



Exams Archiving Policy

Manor High School

Exams Archiving Policy

Centre name	Manor High School
Centre number	25283
Date policy first created	28/09/2023
Current policy approved by	The Governing Body
Current policy reviewed by	Victoria Hulbert - Exams Officer
Date of next review	01/10/2024

Key staff involved in the policy

Role	Name
Head of centre	Simon Greiff
Senior leader(s)	Vanessa Mehta (Deputy Head) Vanee Permal (Assistant Head) James Croucher (Assistant Head) Andrew Cross (Assistant Head) Dilip Karavadra (Assistant Head) Shaun Tweed (School Business Manager)
Exams officer	Victoria Hulbert
ALS lead/SENCo	Vanessa Mehta (SENDCo)
IT manager	AIT
Finance manager	Hitesh Laxman
Head(s) of department	Samantha Goddard Bhavesh Patel Suzanne Thompson Pepita Rodriguez-Dixon Andrew Cross Bernadette Woods Latasha Powell
Other staff (if applicable)	

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

References in this policy to GR, ICE, SC and PRS refer to the JCQ publications **General Regulations for**

Approved Centres, Instructions for conducting examinations, A guide to the special consideration process and Post-Results Services.

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/data retention policy

Where a particular record or information type is not held in, or not applicable to Manor High School, this is indicated.

1. Access arrangements information

Record(s) description

An electronic file is kept for all candidates with access arrangements by the SENDCo

Retention information/period

To be returned to SENDCo as records owner at the end of the candidate's final exam series.

Action at the end of retention period (method of disposal)

Access Arrangement files are copied and sent to the post 16 facility once the candidate is confirmed to have started a post 16 course.

2. Alternative site arrangements

Record(s) description

Any hard copy information generated on an alternative site arrangement. Notifications submitted online via CAP.

Retention information/period

To be retained securely until one year after the season has closed.

Access Arrangement information to be confidentially shared (if appropriate) with the candidate FE institution.

Action at the end of retention period (method of disposal)

At the end of the retention period exam related materials are confidentially disposed.

3. Attendance register copies

Record(s) description

Exams attendance registers are held in the centre and retained at the very least until after the deadline for reviews of results or other results enquiries (or the resolution of any outstanding reviews/appeals or malpractice investigations) for the relevant exams series.

Retention information/period

Records are kept in accordance with the requirements, signed records of the seating plan, the invigilation arrangements and the centre's copies of the attendance registers for each examination are retained. 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.

Action at the end of retention period (method of disposal)

At the end of the retention period exam related materials are confidentially disposed.

4. Awarding body exams administration information

Record(s) description

Any hard copy publications provided by awarding bodies.

Retention information/period

Exams-related information is held in the centre and retained at the very least until after the deadline for reviews of results or other results enquiries (or the resolution of any outstanding reviews/appeals or malpractice investigations) for the relevant exams series.

Action at the end of retention period (method of disposal)

At the end of the retention period exam related materials are confidentially disposed.

5. Candidates' scripts

Record(s) description

Any unwanted copies of scripts returned to the centre through the Access to Scripts (ATS) service.

Retention information/period

To be retained securely until the awarding body's earliest date for confidential disposal of unwanted scripts in accordance with the requirements of GR, section 3.15 (... 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...).

Action at the end of retention period (method of disposal)

At the end of the retention period exam related materials are confidentially disposed.

6. Candidates' work

Record(s) description

Non-examination assessment work returned to the centre by the awarding body at the end of the moderation period.

Retention information/period

Records logged on return to the centre and 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) in accordance with the requirements of GR, section 3.15 (...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...).

Action at the end of retention period (method of disposal)

At the end of the retention period exam related materials are confidentially disposed.

7. Centre consortium arrangements for centre assessed work

Record(s) description

Not Applicable

Retention information/period

Not Applicable

Action at the end of retention period (method of disposal)

Not Applicable

8. Certificates

Record(s) description

Candidate certificates issued by awarding bodies.

Retention information/period

Records retained in accordance with the requirements of GR, all unclaimed certificates are stored under secure conditions for a minimum of 12 months from the date of issue. After this retention period unclaimed

certificates can be returned to the awarding bodies or disposed of. A record of action must be retained.

Action at the end of retention period (method of disposal)

At the end of the retention period exam related materials are confidentially disposed.

9. Certificate destruction information

Record(s) description

A record of unclaimed certificates that have been destroyed

Retention information/period

Records retained in accordance with the requirements of GR, (destroy any unclaimed certificates after retaining them for a minimum of 12 months. They must be destroyed in a confidential manner. Centres that do not have a means of destroying certificates confidentially may return them to the respective awarding body. A record of certificates that have been destroyed should be retained for four years from their date of destruction. However, candidates should be informed that some awarding bodies do not offer a replacement certificate service. In such circumstances the awarding body will issue a Certifying Statement of Results... (Where an awarding body issues a replacement certificate, or a Certifying Statement of Results, this will provide an accurate and complete record of results for all qualifications covered by the original certificate... return any certificates requested by the awarding bodies. Certificates always remain the property of the awarding bodies.).

Action at the end of retention period (method of disposal)

At the end of the retention period exam related materials are confidentially disposed.

10. Certificate issue information

Record(s) description

A record of certificates that have been issued.

Retention information/period

Records retained in accordance with the requirements of GR, section 5.14 (... 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 should be kept of the certificates that are issued...).

Action at the end of retention period (method of disposal)

At the end of the retention period exam related materials are confidentially disposed

11. Confidential materials: initial point of delivery logs

Record(s) description

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.

Retention information/period

Exams-related information that is held in the centre is retained at the very least until after the deadline for reviews of results or other results enquiries (or the resolution of any outstanding reviews/appeals or malpractice investigations) for the relevant exams series).

Action at the end of retention period (method of disposal)

At the end of the retention period exam related materials are confidentially disposed.

12. Confidential materials: receipt, secure movement and secure storage logs

Record(s) description

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.

Retention information/period

Exams-related information that is held in the centre is retained at the very least until after the deadline for reviews of results or other results enquiries (or the resolution of any outstanding reviews/appeals or malpractice investigations) for the relevant exams series).

Action at the end of retention period (method of disposal)

At the end of the retention period exam related materials are confidentially disposed.

13. Conflicts of interest records**Record(s) description**

Records demonstrating the management of conflicts of interest. Conflicts of Interest Log. A log is kept of any member of staff with any conflict of interest. This log is shared with awarding bodies if required.

Retention information/period

Records retained in accordance with the requirements of GR, section 5.3 (...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.)

Action at the end of retention period (method of disposal)

At the end of the retention period exam related materials are confidentially disposed.

14. Dispatch logs**Record(s) description**

Proof of dispatch of exam script packages to awarding body examiners covered by the DfE (Standards & Testing Agency) yellow label service.

Retention information/period

Exams-related information that is held in the centre is retained at the very least until after the deadline for reviews of results or other results enquiries, or the resolution of any outstanding reviews/appeals or malpractice investigations for the relevant exams series.

Action at the end of retention period (method of disposal)

At the end of the retention period exam related materials are confidentially disposed.

15. Entry information**Record(s) description**

Any hard copy information relating to candidates' entries.

Retention information/period

Exams-related information that is held in the centre is retained at the very least until after the deadline for reviews of results or other results enquiries or the resolution of any outstanding reviews/appeals or malpractice investigations for the relevant exams series.

Action at the end of retention period (method of disposal)

At the end of the retention period exam related materials are confidentially disposed.

16. Exam question papers

Record(s) description

Question papers for timetabled written exams.

Retention information/period

Records retained in accordance with the requirements of ICE, section 31 (Releasing question papers) and GR, section 6.13 (...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...).

Action at the end of retention period (method of disposal)

At the end of the retention period excess papers are issued to curriculum leaders.

17. Exam room checklists

Record(s) description

Checklists confirming exam room conditions and invigilation arrangements for each exam session.

Retention information/period

Exams-related information that is held in the centre is retained at the very least until after the deadline for reviews of results or other results enquiries (or the resolution of any outstanding reviews/appeals or malpractice investigations) for the relevant exams series).

Action at the end of retention period (method of disposal)

At the end of the retention period exam related materials are confidentially disposed

18. Exam room incident logs

Record(s) description

Logs recording any incidents or irregularities in exam rooms for each exam session.

Retention information/period

Exams-related information that is held in the centre is retained at the very least until after the deadline for reviews of results or other results enquiries (or the resolution of any outstanding reviews/appeals or malpractice investigations) for the relevant exams series).

Action at the end of retention period (method of disposal)

At the end of the retention period exam related materials are confidentially disposed and shredded

19. Exam stationery

Record(s) description

Awarding body exam stationery provided solely for the purpose of external exams.

Retention information/period

Unused stationery is returned immediately 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.

Action at the end of retention period (method of disposal)

Any out-of-date stationery is destroyed confidentially

20. Examiner reports

Record(s) description

Examiner reports from the awarding bodies.

Retention information/period

Examiner reports are immediately provided to heads of departments

Action at the end of retention period (method of disposal)

Not Applicable

21. Finance information

Record(s) description

Copy invoices for exams-related fees.

Retention information/period

Records returned to Finance department as records owner

Action at the end of retention period (method of disposal)

Not applicable

22. Handling secure electronic materials logs

Record(s) description

Logs recording arrangements of downloading and printing electronic materials.

Retention information/period

Exams-related information that is held in the centre is retained at the very least until after the deadline for reviews of results or other results enquiries (or the resolution of any outstanding reviews/appeals or malpractice investigations) for the relevant exams series).

Action at the end of retention period (method of disposal)

At the end of the retention period exam related materials are confidentially disposed

23. Invigilation arrangements

Record(s) description

Checklists confirming exam room conditions and invigilation arrangements for each exam session.

Retention information/period

Exams-related information that is held in the centre is retained at the very least until after the deadline for reviews of results or other results enquiries, or the resolution of any outstanding reviews/appeals or malpractice investigations for the relevant exams series.

Action at the end of retention period (method of disposal)

At the end of the retention period exam related materials are confidentially disposed and shredded.

24. Invigilator and facilitator training records

Record(s) description

A record of the training given to the invigilator, a copy of the certificate if the invigilator has attended online assessments (although not suitable for all invigilators). Also, Invigilator confidentiality agreement

Retention information/period

Records retained in accordance with the requirements of ICE, section 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. 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).

Action at the end of retention period (method of disposal)

At the end of the retention period exam related materials are confidentially disposed

25. Moderator reports

Record(s) description

Moderator Reports from awarding bodies.

Retention information/period

Records immediately provided to heads of departments as records owner

Action at the end of retention period (method of disposal)

Not applicable.

26. Moderation return logs

Record(s) description

Logs recording the return of candidates' work to the centre by the awarding body at the end of the moderation period.

Retention information/period

Exams-related information that is held in the centre is retained at the very least until after the deadline for reviews of results or other results enquiries, or the resolution of any outstanding reviews/appeals or malpractice investigations for the relevant exams series

Action at the end of retention period (method of disposal)

At the end of the retention period exam related materials are confidentially disposed.

27. Overnight supervision information

Record(s) description

The JCQ Overnight Supervision Declaration form is downloaded from CAP for signing by the candidate, the supervisor and the head of centre.

Retention information/period

Exams-related information that is held in the centre is retained at the very least until after the deadline for reviews of results or other results enquiries, or the resolution of any outstanding reviews/appeals or malpractice investigations for the relevant exams series.

Action at the end of retention period (method of disposal)

At the end of the retention period exam related materials are confidentially disposed and shredded

28. Post-results services: confirmation of candidate consent information

Record(s) description

Hard copy/email copy record of required candidate consent for access to scripts, reviews of marking or review of moderation.

Retention information/period

Records of consent forms or e-mails from candidates are retained by the centre and kept for at least six 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.

Action at the end of retention period (method of disposal)

At the end of the retention period exam related materials are confidentially disposed.

29. Post-results services: request/outcome information

Record(s) description

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

Retention information/period

Exams-related information that is held in the centre is retained at the very least until after the deadline for reviews of results or other results enquiries, or the resolution of any outstanding reviews/appeals or malpractice investigations for the relevant exams series.

Action at the end of retention period (method of disposal)

At the end of the retention period exam related materials are confidentially disposed.

30. Post-results services: tracking logs

Record(s) description

Logs tracking to resolution all post-results service requests submitted to awarding bodies.

Retention information/period

Exams-related information that is held in the centre is retained at the very least until after the deadline for reviews of results or other results enquiries (or the resolution of any outstanding reviews/appeals or malpractice investigations) for the relevant exams series).

Action at the end of retention period (method of disposal)

At the end of the retention period exam related materials are confidentially disposed.

31. Private candidate information

Record(s) description

Not Applicable

Retention information/period

Not Applicable

Action at the end of retention period (method of disposal)

Not Applicable

32. Proof of postage - candidates' work

Record(s) description

Proof of postage/dispatch of candidates' scripts to awarding body examiners/markers.
Proof of postage/dispatch of sample of candidates' work submitted to awarding body moderators.

Retention information/period

Records (proof of postage/dispatch of candidates' scripts to awarding body examiners/markers) retained in accordance with the requirements of ICE, section 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).

Action at the end of retention period (method of disposal)

At the end of the retention period exam related materials are confidentially disposed.

33. Resolving timetable clashes

Record(s) description

Any hard copy information relating to the resolution of a candidate's clash of timetabled exam papers.

Retention information/period

Exams-related information that is held in the centre is retained at the very least until after the deadline for reviews of results or other results enquiries, or the resolution of any outstanding reviews/appeals or malpractice investigations for the relevant exams series.

Action at the end of retention period (method of disposal)

At the end of the retention period exam related materials are confidentially disposed.

34. Results information

Record(s) description

Broadsheets of public examination results summarising candidate final grades by subject by exam series.

Retention information/period

Records are kept in the exams office secure storage and secure exams filing path for a minimum of 7 years.

Action at the end of retention period (method of disposal)

Not Applicable

35. Seating plans

Record(s) description

Plans showing the seating arrangements of all candidates for every exam taken.

Retention information/period

Exams-related information that is held in the centre is retained at the very least until after the deadline for reviews of results or other results enquiries, or the resolution of any outstanding reviews/appeals or malpractice investigations for the relevant exams series

Action at the end of retention period (method of disposal)

At the end of the retention period exam related materials are confidentially disposed.

36. Second pair of eyes check forms

Record(s) description

Records of the check that must take place by a second person (additional to the person removing question paper packets from the secure storage) immediately before a question paper packet is opened.

Retention information/period

Exams-related information that is held in the centre is retained at the very least until after the deadline for reviews of results or other results enquiries, or the resolution of any outstanding reviews/appeals or malpractice investigations for the relevant exams series.

Action at the end of retention period (method of disposal)

At the end of the retention period exam related materials are confidentially disposed

37. Special consideration information

Record(s) description

Any hard copy information relating to a special consideration application which has been submitted to an awarding body for a candidate and signed evidence produced by a senior leader in support of the application

Retention information/period

Any hard copy information relating to a special consideration application which has been submitted to an awarding body for a candidate and signed evidence produced by a senior leader in support of the application

Action at the end of retention period (method of disposal)

Any hard copy information relating to a special consideration application which has been submitted to an awarding body for a candidate and signed evidence produced by a senior leader in support of the application

38. Suspected malpractice reports/outcomes

Record(s) description

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.

Retention information/period

Exams-related information that is held in the centre is retained at the very least until after the deadline for reviews of results or other results enquiries, or the resolution of any outstanding reviews/appeals or malpractice investigations for the relevant exams series

Action at the end of retention period (method of disposal)

At the end of the retention period exam related materials are confidentially disposed

39. Transferred candidate arrangements

Record(s) description

Any hard copy information relating to a transferred candidate arrangement. Applications submitted online via CAP.

Retention information/period

Exams-related information that is held in the centre is retained at the very least until after the deadline for reviews of results or other results enquiries, or the resolution of any outstanding reviews/appeals or malpractice investigations for the relevant exams series.

Action at the end of retention period (method of disposal)

At the end of the retention period exam related materials are confidentially disposed.

40. Very late arrival reports/outcomes

Record(s) description

Any hard copy information relating to a candidate arriving very late to an exam. Reports submitted online via CAP

Retention information/period

Exams-related information that is held in the centre is retained at the very least until after the deadline for reviews of results or other results enquiries, or the resolution of any outstanding reviews/appeals or malpractice investigations for the relevant exams series.

Action at the end of retention period (method of disposal)

At the end of the retention period exam related materials are confidentially disposed.

41a. Any other records/documentation/materials

Record(s) description

Not Applicable

Retention information/period

Not Applicable

Action at the end of retention period (method of disposal)

Not Applicable

41b. Any other records/documentation/materials

Record(s) description

Not Applicable

Retention information/period

Not Applicable

Action at the end of retention period (method of disposal)

Not Applicable

Changes 2023/2024

New record types added - **22. Handling secure electronic materials logs** and **36. Second pair of eyes check records/forms**

Centre-specific changes

Not Applicable