



The Kimberley School

Exams archiving policy

2024/25

This policy is annually reviewed to ensure that records are archived/retained in accordance with current requirements

| Approved/reviewed by | |
|----------------------------|----------------|
| Andrew Park | |
| Date of next review | September 2025 |

Key staff involved in the exams archiving process

| Role | Name(s) |
|--|-----------------------------|
| Exams officer | Catrina Gillborn |
| Exams Officer line manager (Senior Leader) | Paul Thomas |
| Head of centre | Andrew Park |
| IT manager | David Newton |
| SENCo or equivalent role | Ann Lawrence (SENCo) |
| Finance/Business Manager | Kirsty Andrews |
| Assessor(s) | Sarah Meakin |
| Access arrangement facilitator(s) | Sarah Meakin / Ann Lawrence |

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.

| 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 Sarah Meakin (Centre Assessor) as records owner at end of the candidate's final exam series. | Confidential waste/shredding due to sensitive information |
| Alternative site arrangements | Any hard copy information generated on an alternative site arrangement. Notifications submitted online via CAP. | To be kept until next exam season. | Confidential waste/shredding |
| Attendance register copies | Any hard copy information generated on an alternative site arrangement. Notifications submitted online via CAP. | <p><i>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. 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...</i></p> <p>[Reference ICE 12, 22]</p> | Confidential waste/shredding due to personal information |
| 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 disposal subject to content |
| Candidates' scripts | Any unwanted copies of scripts returned to the centre through the Access to Scripts (ATS) service. | <p>To be retained securely until the awarding body's earliest date for confidential disposal of unwanted scripts.</p> <p><i>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.</i></p> <p>[Reference PRS 6]</p> <p><i>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</i></p> | Confidential waste/shredding due to personal information |

| Record type | Record(s) description (where required) | Retention information/period | Action at end of retention period (method of disposal) |
|--|--|--|---|
| | | <p><i>dates specified by the awarding bodies...</i></p> <p>[Reference GR 3.15]</p> | |
| Candidates' work | <p>Non-examination assessment work returned to the centre by the awarding body at the end of the moderation period.</p> | <p>To be logged on return to the centre and immediately returned to subject staff as records owner.</p> <p>To be stored safely and securely along with work that did not form part of the moderation sample (including materials stored electronically)</p> <p><i>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</i></p> <p>[Reference GR 3.15]</p> | <p>Returned to candidates or confidential waste/shredding due to personal information</p> |
| Centre consortium arrangements for centre assessed work | <p>Any hard copy information generated or relating to consortium arrangements for centre assessed work. Applications submitted online via CAP.</p> | <p>To be kept until next exam season.</p> | <p>Confidential waste/shredding</p> |
| Certificates | <p>Candidate certificates issued by awarding bodies.</p> | <p><i>Retain all unclaimed certificates under secure conditions for a minimum of 12 months from the date of issue</i></p> <p>[Reference GR 5.14]</p> | <p>Confidential waste/shredding due to personal information</p> |

| Record type | Record(s) description (where required) | Retention information/period | Action at end of retention period (method of disposal) |
|--|--|--|--|
| Certificate destruction information | A record of unclaimed certificates that have been destroyed. | <p><i>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 always remain the property of the awarding bodies at all times.</i></p> <p>[Reference GR 5.14]</p> | Confidential waste/shredding due to personal information |
| Certificate issue information | A record of certificates that have been issued. | <p><i>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...</i></p> <p>[Reference GR 5]</p> | Confidential waste/shredding due to personal information |

| Record type | Record(s) description (where required) | Retention information/period | Action at end of retention period (method of disposal) |
|---|--|---|--|
| 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. | To be kept until next exam season. | Confidential waste/shredding |
| 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. Including for example, the handling of confidential MFL Listening materials | To be kept until next exam season. | Confidential waste/shredding |
| Conflicts of interest records | Records demonstrating the management of conflicts of interest | <i>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.</i> [Reference GR 5.3] | Confidential waste/shredding due to personal information |
| 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 until next exam season. | Confidential disposal |

| Record type | Record(s) description (where required) | Retention information/period | Action at end of retention period (method of disposal) |
|-----------------------------|---|--|--|
| Entry information | Any hard copy information relating to candidates' entries. | To be kept until next exam season. | Confidential waste/shredding due to personal information |
| Exam question papers | Question papers for timetabled written exams. | <p><i>Question papers must not be released to centre personnel 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.</i></p> <p><i>(Reference ICE 31)</i></p> <p><i>For CCEA examinations question papers must not be released until 24 hours after the published finishing time for the examination.)</i></p> <p><i>For confidentiality purposes question papers must not be released to centre personnel for use in accordance with paragraph 6.12 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...</i></p> <p><i>[Reference GR 6.13]</i></p> | Issued to subject staff |
| Exam room checklists | Checklists confirming exam room conditions and invigilation arrangements for each exam session. | To be kept until next exam season. | Confidential waste/shredding |

| Record type | Record(s) description (where required) | Retention information/period | Action at end of retention period (method of disposal) |
|---|--|---|--|
| Exam room incident logs | Logs recording any incidents or irregularities in exam rooms for each exam session. | To be kept until next exam season. | Confidential waste/shredding |
| Exam stationery | Awarding body exam stationery provided solely for the purpose of external exams. | <i>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.</i> [Reference ICE 30] | Confidential destruction |
| Examiner reports | Reports from Examiners | (Where/if provided) To be immediately provided to head of department as records owner. | Confidential waste/shredding |
| Finance information | Copy invoices for exams-related fees. | To be returned to Finance department as records owner at the end of the academic year. | Retained for six years in accordance with Finance Policy |
| Invigilation arrangements | <i>See Exam room checklists</i> | | |
| Invigilator and facilitator training records | Records of training undertaken by Invigilators including date, subject and trainer/facilitator | 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 12) | Confidential waste/shredding |
| Moderator reports | Reports from moderation visits. | (Where printed from electronic copy) To be immediately provided to head of department as records owner. | Confidential waste/shredding |

| Record type | Record(s) description (where required) | Retention information/period | Action at end of retention period (method of disposal) |
|---|--|--|--|
| Moderation returns logs | Logs recording the return of candidates' work to the centre by the awarding body at the end of the moderation period | | Confidential destruction |
| 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 | <i>Keep all completed forms available in your centre for inspection 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...</i> [Reference ICE 8] | Confidential waste/shredding |
| 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 4.2, plus appendix A and B] | Confidential waste/shredding |
| 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. | 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. | Confidential waste/shredding |

| Record type | Record(s) description (where required) | Retention information/period | Action at end of retention period (method of disposal) |
|---|--|--|--|
| Post-results services: tracking logs | Logs tracking to resolution all post-results service requests submitted to awarding bodies. | Until next exam season. Or until appeal, malpractice or other results enquiry has been completed | Confidential disposal |
| Private candidate information | Any hard copy information relating to private candidates' entries. | To be kept until next exam season starts. | Confidential waste/shredding due to personal information |
| Proof of postage – candidates' work | <p>Proof of postage of sample of candidates' work submitted to awarding body moderators.</p> <p>And</p> <p>Proof of postage of candidates' scripts to awarding body examiners/markers)</p> | <p>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.)...</p> <p>[Reference ICE 29]</p> | Confidential disposal |
| Resilience arrangements: Evidence of candidate performance | The collection of evidence of student performance to ensure resilience in the qualifications system | <p>Reference Ofqual Guidance on collecting evidence of student performance to ensure resilience in the qualifications system:</p> <p>Retention of the work</p> <p>Student work, either the original or a copy, must always be retained by the centre. Student work can be retained digitally or physically. Students may be given copies, or the original work, where this would support their study.</p> | |
| Resolving timetable clashes information | Any hard copy information relating to the resolution of a candidate's clash of | To be kept until next exam season starts | Confidential waste/shredding |

| Record type | Record(s) description (where required) | Retention information/period | Action at end of retention period (method of disposal) |
|---|---|---|--|
| | timetabled exam papers | | |
| 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 as a minimum. | Confidential waste/shredding |
| Seating plans | Plans showing the seating arrangements of all candidates for every exam taken. | <p><i>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. 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.</i></p> <p>[Reference ICE 12]</p> | Confidential waste/shredding due to personal information |
| Special consideration information | 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. | <p>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. (Reference SC 6)</p> <p>Note: A centre may be asked by an awarding body to provide signed evidence</p> | Confidential waste/shredding due to personal information |
| 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 retained until after the deadline for EARs or until any appeal, malpractice or other results enquiry has been completed, whichever is later. | Confidential waste/shredding |

| Record type | Record(s) description (where required) | Retention information/period | Action at end of retention period (method of disposal) |
|---|--|--|--|
| Transferred candidate arrangements | Any hard copy information relating to a transferred candidate arrangement. Applications submitted online via CAP. | To be retained until the transfer arrangements are confirmed by the awarding body. | 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. | Until next exam season or until appeal, malpractice or other results enquiry has been completed. | Confidential waste/shredding |