



St Matthew Academy

EXAMS ARCHIVING

Policy

Our motto is 'Let your light shine'. It is taken from St Matthew's Gospel and captures our belief in the uniqueness of each individual. Our aim is to ensure that the talents and strengths of each pupil are encouraged, developed and celebrated

Successful, confident learners

High expectations, outstanding achievements

Inclusive, caring, Catholic community

Nurturing talent, cultivating ambition

Excellence for all

Date of Approval	Autumn 2020
Review Date	Autumn 2021

Key staff involved in the exams archiving process

Role	Name(s)
Exams officer	Ms F Walker
Exams officer line manager (Senior Leader with oversight of exams administration)	Ms S Wickliffe
Head of centre	Ms M Baldwin
IT manager	RM Unify
SENCo	Mr H Vyas
Finance Manager	Ms T Cox
Data Manager	Ms B Crammond
Head of Department(s)	Ms K Purslow, Ms C Barrett, Ms J Day, Mr R Wanza, Mr A Goksel, Mrs M Green, Ms A Phillips, Mr D Quigg, Mr N Baines, Ms L Wright, Mr J Charlery, Ms S Gordon

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

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.	Confidential waste/shredding
Alternative site arrangements	Any hard copy information generated on an alternative site arrangement. Notifications submitted online via CAP.	Kept by EO in Exams Office with Entries information	Confidential waste/shredding
Attendance register copies	Issued by awarding bodies Internal exam registers	Keep signed records of the seating plan, the arrangements and the centre's copies of the attendance registers for each examination. 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... [ICE 12, 22]	Confidential waste/shredding
Awarding body administrative information	Any hard copy publications provided by awarding bodies.	To be retained until the current academic year update is provided.	Confidential waste/shredding
Candidates' scripts	Any unwanted copies of scripts returned to the centre through the Access to Scripts (ATS) service.	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. [PRS 6] ... 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... [GR 3.15]	Confidential disposal
Candidates' work	Non-examination assessment work returned to the centre by the awarding body at the end of the moderation 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)	Returned to candidates or confidential disposal

Record type	Record(s) description (where required)	Retention information/period	Action at end of retention period (method of disposal)
		...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. See paragraph 4.8 of the JCQ publication Instructions for conducting non - examination assessments https://www.jcq.org.uk/exams-office/non-examination-assessments [GR 3.15]	
Centre consortium arrangements for centre assessed work	Any hard copy information generated or relating to consortium arrangements for centre assessed work. Applications submitted online via CAP.	Kept by EO in Exams Office	Confidential waste/shredding
Certificates	Candidate certificates issued by awarding bodies.	To be securely kept by EO in the exams office for a period of 2 years. Certificates may be destroyed after this date in accordance with regulations. [GR 5.14]	Confidential destruction
Certificate destruction information	A record of unclaimed certificates that have been destroyed.	Certificates to be destroyed in accordance with [Reference GR 5.14] Record of destroyed certificates to be kept by EO	Confidential destruction
Certificate issue information	A record of certificates that have been issued.	Certificates will be issued to candidates at the annual awards evening in the November following the exam season. A record of those collecting certificates will be kept to the EO in the exams office. Candidates who do not collect certificates at the awards evening will be invited to collect then from the Academy. Friends and family of candidates will only be able to collect certificates with the written permission of the candidate and on production of photo ID A record of this will be kept by the EO. [GR 5.14]	Retained indefinitely
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	Kept in Admin Office whilst material are delivered. Kept by EO in exams office after this date until the end of the exam season (review of marking/appeals period)	Safe destruction

Record type	Record(s) description (where required)	Retention information/period	Action at end of retention period (method of disposal)
	authorised member of staff to the secure room for transferal to the centre's secure storage facility.		
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	Kept by EO in the secure room	Safe destruction
Conflicts of Interest records	Records demonstrating the management of Conflicts of Interest	Records to be kept by EO in the exams office. 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. [Reference GR 5.3]	Confidential waste/shredding
Dispatch logs	Proof of dispatch of exam script packages to awarding body examiners covered by the DfE (Standards & Testing Agency) yellow label service	To be kept in the Admin Office during the exam season, to be kept by EO in exams office thereafter	
Entry information	Any hard copy information relating to candidates' entries.	Kept by EO in exams office Retained until the deadline for review of marking has passed or until any appeal, malpractice or result enquiry has passed	Confidential waste/shredding
Exam question papers	Question papers for timetabled written exams.	Question papers will be kept in the secure room until 90 minutes before the timetabled examination. They will only be released to centre staff after the published finishing time of the exam, or in the case of a timetable variation, until all candidates in the centre have completed the exam. This does not restrict access to question papers by authorised centre personnel for the purpose of conducting examinations [GR 6.12]	Issued to subject staff
Exam room checklists	Checklists confirming exam room conditions and invigilation arrangements for each exam session.	Kept by the EO until the end of the exam season and deadline for review of marking has passed or	Confidential waste/shredding

Record type	Record(s) description (where required)	Retention information/period	Action at end of retention period (method of disposal)
		until any appeal, malpractice or result enquiry has passed	
Exam room incident logs	Logs recording any incidents or irregularities in exam rooms for each exam session.	Kept by the EO until the end of the exam season and deadline for review of marking has passed or until any appeal, malpractice or result enquiry has passed	Confidential waste/shredding
Exam stationery	Awarding body exam stationery provided solely for the purpose of external exams.	Exam stationery to be kept in the secure room Out of date exam stationery to be destroyed securely [ICE 30]	Secure disposal
Examiner reports		Where, if provided, to be provided by EO to head of department as records owner.	
Finance information	Copy invoices for exams-related fees.	To be returned to Finance department as records owner at the end of the academic year.	
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. [ICE 12]	
Moderator reports		Where printed from electronic copy, to be provided to head of department by EO as records owner.	
Moderation returns logs	Logs recording the return of candidates' work to the centre by the awarding body at the end of the moderation period	To be kept to EO	
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	EO to keep all completed forms in exams office 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 [ICE 8]	

Record type	Record(s) description (where required)	Retention information/period	Action at end of retention period (method of disposal)
	Any hard copy information relating to overnight supervision arrangements. Reports submitted online via CAP.		
Post-results services: confirmation of candidate consent information	Hard copy or email record of required candidate consent	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. [PRS 4, appendix A and B]	
Post-results services: tracking logs	Logs tracking to resolution all post-results service requests submitted to awarding bodies.	To be kept by EO in exams office. 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 and all invoices have been settled.	Confidential disposal if paper record held
Private candidate information	Any hard copy information relating to private candidates' entries.	To be kept by EO with all candidate entry information. Retained until the deadline for review of marking has passed or until any appeal, malpractice or result enquiry has passed	Confidential waste/shredding
Proof of postage – candidates' work	Proof of postage of sample of candidates' work submitted to awarding body moderators. (Proof of postage of candidates' scripts to awarding body examiners/markers)	To be retained in the Admin Office during exam season, and in the exams office thereafter [ICE 29]	
Resolving timetable clashes information	Any hard copy information relating to the resolution of a candidate's clash of timetabled exam papers	To be kept by EO in exams office. 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 and all invoices have been settled.	Confidential waste/shredding
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.	
Seating plans	Plans showing the seating arrangements of all candidates for every exam taken.	EO to keep signed records of the seating plan, the invigilation arrangements and the centre's copies of the attendance registers for each examination. The awarding bodies may need to refer to these	Confidential waste/shredding

Record type	Record(s) description (where required)	Retention information/period	Action at end of retention period (method of disposal)
		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. [ICE 12]	
Special consideration information	Any hard copy information relating to a special consideration request and supporting evidence submitted to an awarding body for a candidate.	EO to retain signed evidence, produced by a member of the senior leadership team, in support of an application. EO to retain evidence supporting an on-line special consideration application until after the publication of results. Where a candidate is absent from an examination for an acceptable reason EO to retain signed evidence, produced by a member of the senior leadership team, in support of an application. EO to retain evidence supporting a candidate's absence from an examination until after the publication of results. [SC 6]	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.	To be kept by EO in exams office. 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 and all invoices have been settled.	Confidential waste/shredding
Transferred candidate arrangements	Any hard copy information relating to a transferred candidate arrangement. Applications submitted online via CAP.	To be kept by EO in exams office. 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 and all invoices have been settled.	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.	To be kept by EO in exams office. 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 and all invoices have been settled.	Confidential waste/shredding