidential materials: receipt, secure movement and secure storage logs	Logs recording confidential exam materials received, 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.	Once Book completed will 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 DfE (Standards & Testing Agency) yellow label service (England only)	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 29.4	Confidential Destruction
Entry information	Any hard copy information relating to candidates' entries.	To be kept until the deadline for Post Results and the resolution of any outstanding enquiries/appeals for the relevant exams series.	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	

Record type	Record(s) description (where required)	Retention information/period	Action at end of retention period (method of disposal)
		centre personnel for the purpose of conducting examinations. (Reference GR 6.13)	
Exam room incident logs	Logs recording any incidents or irregularities in exam rooms.	Kept with the exam attendance register	
Exam stationery	Awarding body exam stationery provided solely for the purpose of external exams.	When awarding body or JCQ common stationery is considered surplus or is out-of-date it will be disposed of. Return unused exam stationery to secure storage facility/secure room. (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 disposal
Examiner reports		To be immediately provided to head of department as records owner.	
Finance information	Copy invoices for exams-related fees.	Given directly or emailed to the Finance Department.	
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)		Confidential disposal
Invigilation training and availability records	A record of the content of the training given to invigilators and those facilitating an access arrangement for a candidate under examination conditions	(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.)	Confidential disposal

Record type	Record(s) description (where required)	Retention information/period	Action at end of retention period (method of disposal)
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.	
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.	Overnight supervision information	
Post-results services: confirmation of candidate consent information	Hard copy or email record of candidate consent for an ROM or ATS request to be submitted to an awarding body	ROM 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 PRS and appendix A and B]	Confidential destruction
Post-results services: requests/outcome information	Any hard copy information relating to a post-results service request (ROMs, appeals, ATS) submitted to an awarding body for a candidate and outcome information from the awarding body.	ROM 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 PRS and 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. [Reference PRS 6]	Confidential disposal

Record type	Record(s) description (where required)	Retention information/period	Action at end of retention period (method of disposal)
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 ROMs and the resolution of any outstanding enquiries/appeals for the relevant exams series.	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 ROMs and the resolution of any outstanding enquiries/appeals for the relevant exams series.	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 ROMs and the resolution of any outstanding enquiries/appeals for the relevant exams series.	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.	Confidential Destruction
Seating plans	Plans showing the seating arrangements of all candidates for every exam taken.	To be kept until the deadline for ROMs and the resolution of any outstanding enquiries/appeals for the relevant exams series.	Confidential Destruction
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.	
Special consideration information	Any hard copy information relating to a special consideration request and supporting evidence submitted to an awarding body for a candidate.	Appropriate 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.	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 ROMs and the resolution of any outstanding enquiries/appeals for the relevant exams series.	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 ROMs and the resolution of any outstanding enquiries/appeals for the relevant exams series.	Confidential Destruction