

Examination Archiving Procedure

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	Access Arrangements Online approval, data protection notice, Form 8/8RF/9, medical evidence/reports and teacher evidence.	Kept in Exams Office until pupil leaves (original provided to student) A copy is then transferred to SEN office	Pupil files until 10 yrs then confidential shredding.
Alternative site arrangements	Any hard copy information generated on an alternative site arrangement. Notifications submitted online via CAP.	Held on file in the Exam Office until the deadline for post-results services and the resolution of outstanding enquiries or appeals.	Confidential disposal
Attendance registers Exam room checklists Exam room incident logs Seating plans EAA trackers	Checklists confirming exam room conditions and invigilation arrangements for each exam session. Logs recording any incidents or irregularities in exam rooms for each exam session. Plans showing the seating arrangements of all candidates for every exam taken and records of exam access arrangements/records of extra time taken.	Held on file in the Exam Office until the deadline for post-results services and the resolution of outstanding enquiries or appeals.	Confidential disposal
Awarding body exams administration information	Any hard copy publications provided by awarding bodies.	To be retained until the current academic year update is provided.	Recycling
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.	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 returned to the centre by the awarding body at the end of the moderation period.	To be returned to Curriculum Leaders 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)	Returned to candidates or safe disposal
Certificates	Y11 issued at presentation evening or from office by arrangement.	Unclaimed certificates held on file for 12 months can be posted (recorded) to last known address if candidate pays postage cost. A record is kept of certificates that have been issued.	Confidential shredding, register kept by Exam Officer of destroyed certificates for 7 years.
Certificate destruction information	A record of unclaimed certificates that have been destroyed.	Destroy any unclaimed certificates after retaining them for a minimum of 12 months.	Confidential shredding of certificates after 12 months. A register is kept by the Exam Officer of destroyed certificates for 7 years.
Certificate issue information	A record of certificates that have been issued.	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 will be kept of the certificates that have been issued.	Confidential shredding, register kept by Exam Officer of issued and destroyed certificates for 7 years.

Record Type	Record (s) description (where required)	Retention information/period	Action at end of retention period (Method of disposal)
Confidential materials: initial point of delivery logs Dispatch 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. Proof of dispatch of exam script packages to awarding body examiners covered by the DfE (Standards & Testing Agency) yellow label service	To be filed in the Exam Office for the series until the deadline for post-results services and the resolution of outstanding enquiries or appeals	Confidential shredding
Confidential materials: receipt, secure movement and secure storage logs	Logs recording confidential exam materials received (including encrypted materials received via email or downloaded from an awarding body's secure extranet site), checked and placed in the secure storage facility by the Exams & Data Manager (or other authorised member of centre staff) throughout the period the materials are confidential which includes the handling of confidential MFL Listening materials	To be held on file in the Exam Office until the deadline for post-results services and the resolution of outstanding enquiries or appeals.	Confidential shredding
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.	Confidential shredding
Entry information	Lists of candidate name, DOB, gender, candidate number, UCI, ULN and entries by series.	To be held in the Exams Office until the deadline for post-results services and the	Confidential shredding

Record Type	Record (s) description (where required)	Retention information/period	Action at end of retention period (Method of disposal)
		resolution of outstanding enquiries or appeals	
Exam question papers	Question papers for timetabled written exams.	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 paragraph 6.12 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.	Passed to Curriculum Leaders
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.	Confidential destruction
Moderator & Examiner reports	Copy may be kept with results for the relevant period and stored securely on the Exams shared drive	Shared to relevant curriculum leader and subject leader as records owner.	Confidential destruction
Finance information	Copy invoices for exams-related fees	Stored in the Finance department	Archived by Finance.

Record Type	Record (s) description (where required)	Retention information/period	Action at end of retention period (Method of disposal)
Invigilator and facilitator training records	A record of the content of training given to invigilators and those facilitating access arrangements for candidates must be available for inspection.	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 destruction
Moderation returns logs	Logs recording the return of candidates' work to the centre by the awarding body at the end of the moderation period.	To be held in the Exams Office until the deadline for post-results services and the resolution of outstanding enquiries or appeals	Confidential shredding
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. Any hard copy information relating to overnight supervision arrangements. Reports submitted online via CAP.	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 shredding
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 recheck or review of marking or any subsequent appeal. The awarding bodies reserve the right to inspect such documentation.)	Confidential shredding

Record Type	Record (s) description (where required)	Retention information/period	Action at end of retention period (Method of disposal)
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.	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 recheck or review of marking or any subsequent appeal. The awarding bodies reserve the right to inspect such documentation.)	Confidential shredding
Post-results services: tracking logs	Logs tracking to resolution all post-results service requests submitted to awarding bodies.	Keep all logs until the resolution of all post-results services and appeals	Confidential shredding
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)	(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 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.) ...)	Records of postage kept in Exams Office and destroyed after the results are published.

Record Type	Record (s) description (where required)	Retention information/period	Action at end of retention period (Method of disposal)
Resilience arrangements: Evidence of candidate performance	The collection of evidence of student performance to ensure resilience in the qualifications system	(Reference Ofqual Guidance on collecting evidence of student performance to ensure resilience in the qualifications system: Retention of the work Student work, either the original or a copy, must always be retained by the centre. Student work can be retained digitally or physically. Students may be given copies, or the original work, where this would support their study.)	To be kept in subject areas for the series until the deadline for post results services and the resolution of outstanding enquiries or appeals. Return to student or confidential shredding.
Resolving timetable clashes information	Any hard copy information relating to the resolution of a candidate's clash of timetabled exam papers	Kept in the Exams Office until the end of the Results period	Confidential shredding
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 shredding
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.	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. A centre may be asked by an awarding body to provide signed evidence.)	Confidential shredding after post results date.
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.	Filed in the Exams Office until candidate leaves the centre. Transferred to the Pupil File	File destroyed when pupil turns 25 years old.
Very late arrival reports/outcomes	Any hard copy information relating to a candidate arriving very late to an exam. Reports submitted online via CAP.	To be held on file in the Exams Office until the deadline for post-results services and the	Confidential shredding

Record Type	Record (s) description (where required)	Retention information/period	Action at end of retention period (Method of disposal)
		resolution of outstanding enquiries or appeals.	