

STOCKSBRIDGE HIGH SCHOOL



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Minerva
Learning Trust

Exams Archiving Policy

Responsibility	Exams Officer
Last review date	October 2022
Next review date	October 2023
Approved by	
Approved date	

Purpose of the policy

The purpose of this policy is to:

- ▶ identify exams-related information/records held by the exams office and comply with GDPR
- ▶ identify the retention period and inform by placing on school website
- ▶ 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 returned to SENCo as records owner at end of the candidate's final exam series.	To form part of SENCo plan
Attendance register copies		To be retained until after the deadline for EARs or until any appeal, malpractice or other results enquiry has been completed, whichever is later [Reference ICE 6, 15]	Confidential destruction by Exam Officer each March following the previous Summer Series
Awarding body administrative information	Any hard copy publications provided by awarding bodies.	To be retained until the current academic year update is provided.	Disposed of by Exams Officer
Candidates' work	Non-examination assessment work (inc. controlled assessment, coursework, portfolios) returned to the centre after awarding body moderation.	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 enquiry/appeal or malpractice investigations for the exam series. [Reference GR 3, 5]	Returned to candidates or safe disposal by subject leaders
Certificates		Unclaimed/uncollected certificates to be retained securely for a minimum of 12 months from date of issue. [Reference GR 5]	Certificates are kept for a minimum of 12 months. Confidential Destruction
Certificate destruction information	A record of unclaimed certificates that have been destroyed.	To be retained for 4 years from the date of certificate destruction. [Reference GR 5]	Confidential destruction by Exam Officer
Certificate issue information	A record of certificates that have been issued to candidates.	[Reference GR 5]	Copy of exams results attached to SIMS record for as long as record is valid –Part of MIS Plan

Record type	Record(s) description (where required)	Retention information/period	Action at end of retention period (method of disposal)
Confidential materials delivery logs	A log recording confidential materials delivered by awarding bodies to the centre and issued to authorised staff.	To be retained until the current academic year is completed.	Confidential destruction by Exam Officer each September
Confidential materials tracking logs	A log to track materials taken from or returned to secure storage throughout the time the material is confidential.	To be retained until the current academic year is completed.	Confidential destruction by Exam Officer each September
Dispatch logs	Proof of dispatch of exam script packages to awarding body examiners covered by the <u>DfE (Standards & Testing Agency) yellow label service</u>	To be retained until the current academic year is completed.	Confidential destruction by Exam Officer each September
Entry information	Any hard copy information relating to candidates' entries.	To be retained until the current academic year is completed.	Confidential destruction by Exam Officer each September
Exam question papers	Question papers for timetabled written exams.	<p>Issued to teaching staff after the published finishing time of the exam and only when all candidates in the centre have completed the exam.</p> <p>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.</p> <p>[Reference <u>ICE</u> 16 and <u>GR</u> 5,6]</p>	To form part of Subject Leader Plan
Exam room checklists/Seating plans/Exam room incident logs/Invigilation records	Checklists confirming room conditions and invigilation arrangements for each exam room.	<p>To be retained until after the deadline for EARs or until any appeal, malpractice or other results enquiry has been completed, whichever is later.</p> <p>[Reference <u>ICE</u> 6]</p>	Confidential destruction by Exam Officer each March following the previous Summer Series
Exam stationery		<p>When awarding body or JCQ common stationery is considered surplus or is out-of-date it will be disposed of.</p> <p>[Reference <u>ICE</u> page 4 and <u>ICE</u> 23]</p>	Confidential disposal by Exam Officer as and when needed

Record type	Record(s) description (where required)	Retention information/period	Action at end of retention period (method of disposal)
Examiner reports		To be immediately provided to head of department as records owner.	To form part of Subject Leader Plan
Finance information	Copy invoices for exams-related fees.	Kept indefinitely by Exam Officer as forms part of Annual Exam Review	Kept indefinitely by Exam Officer as forms part of Annual Exam Review
JCQ publications	Any hard copy publications provided by JCQ.	To be retained until the current academic year update is provided.	Disposed of by Exam Officer on receipt of new copy
Moderator reports/BTEC SV Reports		To be immediately provided to head of department as records owner.	Moderator Reports -To form part of Subject Leader Plan BTEC SV – kept indefinitely as part of exam officer reviews
Overnight supervision information	Copy of JCQ form <i>Timetable variation and confidentiality declaration for overnight supervision</i> for any candidate eligible for these arrangements.	To be retained for JCQ inspection purposes for the relevant exam series.	Confidential destruction by Exam Officer each September
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	EAR 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 <u>PRS 4</u> , appendix A and B]	Confidential destruction by Exam Officer each March following the previous Summer Series
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.		Confidential destruction by Exam Officer each March following the previous Summer Series, together with the candidate consents

Record type	Record(s) description (where required)	Retention information/period	Action at end of retention period (method of disposal)
Post-results services: scripts provided by ATS service	Copies of exam scripts (or an electronic image of the script) returned to the centre by the awarding body/copies downloaded by the centre where the awarding body provides online access to scripts.	Where copies of scripts are retained by the centre, they must be securely stored (including any electronic versions) until they are no longer required. [Reference <u>PRS 6</u>]	Confidential disposal or deletion by Subject Leaders when no longer required for Teaching and Learning purposes
Post-results services: tracking logs	A log tracking to resolution all post-results service requests submitted to awarding bodies.	Kept indefinitely on school network for data analysis	Kept indefinitely on school network for data analysis
Private candidate information	This centre does not accept private candidates		
Proof of postage – candidate work	Proof of postage of sample of candidates' work to awarding body moderators.	To be retained until the current academic year is completed.	Confidential destruction by Exam Officer each September
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 retained until the current academic year is completed.	Confidential destruction by Exam Officer each September
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. [Reference <u>Records Management Toolkit for Schools</u>]	Results are kept for 8 years.
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 <u>SC 6</u>]	Confidential destruction by Exam Officer each September
Suspected malpractice reports/outcomes	Any hard copy information relating to a suspected malpractice investigation/report submitted to an awarding body and	To be retained until the current academic year is completed.	Confidential destruction by Exam Officer each September

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	outcome information from the awarding body.		
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 by Exam Officer each September
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 retained until the current academic year is completed.	Confidential destruction by Exam Officer each September