



SOUTH MOLTON

COMMUNITY COLLEGE

— supporting success —

Exams archiving policy

2018/19

This policy is annually reviewed to ensure that records are archived/retained in accordance with current requirements

Compiled/reviewed by	
Mr DJ Lewis	
Date of next review	January 2020



Key staff involved in the exams archiving process

Role	Name(s)
Exams Officer	Mrs S Wyer
Exams Officer line manager (Senior Leader)	Mr DJ Lewis
Head of centre	Mr DJ Lewis
SEnCo	Mr C Orr
Finance Manager	Mr S Walker
IT Manager	Mr N Lockhead
Head of Department(s)	Available on request

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



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 retained until the end of the current examination series	Will archived in exam storage until after the deadline for EARs or the resolutions of any outstanding enquires, appeals or malpractice investigations
Attendance register copies		To be retained until the deadline for EARs or the resolution of any outstanding enquiries/appeals for the relevant exams series. [Reference ICE 6,15]	Confidential waste/shredding
Awarding body administrative information	Any hard copy publications provided by awarding bodies.	To be retained until the current academic year update is provided.	Normal waste disposal, hopefully recycled
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. 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]	Confidential disposal /Shredding
Candidates' work	Non-examination assessment work returned to the centre by the awarding body at the end of the moderation period.	To be immediately returned to subject staff 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) until after the deadline for EARs or the resolution of any outstanding enquiries/appeals or malpractice investigations for the exam series. [Reference GR 3, 5]	Returned to candidates or safe disposal / shredding
Certificates	Candidate certificates issued by awarding bodies.	...retain all unclaimed certificates under secure conditions for a minimum of 4 years from the date of issue [Reference GR 5]	Confidential destruction /shredding
Certificate issue information	A record of certificates that have been issued.	To be retained for 4 years from the date of certificate destruction. [Reference GR 5]	
Confidential materials: receipt, secure movement and secure storage logs	Logs recording the receipt, checking, secure movement and secure storage of confidential exam materials.	Stored electronically on the exams area indefinitely	



Record type	Record(s) description (where required)	Retention information/period	Action at end of retention period (method of disposal)
Dispatch logs	Proof of dispatch of exam script packages to awarding body examiners covered by the DFE (Standards & Testing Agency) yellow label service	To be stored safely and securely until after the deadline for EARs or the resolution of any outstanding enquiries/appeals or malpractice investigations for the exam series	Archived in exams storage
Entry information	Any hard copy information relating to candidates' entries.	Digital copies stored on the exams area indefinitely	Archived in exams storage
Exam question papers	Question papers for timetabled written exams.	Stored in the exams secure storage after exam and issued to teaching staff 24 hours after the published exam time in case of any clashes and only when all candidates in the centre have completed the exam. Instructions issued by an individual awarding body relating to the use of question papers for vocational qualifications after the examination has taken place are followed. [Reference ICE 16 and GR 6,5]	Issued to subject staff Stored securely by teaching staff after 24 hours after all candidates in the centre have sat the exam including any clash candidates.
Exam room checklists	Checklists confirming exam room conditions and invigilation arrangements for each exam session.	To be retained until the deadline for EARs or the resolution of any outstanding enquiries/appeals for the relevant exams series. [Reference ICE 6]	Archived in exams storage
Exam room incident logs	Logs recording any incidents or irregularities in exam rooms for each exam session.	To be retained and accessible for EARs or the resolution of any outstanding enquiries /appeals for the relevant exams series.	Archived in exams storage
Exam stationery	Awarding body exam stationery provided solely for the purpose of external exams.	Unused stationery will be returned to the centre's secure storage facility until needed for a future examination. Surplus stationery must not be used for internal school tests, mock examinations and non-examination assessments. Any surplus or out-of-date stationery will be confidentially destroyed. [Reference ICE 30]	Confidential destruction / shredding
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.	
Invigilation arrangements	See Exam room checklists		
Invigilator and facilitator training records		A record of the content of the training given to invigilators must be retained on file until the deadline for reviews of marking has passed or until	



Record type	Record(s) description (where required)	Retention information/period	Action at end of retention period (method of disposal)
		any appeal, malpractice or other results enquiry has been completed, whichever is later. 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 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, 13]	
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.	
Overnight supervision information	JCQ form Timetable variation and confidentiality declaration for overnight supervision for any candidate eligible for these arrangements.	Kept for inspection all completed forms available in your centre 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 e-mails from candidates must be retained by the centre and kept for at least 12 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. ATS consent to be retained for at least six months from the date consent given. [Reference PRS 4 , appendix A and B]	Archived in exams storage
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.	To be retained for at least 12 months	Archived in exams storage
Post-results services: tracking logs	Logs tracking to resolution all post-results service requests submitted to awarding bodies.		Archived in exams storage



Record type	Record(s) description (where required)	Retention information/period	Action at end of retention period (method of disposal)
Private candidate information	Any hard copy information relating to private candidates' entries.		Archived in exams storage
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: a) 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 is taken to 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]]	Archived in exams storage
Resolving timetable clashes information	Any hard copy information relating to the resolution of a candidate's clash of timetabled exam papers	To be retained on file until the end of the exam series or to be retained and accessible for EARs or the resolution of any outstanding enquiries/appeals for the relevant exams series	Archived in exams storage
Results information	Broadsheets of results summarising candidate final grades by subject by exam series.	Records for current year plus previous 6 years to be retained as a minimum.	Archived in exams storage
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 ICE 6]	
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 SC 6]	Digital copy to be retained on the exams area. Hard copies to be archived in the exams storage
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.	Digital copies to store on the exams area. Hard copies to be archived in exams storage	Digital copy to be retained on the exams area. Hard copies to be archived in the exams storage
Transfer of credit information	Any hard copy information relating to a GCE AS transfer of credit arrangement (for a legacy unitised GCE AS specification) application submitted to an awarding body for a candidate.	To be retained until the issue of the GCE A level result for the candidate.	Digital copy to be retained on the exams area. Hard copies to be archived in the exams storage

