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**TECHNOLOGY COLLEGE**



**EXAMS ARCHIVING POLICY**

**2023 - 2024**

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. Kept for 1 academic year. | If requested by FE College they are forwarded on. If not requested then all information is shredded.  |
| Attendance register copies | Hard copies of attendance registers | *…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 records. You 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...* [Reference [ICE](http://www.jcq.org.uk/exams-office/ice---instructions-for-conducting-examinations)] | 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.  | Recycled if appropriate or shredded |
| 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.* [Reference [PRS](http://www.jcq.org.uk/exams-office/post-results-services)]*…* *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…* [Reference [GR](http://www.jcq.org.uk/exams-office/general-regulations)] | 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)*…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 JCQ publication Instructions for conducting non - examination assessments* [*https://www.jcq.org.uk/exams-office/non-examination-assessments*](https://www.jcq.org.uk/exams-office/non-examination-assessments)[Reference [GR](http://www.jcq.org.uk/exams-office/general-regulations)] | Returned to candidates or safe disposal |
| Certificates | Candidate certificates issued by awarding bodies. | *…retain all unclaimed certificates under secure conditions for a minimum of 12 months from the date of issue* [Reference [GR](http://www.jcq.org.uk/exams-office/general-regulations)]A letter will be sent to anyone who has not collected their certificates as the year anniversary approaches advising that they will be shredded if not collected by a certain date and explaining that awarding bodies might not send replacements but only issue a statement of results. | Shredded after 3yrs of non-collection |
| Certificate destruction information | A record of unclaimed certificates that have been destroyed.  | *…* *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 remain the property of the awarding bodies at all times.* [Reference [GR](http://www.jcq.org.uk/exams-office/general-regulations) ] | Shredded |
| Certificate issue information | A record of certificates that have been issued. | …obtain and maintain accurate candidate contact information to ensure the correct and secure despatch of certificates... 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…) [Reference [GR](http://www.jcq.org.uk/exams-office/general-regulations)] | Signing sheets of certificates collected kept for a minimum of 5 years then shredded |
| 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. | Held until after any appeals or reviews of results have been completed. | Shredded |
| Confidential materials: receipt, secure movement and secure storage logs | Logs recording confidential exam materials received, securely moved, 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 | Held until after any appeals or reviews of results have been completed. | Shredded |
| Conflicts of Interest records | Records demonstrating the management of Conflicts of Interest | *…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.* [Reference [GR](http://www.jcq.org.uk/exams-office/general-regulations)] | Shredded if hard copy or if electronic will be deleted |
| Dispatch logs | Proof ofdispatch of exam script packages to awarding body examiners covered by the [DfE (Standards & Testing Agency) yellow label service](https://www.gov.uk/government/publications/dispatch-of-exam-scripts-yellow-label-service/dispatch-of-exam-scripts-guide) | Held for 1 academic year covering all exam series. | Shredded |
| Entry information | Any hard copy information relating to candidates’ entries. | Held for 1 academic year covering all exam series. |  Shredded |
| Exam question papers | Question papers for timetabled written exams. | *…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…* [Reference [GR](http://www.jcq.org.uk/exams-office/general-regulations)]Issued to subject staff .Copies kept for use for mock exams. | Confidential destruction if no longer required |
| Exam room invigilation arrangements | Checklists confirming exam room conditions and invigilation arrangements for each exam session. | Held for 1 academic year | Hard copies shredded, electronic copies shredded |
| Exam room incident logs  | Logs recording any incidents or irregularities in exam rooms for each exam session. | Held until after the deadline for Reviews of Results. | Shredded |
| Exam stationery | Awarding body exam stationery provided solely for the purpose of external exams. | *…return unused stationery 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… destroy confidentially any out-of-date stationery.* [Reference [ICE](http://www.jcq.org.uk/exams-office/ice---instructions-for-conducting-examinations)] | Confidential destruction – dependant on quantity either shredded in house or stored securely until annual shredding company come on site |
| Examiner reports | Electronic copies / hard copy | To be immediately provided to head of department as records owner. Kept for 1 academic year. | Deleted or Shredded |
| Handling secure electronic materials logs | Logs recording the arrangements applied when handling secure electronic materials provided to the centre and accessed by the exams officer (or other authorised member of centre staff) | Held until after the deadline for Reviews of Results. | Shredded |
| Invigilator and facilitator training records | Signing sheets of attendance to training and training content | *A record of the content of the training given to invigilators 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.* [Reference [ICE](http://www.jcq.org.uk/exams-office/ice---instructions-for-conducting-examinations)] | Shredded |
| Moderator reports |  Electronic copies / hard copy | (Where printed from electronic copy) To be immediately provided to head of department as records owner. Kept for 1 academic year. | Deleted or Shredded |
| Moderation returns logs | Logs recording the return of candidates’ work to the centre by the awarding body at the end of the moderation period |  |  |
| 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. The awarding bodies reserve the right to inspect such documentation.**This form should be retained on the centre’s files for at least six months following the outcome of the clerical re-check, review of marking or any subsequent appeal.* *This form should be retained on the centre’s files for at least six months.* [Reference [PRS](http://www.jcq.org.uk/exams-office/post-results-services)]Kept for 1 Academic year  | Emails deleted, hard copies shredded |
| 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. | Kept for 1 academic year | Deleted or shredded |
| Post-results services: tracking logs | Logs tracking to resolution all post-results service requests submitted to awarding bodies. | Kept for 1 academic year | Deleted or shredded. |
| 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) | *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 is taken to 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.)…* [Reference [ICE](http://www.jcq.org.uk/exams-office/ice---instructions-for-conducting-examinations)]Kept for 1 academic year | Shredded |
| Resolving timetable clashes information | Any hard copy information relating to the resolution of a candidate’s clash of timetabled exam papers | Kept for 1 academic year | Shredded |
| 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. |  Delete any electronic copies or hard copies shredded |
| Seating plans | Plans showing the seating arrangements of all candidates for every exam taken. | *…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 records. You 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.* [Reference [ICE](http://www.jcq.org.uk/exams-office/ice---instructions-for-conducting-examinations)]Kept for 1 academic year. | Shredded |
| Second pair of eyes check records/forms | Records of the check that must take place by a second person (additional to the person removing question paper packets from secure storage) immediately before a question paper packet is opened. | In order to avoid potential breaches of security, care must be taken to ensure that the correct question paper packets are opened. A member of centre staff, additional to the person removing the question paper packets from secure storage, e.g. an invigilator, must check the day, date, time, subject, unit/component and tier of entry, if appropriate, immediately before a question paper packet is opened. This second pair of eyes check must be recorded.)[Reference [ICE](http://www.jcq.org.uk/exams-office/ice---instructions-for-conducting-examinations)]  |  |
| Special consideration information | Any hard copy information relating to a special consideration request and supporting evidence submitted to an awarding body for a candidate. | All applications must be supported by appropriate evidence signed by a member of the senior leadership team. The centre must retain this evidence until after the publication of results.)[Reference SC]  | Shredded |
| 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. | Kept for 1 academic year. | Shredded |
| Very late arrival reports/outcomes | Any hard copy information relating to a candidate arriving very late to an exam. Reports submitted online via CAP. | Kept for 1 academic year. | Shredded |