

Ifield Community College

Exams Archiving Policy – 2020/21



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

Ifield Community College – Exams Archiving Policy 2018/19

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.	<ul style="list-style-type: none"> To be returned to SENCo as records owner at end of the candidate's final exam series. 	Confidential waste/shredding
Alternative site arrangements	Any hard copy information on an alternative site arrangement. Notifications submitted online via CAP.	<ul style="list-style-type: none"> Will 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 waste/shredding
Attendance register copies		<ul style="list-style-type: none"> Will 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 waste/shredding
Awarding body administrative information	Any hard copy publications provided by awarding bodies.	<ul style="list-style-type: none"> To be retained until the current academic year update is provided. 	Non-confidential waste/recycling
Candidates' scripts	Any unwanted copies of scripts returned to the centre through the Access to Scripts (ATS) service.	<ul style="list-style-type: none"> 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. 	Confidential waste/shredding
Candidates' work	Non-examination assessment work returned to the centre by the awarding body at the end of the moderation period.	<ul style="list-style-type: none"> To be logged on return to the centre and immediately returned to subject staff as records owner and stored safely and securely along with work that did not form part of the moderation sample (including materials stored electronically) To be retained 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 (for the exam series). 	Returned to candidates or Confidential waste/shredding
Certificates	Candidate certificates issued by awarding bodies.	<ul style="list-style-type: none"> All unclaimed certificates to be retained under secure conditions for a minimum of 12 months and for a maximum of 6 years from the date of issue 	Confidential waste/shredding

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Record type	Record(s) description (where required)	Retention information/period	Action at end of retention period (method of disposal)
Certificate destruction information	A record of unclaimed certificates that have been destroyed.	<ul style="list-style-type: none"> A record of certificates that have been destroyed shall be retained for four years from their date of destruction. 	Confidential waste/shredding
Certificate issue information	A record of certificates that have been issued.	<ul style="list-style-type: none"> A record shall be kept of the certificates that are issued, including when they are issued, and shall be retained for four years from the date of issue. 	Confidential waste/shredding
Confidential materials: initial point of delivery 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.	<ul style="list-style-type: none"> Will 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 waste/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 officer (or other authorised member of centre staff) throughout the period the materials are confidential	<ul style="list-style-type: none"> Will 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 waste/shredding
Conflicts of Interest records	Records demonstrating the management of Conflicts of Interest	<ul style="list-style-type: none"> Will 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 waste/shredding

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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	<ul style="list-style-type: none"> Will 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 waste/shredding
Entry information	Any hard copy information relating to candidates' entries.	<ul style="list-style-type: none"> Will 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 waste/shredding
Exam question papers	Question papers for timetabled written exams.	<ul style="list-style-type: none"> To be immediately provided to head of department as records owner 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. 	Issued to subject staff
Exam room checklists	Checklists confirming exam room conditions and invigilation arrangements for each exam session.	<ul style="list-style-type: none"> Will 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 waste/shredding
Exam room incident logs	Logs recording any incidents or irregularities in exam rooms for each exam session.	<ul style="list-style-type: none"> Will 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 waste/shredding
Exam stationery	Awarding body exam stationery provided solely for the purpose of external exams.	<ul style="list-style-type: none"> Unused stationery will be returned to the centre's 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. Any surplus or out-of-date stationery will be confidentially destroyed. 	Confidential waste/shredding
Examiner reports		<ul style="list-style-type: none"> To be immediately provided to head of department as records owner. 	Confidential waste/shredding
Finance information	Copy invoices for exams-related fees.	<ul style="list-style-type: none"> To be returned to Finance department as records owner at the end of the academic year. 	Confidential waste/shredding

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Record type	Record(s) description (where required)	Retention information/period	Action at end of retention period (method of disposal)
Invigilation arrangements	Invigilation arrangements for each exam session.	<ul style="list-style-type: none"> Will 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 waste/shredding
Invigilator and facilitator training records	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.	<ul style="list-style-type: none"> Will 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 waste/shredding
Moderator reports		<ul style="list-style-type: none"> To be immediately provided to head of department as records owner. 	Confidential waste/shredding
Moderation returns logs	Logs recording the return of candidates' work to the centre by the awarding body at the end of the moderation period	<ul style="list-style-type: none"> Will 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 waste/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	<ul style="list-style-type: none"> Will 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. Forms may be stored electronically or in hard copy paper format and must not be sent to an awarding body, unless specifically requested. 	Confidential waste/shredding
Post-results services: confirmation of candidate consent information	Hard copy or email record of required candidate consent	<ul style="list-style-type: none"> Will be 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. 	Confidential waste/shredding

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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.	<ul style="list-style-type: none"> Records for current year plus previous 6 years to be retained as a minimum where the RoR outcome changes a result. The centre will keep the last 20 years results to provide information to former students. Any outcomes where there is no change of result will be kept for 12 months from the date the outcome is issued. 	Confidential waste/shredding
Post-results services: tracking logs	Logs tracking to resolution all post-results service requests submitted to awarding bodies.	<ul style="list-style-type: none"> Will 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 waste/shredding
Private candidate information	Any hard copy information relating to private candidates' entries.	<ul style="list-style-type: none"> Will 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 waste/shredding
Proof of postage – candidates' work	Proof of postage of sample of candidates' work submitted to awarding body moderators and of candidates' scripts to awarding body examiners/markers	<ul style="list-style-type: none"> Proof of postage/despatch for each packet of scripts will be retained on the centre's files until the results are published, in case of loss or damage. 	Confidential waste/shredding
Resolving timetable clashes information	Any hard copy information relating to the resolution of a candidate's clash of timetabled exam papers	<ul style="list-style-type: none"> Will 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 waste/shredding
Results information	Broadsheets of results summarising candidate final grades by subject by exam series.	<ul style="list-style-type: none"> Records for current year plus previous 6 years to be retained as a minimum. The centre will keep the last 20 years results to provide information to former students. 	Confidential waste/shredding
Seating plans	Signed plans showing the seating arrangements of all candidates for every exam taken.	<ul style="list-style-type: none"> The centre will 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. 	Confidential waste/shredding

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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 signed evidence produced by a senior leader in support of the application.	<ul style="list-style-type: none"> The centre will retain evidence supporting an on-line special consideration application until after the publication of results. The centre will retain evidence supporting a candidate's absence from an examination until after the publication of results. All applications must be supported by signed evidence produced by a member of the senior leadership team. The centre will retain this evidence until after the publication of results. 	Confidential waste/shredding
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.	<ul style="list-style-type: none"> The centre will retain evidence, reports and outcomes of all suspected malpractice investigations for 4 years. 	Confidential waste/shredding
Transferred candidate arrangements	Any hard copy information relating to a transferred candidate arrangement. Applications submitted online via CAP.	<ul style="list-style-type: none"> Will 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 waste/shredding
Very late arrival reports/outcomes	Any hard copy information relating to a candidate arriving very late to an exam. Reports submitted online via CAP.	<ul style="list-style-type: none"> Will 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 waste/shredding