



# **Exams Archiving Policy**

Frederick Bremer School

## Exams Archiving Policy

Centre Name	Frederick Bremer School
Centre Number	13440
Date policy first created	06/12/2023
Current policy approved by	Steve Moore
Current policy reviewed by	Harriet Cooke
Date of next review	04/11/2024

## Key staff involved in the policy

Role	Name
Head of Centre	Jenny Smith
Senior leader(s)	Steve Moore
Exams officer	Harriet Cooke
ALS lead/SENCo	Ria Mills
IT manager	
Finance manager	
Head(s) of department	
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 Frederick Bremer School, this is indicated.

## **1. Access arrangements information**

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

Any hard copy information kept by the SENCo relating to an access arrangement candidate.

### **Retention information/period**

Records returned to SENCo as records owner at end of the candidate's final exam series.

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

Records to be securely stored for a maximum of 3 years if not requested by candidates new centre. After this time, records will be securely destroyed.

## **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**

Where specific retention information is not provided by JCQ or other authorised organisation, it is suggested as good practice that 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). Frederick Bremer School will keep records for a maximum of three years.

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

Records will be securely destroyed using an industrial shredder.

## **3. Attendance register copies**

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

Attendance registers for all exams provided by the examining board and those produced from the school MIS.

### **Retention information/period**

Records are kept in accordance with the requirements of ICE, sections 12, 22.

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

Confidential waste/shredding.

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

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

Any hard copy publications provided by awarding bodies.

### **Retention information/period**

Records retained until the current academic year update is provided.

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

Records will be securely destroyed using an industrial shredder.

## **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**

Records are kept in accordance with the requirements of PRS, section 6 and GR, section 3.15.

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

Records will be securely destroyed using an industrial shredder.

## **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 in accordance with the requirements of GR, section 3.15.

### **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**

Any hard copy information generated or relating to consortium arrangements for centre assessed work. Applications submitted online via CAP.

### **Retention information/period**

Where specific retention information is not provided by JCQ or other authorised organisation, it is suggested as good practice that 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)**

Records will be securely destroyed using an industrial shredder.

## **8. Certificates**

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

Candidate certificates issued by awarding bodies.

### **Retention information/period**

Records retained in accordance with the requirements of GR, section 5.14.

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

Confidential destruction.

## **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, section 5.14.

**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**

Records retained in accordance with the requirements of GR, section 5.14.

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

Confidential destruction.

**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**

Until after deadline for PRS.

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

Confidential disposal.

**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**

Until after deadline for PRS.

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

Confidential disposal.

**13. Conflicts of interest records**

**Record(s) description**

Records demonstrating the management of Conflicts of Interest.

**Retention information/period**

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

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

Confidential disposal.

## **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**

Until after deadline for PRS.

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

Confidential disposal.

## **15. Entry information**

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

Any hard copy information relating to candidates' entries.

### **Retention information/period**

Until after deadline for PRS.

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

Confidential disposal.

## **16. Exam question papers**

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

Question papers for timetabled written exams.

### **Retention information/period**

Records retained in accordance with the requirements of GR, section 6.12.

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

Confidential disposal.

## **17. Exam room checklists**

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

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

### **Retention information/period**

Until after deadline for PRS.

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

Confidential disposal.

## **18. Exam room incident logs**

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

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

### **Retention information/period**

Until after deadline for PRS.

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

Confidential disposal.

## **19. Exam stationery**

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

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

### **Retention information/period**

Records retained in accordance with the requirements of ICE, section 30.

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

Confidential disposal.

## **20. Examiner reports**

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

Examiner reports following externally moderated units.

### **Retention information/period**

Records immediately provided to head of department as records owner.

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

N/A

## **21. Finance information**

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

Copy invoices for exams-related fees.

### **Retention information/period**

Records returned to Finance department as records owner at the end of the academic year.

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

N/A

## **22. Handling secure electronic materials logs**

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

Logs detailing handing of secure electronic materials.

### **Retention information/period**

Until after deadline for PRS.

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

Confidential disposal.

## **23. Invigilation arrangements**

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

Exam room checklists containing rooming and invigilator information.

### **Retention information/period**

Until after deadline for PRS.

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



Confidential disposal.

## **24. Invigilator and facilitator training records**

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

Training powerpoint as adapted for centre from TEO.

### **Retention information/period**

Records held in accordance with ICE, 12.

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

N/A

## **25. Moderator reports**

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

Moderator reports for any externally moderated subjects.

### **Retention information/period**

Records immediately provided to head of department as records owner.

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

N/A

## **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**

Until deadline for PRS.

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

Confidential disposal.

## **27. Overnight supervision information**

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

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.

### **Retention information/period**

Records retained in accordance with the requirements of ICE, section 8.

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

Confidential disposal.

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

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

Consent held on Google form and linked GSheet.

### **Retention information/period**

Until deadline for PRS.

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

N/A

**29. Post-results services: request/outcome information**

**Record(s) description**

Consent held on Google form and linked GSheet.

**Retention information/period**

Until deadline for PRS.

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

N/A

**30. Post-results services: tracking logs**

**Record(s) description**

Consent held on Google form and linked GSheet.

**Retention information/period**

Until deadline for PRS.

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

N/A

**31. Private candidate information**

**Record(s) description**

N/A

**Retention information/period**

N/A

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

N/A

**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 kept in accordance with ICE, 29.

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

Confidential disposal.

**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**

Until deadline for PRS.

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

N/A

**34. Results information**

**Record(s) description**

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

**Retention information/period**

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

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

N/A

**35. Seating plans**

**Record(s) description**

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

**Retention information/period**

Kept in accordance with ICE, 12.

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

Confidential disposal.

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

**Record(s) description**

Hard-copy records of second pair of eyes checks.

**Retention information/period**

Until deadline for PRS.

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

Confidential disposal.

**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**

Records retained in accordance with the requirements of SC, section 6.

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

Confidential disposal

**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**

Until deadline for PRS.

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

Confidential disposal.

**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**

Until deadline for PRS.

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

Confidential disposal.

**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**

Until deadline for PRS.

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

Confidential disposal.

**41a. Any other records/documentation/materials****Record(s) description****Retention information/period****Action at the end of retention period (method of disposal)****41b. Any other records/documentation/materials****Record(s) description****Retention information/period****Action at the end of retention period (method of disposal)**

## **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**

Stated records held on Google based documents.