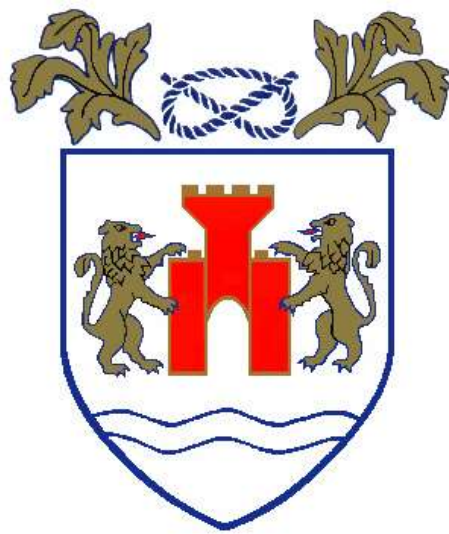


Wolstanton High School

A Shaw Education Trust Academy



Exam Archiving Policy

Agreed by Academy Council: Autumn 2017

Reviewed by Academy Council: Annually

Next Review by Academy Council: Autumn 2018

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 method of disposal
- inform/supplement the centre-wide records management policy

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

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 SENCo relating to an access arrangement candidate.	SENCo is records owner at end of the candidate's final exam series.	
Attendance register copies		To be retained until the deadline for EARs or the resolution of any outstanding enquiries/appeals for the relevant exams series.	Confidential waste/shredding
Awarding body administrative guides/manuals	Any hard copy publications provided by awarding bodies.	To be retained until the current academic year update is provided.	Put in waste disposal
Candidates' work	Non-examination assessment work (inc. controlled assessment/coursework) returned to the centre after awarding body moderation.	To be stored safely and securely along with work that did not form part of the moderation sample (including materials stored electronically) until after the deadline for EARs or the resolution of any outstanding enquiries/appeals or malpractice investigations for the exam series.	Returned to candidates or safe disposal.
Certificates		Unclaimed/uncollected certificates to be retained securely for a minimum of 12 months from date of issue.	Confidential destruction
Certificate 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
Certificate issue information	A record of certificates that have been issued to candidates.	Kept with certificates in secure storage room.	Confidential destruction
Dispatch logs	Proof of dispatch to awarding body examiners of exam script packages covered by the DfE (Standards & Testing Agency) yellow label service	Kept in secure storage room for 12 months.	Confidential destruction
Entry information	Any hard copy information relating to candidates' entries.	Kept in filing cabinet in Exams Office for 12 months	Confidential destruction
Exam question papers	Question papers for timetabled written exams.	Not to be issued to subject staff until after the published finishing time for the exam.	

Exam room checklists	Checklists confirming invigilation arrangements for each exam room.	To be retained until the deadline for EARs or the resolution of any outstanding enquiries/appeals for the relevant exams series.	Waste disposal
Exam room incident logs	Logs recording any incidents or irregularities in exam rooms.	To be retained until the deadline for EARs or the resolution of any outstanding enquiries/appeals for the relevant exams series.	Confidential disposal
Exam stationery		When awarding body or JCQ common stationery is considered surplus or is out-of-date it will be disposed of.	Confidential disposal
Examiner reports		To be immediately provided to head of department as records owner.	
Finance information	Copy invoices for exams-related fees.	Delivered straight to the Finance department as records owner.	
JCQ publications	Any hard copy publications provided by JCQ.	To be retained until the current academic year update is provided.	Waste disposal
Moderator reports		To be immediately provided to head of department as records owner.	
Overnight supervision information	Copy of JCQ form <i>Timetable variation and confidentiality declaration for overnight supervision</i> for any candidate eligible for these arrangements.	To be retained for JCQ inspection purposes.	
Post-results services: confirmation of candidate consent information	Hard copy or email record of candidate consent for an EAR or ATS request to be submitted to an awarding body	EAR consent to be retained for at least six months following the outcome of the enquiry or any subsequent appeal. ATS consent to be retained for at least six months from the date consent given.	Confidential disposal
Post-results services: requests/outcome information	Any hard copy information relating to a post-results service request (EARs, appeals, ATS) submitted to an awarding body for a candidate and outcome information from the awarding body.	Held for 12 months in filing cabinet in Exam Office.	Confidential disposal

Post-results services: scripts returned from ATS service	Copy or original exam scripts returned to the centre by the awarding body.	Where scripts are retained by the centre, they must be securely stored (including any electronic versions) and not edited in any way or disposed of until after the awarding body deadline (GCE & GCSE – 21/11/2016).	Confidential disposal
Post-results services: tracking logs	A log tracking to resolution all post-results service requests submitted to awarding bodies.	Held electronically.	
Proof of postage – candidate work	Proof of postage of sample of candidates' work to awarding body moderators.	To be kept until the deadline for EARs and the resolution of any outstanding enquiries/appeals for the relevant exams series.	Confidential disposal
Resolving clashes information	Any hard copy information relating to the resolution of a candidate's clash of exam papers or a timetable variation.	To be kept until the deadline for EARs and the resolution of any outstanding enquiries/appeals for the relevant exams series.	Confidential disposal
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.	Confidential disposal
Seating plans	Plans showing the seating arrangements of all candidates for every exam taken.	To be kept until the deadline for EARs and the resolution of any outstanding enquiries/appeals for the relevant exams series.	Confidential disposal
Special consideration information	Any hard copy information relating to a special consideration request and supporting evidence submitted to an awarding body for a candidate.	To be kept until the deadline for EARs and the resolution of any outstanding enquiries/appeals for the relevant exams series.	Confidential disposal
Suspected malpractice reports/outcomes	Any hard copy information relating to a suspected malpractice investigation/report submitted to an awarding body and outcome information from the awarding body.	To be kept until the deadline for EARs and the resolution of any outstanding enquiries/appeals for the relevant exams series.	Confidential disposal
Very late arrival reports/outcomes	Any hard copy information relating to a very late arrival report submitted to an awarding body for a candidate and outcome information from the awarding body.	To be kept until the deadline for EARs and the resolution of any outstanding enquiries/appeals for the relevant exams series.	Confidential disposal

