



# **Exams Archiving Policy**

Thriftwood School & College

## Exams Archiving Policy

Centre name	Thriftwood School & College
Centre number	16342
Date policy first created	12/02/2024
Current policy approved by	Simon Kyndt
Current policy reviewed by	Kirsty Mountain
Date of review	09/12/2024
Date of next review	01/12/2025

## Key staff involved in the policy

Role	Name
Head of centre	Simon Kyndt
Senior leader(s)	Executive Headteacher - Georgina Pryke College Lead - Lisa Walker Exams Officer Line Manager - Gemma Ellis KS4 Phase Leader - Carolyn Mitchell KS5 Phase Leader - Rachael Collins
Exams officer	Kirsty Mountain
SENCo (or equivalent role)	Lisa Walker
IT manager	David Markham
Finance manager	Beccy Johnson
Head(s) of department	English Lead: Entry Level Certificate - Carolyn Mitchell English Lead: Functional Skills & GCSE - Peter Roberts ICT Lead - Jodie Brace Mathematics Lead - Rachael Collins Options Lead - Jane O'Dell Sports Lead - James Eade
Other staff (if applicable)	N/A

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 documents **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 Thriftwood School & College, this is indicated.

## **1. Access arrangements information**

### **Record(s) description**

Any hard copy information kept by the EO relating to an access arrangement candidate. All necessary staff will be provided with a copy so that they are aware of the access arrangements and will be asked to remove the record at the end of the examination period from their personal files.

### **Retention information/period**

To be retained by the EO in a locked cupboard until the end of the candidates final exam series.

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

Shredding

## **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**

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)**

Shredding

## **3. Attendance register copies**

### **Record(s) description**

Any signed records of the seating plan, the invigilation arrangements and the centre's copies of the attendance registers for each examination.

### **Retention information/period**

To 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)**

Shredding

## **4. Awarding body exams administration information**

### **Record(s) description**

Any hard copy publications provided by awarding bodies.

### **Retention information/period**

To be retained until the current academic year update is provided.

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

Shredding

## **5. Candidates' scripts**

### **Record(s) description**

x

### **Retention information/period**

x

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

x

## **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**

To be 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)

Candidates may be issued their work 6 weeks after certification and will normally be released at student award assembly.

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

Returned to candidates or safe disposal

## **7. Centre consortium arrangements for centre assessed work**

### **Record(s) description**

x

### **Retention information/period**

x

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

x

## **8. Certificates**

### **Record(s) description**

Candidate certificates issued by awarding bodies.

### **Retention information/period**

To be stored in a secure locked cupboard until distribution.

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

Shredding

## **9. Certificate destruction information**

### **Record(s) description**

A record of unclaimed certificates that have been destroyed.

**Retention information/period**

A record of destruction will be retained for 4 years from destruction along with a copy of the destroyed certificate.

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

Confidential destruction

**10. Certificate issue information**

**Record(s) description**

A record of certificates that have been issued.

**Retention information/period**

Certificates will be handed to students at an award ceremony or posted to students who have left or unavailable via recorded delivery. Any unclaimed certificates will be held in a locked cupboard in the secure room for 12 months from date of issue.

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

Handed/posted to students or secure disposal

**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**

Logs to be stored in a locked cupboard until the end of the exam cycle and any outstanding appeals are resolved.

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

Shredding

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

**Record(s) description**

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

**Retention information/period**

Logs to be stored in a locked cupboard until the end of the exam cycle and any outstanding appeals are resolved.

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

Shredding

**13. Conflicts of interest records**

**Record(s) description**

Records demonstrating the management of conflicts of interest

**Retention information/period**

The records 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.

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

Shredding

**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**

The records are stored in a locked cupboard until the end of the exam cycle.

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

Shredding

**15. Entry information**

**Record(s) description**

Any hard copy information relating to candidates' entries.

**Retention information/period**

The records are stored in a locked cupboard until the end of the exam cycle.

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

Shredding

**16. Exam question papers**

**Record(s) description**

Question papers for timetabled written exams.

**Retention information/period**

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)**

Issued to subject leads

**17. Exam room checklists**

**Record(s) description**

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

**Retention information/period**

The records are stored in a locked cupboard until the end of the exam cycle.



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

Confidential Waste

**18. Exam room incident logs****Record(s) description**

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

**Retention information/period**

The records 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.

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

Shredding

**19. Exam stationery****Record(s) description**

x

**Retention information/period**

x

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

x

**20. Examiner reports****Record(s) description**

Moderator reports from the awarding body.

**Retention information/period**

To be stored in a locked cupboard to form part of the results and a copy given to the subject lead(s). To be retained until the end of the exam cycle and EAR has lapsed.

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

Shredding

**21. Finance information****Record(s) description**

Copy invoices for exams-related fees.

**Retention information/period**

Invoices for exams will be stored in a locked cupboard at the Thriftwood School site. The school and college Business Manager will retain these in line with SEAX Trust retention policy guidelines.

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

Shredding

**22. Handling secure electronic materials logs****Record(s) description**

X

**Retention information/period**

X

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

X

**23. Invigilation arrangements**

**Record(s) description**

X

**Retention information/period**

X

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

X

**24. Invigilator and facilitator training records**

**Record(s) description**

Certificates as proof of invigilator training that has been completed.

**Retention information/period**

Certificates will be stored in a locked cupboard until they are renewed the following academic year.

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

Confidential waste

**25. Moderator reports**

**Record(s) description**

From the awarding body

**Retention information/period**

To be stored in a locked cupboard to form part of the results and a copy given to the subject lead(s). To be retained until the end of the exam cycle and EAR has lapsed.

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

Shredding

**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**

To be stored in a locked cupboard until the end of the exam cycle and all work has been returned to the candidates.

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

Shredding

## **27. Overnight supervision information**

### **Record(s) description**

x

### **Retention information/period**

x

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

x

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

### **Record(s) description**

Hard copy or email record of required candidate consent

### **Retention information/period**

Consent forms or e-mails from candidates must 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. The awarding bodies reserve the right to inspect such documentation.

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

Shredding

## **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**

To be stored in a locked cupboard until all appeal processes have been completed.

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

Shredding

## **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**

To be stored in a locked cupboard until all appeal processes have been completed.

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

Shredding

## **31. Private candidate information**

### **Record(s) description**

x

### **Retention information/period**

x

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

x

**32. Proof of postage - candidates' work**

**Record(s) description**

Proof of postage of sample of candidates' work submitted to awarding body moderators.

(Proof of postage of candidates' scripts to awarding body examiners/markers)

**Retention information/period**

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)**

Confidential waste

**33. Resilience arrangements: Evidence of candidate performance**

**Record(s) description**

**Retention information/period**

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

**34. 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**

To be stored in a locked cupboard until the end of the exam cycle.

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

Shredding

**35. Results information**

**Record(s) description**

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

**Retention information/period**

Records for current year plus previous 6 years to be retained as a minimum.

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

Confidential waste

**36. Seating plans**

**Record(s) description**

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

**Retention information/period**

Signed records of the seating plan, the invigilation arrangements and the centre's copies of the attendance registers for each examination to be stored in a locked cupboard 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)**

Shredding

**37. Second pair of eyes check forms**

**Record(s) description**

x

**Retention information/period**

x

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

x

**38. 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**

All applications must be supported by signed evidence produced by a member of the senior leadership team. The centre must retain this evidence until after the publication of results.

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

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.

**39. 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**

To be stored in a locked cupboard for 1 year from the date of resolution.

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

Shredding

**40. Transferred candidate arrangements**

**Record(s) description**

x

**Retention information/period**

x

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

x

**41. 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**

To be stored in a locked cupboard until results are given and 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)**

Shredding

**42a. Any other records/documentation/materials**

**Record(s) description**

x

**Retention information/period**

x

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

x

**42b. Any other records/documentation/materials**

**Record(s) description**

x

**Retention information/period**

x

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

x

## **Changes 2024/2025**

(Changed) Any reference to ALS Lead/SENCo changed to SENCo (or equivalent role).

(Added) Record type - **33. Resilience arrangements: Evidence of candidate performance**

## **Centre-specific changes**

Centre-specific changes for 2023/24 resulting from the annual review in January 2024:

Upon review, the only centre-specific update or change is the name of the exams officer.

Centre-specific changes for 2024/25 resulting from the annual review in December 2024:

Upon review, the only centre-specific updates or changes are the names of the English Lead & ICT Lead plus the removal of a B&E Lead.