



Stockport School

Exams Archiving Policy

2020/21

Purpose of the policy

The purpose of this policy is to:

- ▶ identify exams-related information/records held by the exam's 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

Key staff involved in the exams archiving process

| Role | Name(s) |
|----------------------------------|------------------------------|
| Exams Officer | Mrs Susan Wordsworth |
| Exams Officer line manager (SLT) | Mr Casey Beever |
| Head of Centre | Mr Ian Irwin |
| SENCO | Mrs Hannah McNicholls |
| Finance Manager | Mrs Karen Tankard |
| IT Manager | Mr Marc Gavin |

Review

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

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|---------------------------------|-----------|
| Approved/reviewed by | |
| Mrs S. Wordsworth / Mr I. Irwin | |
| Date of next review | Sept 2021 |

| 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/Pastoral Managers relating to an access arrangement candidate. | To be returned to SENCO as records owner at end of the candidate's final exam series. | |
| Attendance register copies/Seating plans/Exam Checklist | | Signed copies of the Attendance Registers are retained until the start of the next exam season (approx. 12 months) | 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. | |
| 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. | 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) 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 disposal |
| Certificates | Candidate certificates issued by awarding bodies. | Certificates are retained as per Student Records up to the academic year that the ex-student would have been 25 along with list of who had collected theirs and when they were collected | Confidential waste/shredding |

| 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 at schools Reception | Retained until the start of the following exam season | Confidential disposal |
| Confidential materials: receipt, secure movement and secure storage logs | Logs recording the receipt, checking, secure movement and secure storage of confidential exam materials. | Retained until the start of the following exam season | Confidential disposal |
| Dispatch logs | Proof of dispatch of exam script packages to awarding body examiners covered by the DfE (Standards & Testing Agency) yellow label service | Retained until the start of the following exam season | Confidential disposal |
| Entry information | Any hard copy information relating to candidates' entries. | Retained until the start of the following exam season | Confidential disposal |
| Exam question papers | Question papers for timetabled written exams. | Question papers are not released to staff 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 and all the exam administration is complete and the completed scripts parcelled up ready to be sent to the Exam Board and in the safe store. This does not restrict access to question papers by authorised centre personnel for the purpose of conducting examinations. | Issued to subject staff |
| Exam room checklists | Checklists confirming exam room conditions and invigilation arrangements for each exam session. | Retained until the start of the following exam season | Confidential disposal |
| Exam room incident logs | Logs recording any incidents or irregularities in exam rooms for each exam session. | Retained until the start of the following exam season | Confidential disposal |

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|--|--|---|--|
| Exam stationery | Awarding body exam stationery provided solely for the purpose of external exams. | Unused stationery will be returned to the centre's secure storage facility until needed for a future examination. Surplus stationery must not be used for internal school tests, mock examinations and non-examination assessments. Any surplus or out-of-date stationery will be confidentially shredded. | Confidential waste / shredding |
| Examiner reports & Moderator Reports | Awarding body exam reports | To be immediately provided to head of Centre and Head of department as records owner. | Issued to subject staff |
| Finance information | Copy invoices for exams-related fees. | To be returned to Finance department as records owner at the end of the academic year. | Confidential disposal |
| Invigilation arrangements | Invigilator arrangements posted outside Exams Office as to who is in which room | Retained until the start of the following exam season | Confidential disposal |
| Invigilator and facilitator training records | Training given to invigilators | Training is provided by way of The Exam Office Invigilator Online Training, all invigilators to complete Practical training is given via the internal exam sessions | Confidential disposal |
| JCQ publications | Any hard copy publications provided by JCQ. | To be retained until the current academic year update is provided. | 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 | Retained until the start of the following exam season | Confidential disposal |
| Overnight supervision information | JCQ form <i>Timetable variation and confidentiality declaration for overnight supervision</i> for any candidate eligible for these arrangements. | Kept for inspection all completed forms available in your centre 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 | Confidential disposal |

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|--|---|---|--|
| | | paper format and must not be sent to an awarding body, unless specifically requested; | |
| Post-results services: confirmation of candidate consent information | Hard copy or email record of required candidate consent | <p>Consent forms or e-mails from candidates are retained by the centre until the start of the following exam season 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.</p> <p>ATS consent to be retained for at least six months from the date consent given.</p> | Confidential disposal |
| 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. | Retained until the start of the following exam season | Confidential disposal |
| Private candidate information | Any hard copy information relating to private candidates' entries. | Retained until the start of the following exam season | Confidential disposal |
| Proof of postage – candidates' work | <p>Proof of postage of sample of candidates' work submitted to awarding body moderators.</p> <p>(Proof of postage of candidates' scripts to awarding body examiners/markers)</p> | Proof of Postage is retained by the school's main reception and is kept for a period of 12 months | Confidential disposal |
| Resolving timetable clashes information | Any hard copy information relating to the resolution of a candidate's clash of timetabled exam papers | Retained until the start of the following exam season | Confidential disposal |

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|--|--|--|--|
| Results information | Broadsheets of results summarising candidate final grades by subject by exam series. | Retained as per Student Records up to the academic year that the ex-student would have been 25 | Confidential waste / shredding |
| Special consideration information | Any hard copy information relating to a special consideration request and supporting evidence submitted to an awarding body for a candidate. | Retained until the start of the following exam season | 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. | Retained until the start of the following exam season | Confidential waste / shredding |
| Transferred candidate arrangements | Any hard copy information relating to a transferred candidate arrangement. Applications submitted online via CAP. | Retained until the start of the following exam season | 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. | Retained until the start of the following exam season | Confidential waste / shredding |