

# Archiving Policy - Exams



BEVERLEY HIGH SCHOOL

## **Purpose of the policy**

The purpose of this policy is to;

- a) identify information/records held by the exam office relating to external examinations
- b) identify the retention period for each type of information/record
- c) determine the action required at the end of the retention period
- d) supplement the centre-wide data retention guidelines.

**PLEASE SEE TABLE OVERLEAF**

	<b>RECORD TYPE</b>	<b>RECORD DESCRIPTION</b>	<b>RETENTION INFORMATION / RETENTION PERIOD</b>	<b>METHOD OF DISPOSAL</b>
1	Access arrangements information	Any hard copy information held by the Exam Office relating to an access arrangement candidate	Original documents to be returned to the SENCo as records owner at the end of the candidate's final exam series. Copy documents to be destroyed.	Confidential waste/shredding
2	Alternative site arrangements	Any information generated on an alternative site arrangement	To be retained securely electronically for current academic year + 6 years.	Confidential destruction
3	Attendance register copies	Duplicate exam attendance registers	To be retained until the deadline for reviews of marking, or the resolution of any outstanding enquiries / appeals for the relevant exam series, whichever is later.	Confidential waste/shredding
4	Awarding body exams administration information	Any hard copy publications provided by awarding bodies	To be retained until the current academic year update is provided.	Confidential waste / shredding
5	Candidates' scripts (copies)	Any scripts obtained through the Access to Scripts (ATS) service	To be retained securely electronically 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 both electronic and hard copies of scripts are disposed of in a confidential manner.	Confidential destruction/confidential waste/shredding
6	Candidates' work	Non-examination assessment work returned to the Centre by the awarding body at the end of the moderation period	To be immediately returned to subject staff as records owner and then stored safely and securely along with work that did not form part of the moderation sample (including materials stored electronically) 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

7	Certificates of Results	Candidate certificates issued by awarding bodies	Unclaimed/uncollected certificates to be retained securely for a minimum of 24 months from date of issue.	Confidential shredding
8	Certificate of Results - destruction information	A record of unclaimed certificates that have been destroyed	To be retained for 4 years from the date of certificate destruction.	Confidential destruction
9	Certificate of Results - distribution information	A record of certificates that have been distributed to candidates	To be retained for 6 years from the date of certificates issued.	Confidential waste/shredding
10	Confidential materials – initial point of delivery & secure movement log	Log recording awarding body confidential exam material packages received by an authorised member of staff at the initial point of delivery, and the secure movement of the packages by an authorised member of staff to the secure room for transfer into the centre's secure storage facility	To be retained until the deadline for reviews of marking or the resolution of any outstanding enquiries/appeals for the relevant exam series.	Confidential waste/shredding
11	Conflicts of interest records	Records demonstrating the management of conflicts of interest	To be retained securely electronically for current academic year + 6 years.	Confidential destruction/ confidential waste/shredding
12	Dispatch logs	Proof of dispatch of exam script packages to awarding body examiners covered by the DfE yellow label service	To be retained until the deadline for reviews of marking or the resolution of any outstanding enquiries/appeals for the relevant exam series.	Confidential waste/shredding
13	Entry information	Any hard copy information relating to candidates' entries	To be retained until the deadline for reviews of marking or the resolution of any outstanding enquiries / appeals for the relevant exam series.	Confidential waste/shredding
14	Exam question papers	Question papers for timetabled written exams	Unused question papers must not be released to anyone until 24 hours after the awarding body's published finishing time for the examination. Where a candidate is sitting an examination scheduled for the afternoon session on the following morning with an overnight supervision arrangement, unused question papers for that examination must not be released to any individual until the candidate has completed that examination.	Confidential waste/shredding

15	Exam room incident logs	Logs recording any incidents or irregularities in exam rooms for each exam session	To be retained until the deadline for reviews of marking or the resolution of any outstanding enquiries / appeals for the relevant exam series.	Confidential waste/shredding
16	Exam stationery	Awarding body exam stationery provided solely for the purpose of external exams	Returned to secure storage for use in future exams. If any becomes out-of-date it will be disposed of.	Confidential waste/shredding
17	Examiner reports		To be immediately provided to head of department as records owner.	
18	Finance information	Copy invoices for exams-related fees	To be actioned by Assistant head teacher with responsibility for exams and data, and returned to finance department as records owner.	
19	Invigilation arrangements	Record of invigilation arrangements for each exam room for each exam session	To be retained until the deadline for reviews of marking or the resolution of any outstanding enquiries / appeals for the relevant exam series.	Confidential waste/shredding
20	Invigilator & 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	To be 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.	Confidential waste/shredding
21	Moderator reports	Reports by moderators on the samples marked	Exams officer receives the reports which are to be immediately provided to head of department as records owner & copied to Head of Centre to review. (Some received are via email, some are paper copies.)	
22	Moderation returns logs	Logs recording the return of candidates' work to the centre by the awarding body at the end of the moderation period, and the provision of the same to head of department as records owner	To be 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.	Confidential waste/shredding

23	Overnight supervision information	Any information relating to overnight supervision arrangements or reports submitted online to JCQ	To be retained for JCQ inspection purposes 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
24	Post results services	Hard copy or email record of candidate consent and associated correspondence for access to script request or review of marking to be submitted to an awarding body. Hard copy or email record of communication with candidate relating to submission of request for access to script and / or review of marking and the outcome of such request(s)	Correspondence and review of mark consent to be retained for at least 6 months following the outcome of the enquiry or any subsequent appeal. Access to script consent to be retained for at least 6 months from the date consent given. Correspondence and outcome of post results service request to be retained for at least 6 months following the outcome of the request or of any subsequent appeal.	Confidential waste/shredding
25	Post results services tracking logs - electronic	Logs tracking to resolution of all post-results service requests received and the actions taken (includes log of fees received from candidates)	To be retained for at least six months following the outcome of the enquiry or of any subsequent appeal.	Confidential waste/shredding
26	Proof of postage – candidates’ work	Proof of postage of sample of candidates’ work submitted to awarding body moderators / awarding body examiners / markers	To be obtained and retained by School Office as records owner.	
27	Resolving timetable clashes information	Any information relating to the resolution of a candidate’s clash of timetabled examination papers	To be retained until the deadline for reviews of marking or the resolution of any outstanding enquiries / appeals for the relevant exam series.	Confidential waste/shredding
28	Results information	Broadsheets of public examination results summarising candidate final grades by subject, by exam series	Records for current year plus previous 6 years to be retained <b>as a minimum.</b>	Confidential waste/shredding
29	Seating plans	Plans showing the seating arrangements of all candidates for every exam taken	To be retained until the deadline for reviews of marking or the resolution of any outstanding enquiries/appeals for the relevant exam series.	Confidential waste/shredding

30	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	To be retained until the deadline for reviews of marking or the resolution of any outstanding enquiries/appeals for the relevant exam series.	Confidential waste/shredding
31	Special consideration information	Any information relating to a special consideration request and supporting evidence submitted to an awarding body for a candidate	Evidence supporting an on-line special consideration application and evidence supporting a candidate's absence from an exam must be kept until the deadline for reviews of marking or the resolution of any outstanding enquiries/ appeals for the relevant exam series	Confidential destruction/confidential waste/shredding
32	Suspected malpractice reports/outcomes	Any information relating to a suspected or actual malpractice investigation/report/ submitted to an awarding body and outcome information from the awarding body	To be retained until the deadline for reviews of marking or the resolution of any outstanding enquiries/appeals for the relevant exam series	Confidential destruction/confidential waste/shredding
33	Very late arrival logs/outcomes	Any information relating to a candidate arriving very late to an exam	To be retained until the deadline for reviews of marking or the resolution of any outstanding enquiries/appeals for the relevant exam series	Confidential waste/shredding