



Parklands High School

Archiving Policy – Exams

This plan is to be reviewed annually to ensure compliance with current regulations

Approved/reviewed by
Date of next review:

Purpose of the policy

The purpose of this policy is to:

- identify exams-related information/records held by the exam office
- identify the retention period
- determine the action required at the end of the retention period and the method of disposal

Record Type	Record(s) description (where required)	Retention Information/period	Action at the 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 academic year	Confidential shredding is done
Alternative Site Arrangements	Any hard copy information on an alternative site arrangement. Notifications submitted online via CAP	Will be kept until the end of the exam year	Confidential shredding is done after this time
Attendance Register copies		Signed records of the seating plan, the invigilation arrangements and the centre's copies of attendance registers for each examination will be kept until the end of the following academic year	Confidential waste/shredding to be done after this time
Awarding body administrative information	Any hard copy publications provided by awarding bodies	To be retained until the current academic year update/new book is provided	Confidential waste
Candidates' scripts	Any unwanted copies of scripts returned to the centre through the Access to Scripts service	Will be retained securely until the awarding body's earliest day for confidential disposal of unwanted scripts. Where teachers have used copies of candidate 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 shredding will be done

		confidential manner	
Candidates' work	Non-examination assessment work returned to the centre by the awarding body at the end of the moderation period	These will log when posted and also upon return to the centre. They will be immediately returned to subject staff as the records owner to be stored safely and securely along with work that did not form part of the moderations sample until the deadline for a review of moderation has passed	Returned to candidates or safe disposal
Centre consortium arrangements for centre assessed work	Any hard copy information relating to consortium arrangements for centre assessed work. Applications submitted via CAP	Any information will be printed and stored securely until the end of the academic year	Confidential shredding
Certificates	Candidate Certificates issued by awarding bodies	All certificates will be retained under secure conditions for a minimum of 12 months from the date of issue – our policy is to keep them for 5 years	Confidential disposal
Certificate destruction information	A record of unclaimed certificates which have been destroyed	Certificates will be destroyed in a confidential manner. If they cannot be destroyed they will be returned to the awarding body. A record of destroyed certificates will be retained for 4 years from the date of destruction	Confidential destruction
Certificate Issue	A record of certificates that have been issued	Certificates to be handed out at GCSE Presentation	

		evening - unclaimed Certificates are kept secure in a locked cabinet for 5 years	
Confidential Materials	Logs recording awarding body confidential exam materials received at the initial point of delivery within the centre	A log is kept in main reception of all awarding body confidential materials received. As soon as delivery is received it is logged and exam officer called to sign and collect to store confidentially as necessary	Confidentially shredded at the end of the following academic year
Confidential materials receipt, secure movement and secure storage logs	Logs recording the receipt, checking, secure movement and secure storage of exam materials	Exam papers are logged into secure storage facility on arrival	Confidentially shredded at the end of the following academic year
Dispatch Logs	Proof of dispatch of exam script packages to awarding body examiners covered by the DfE (Standards and Testing Agency) yellow label service	Dispatch logs are signed by exam officer and courier upon dispatch. The log is kept in the main reception	Confidentially shredded at the end of the following academic year
Entry Information	Any hard copy information relating to candidate entries	Hard copy entry information is stored in a locked cabinet by the exam officer	Confidentially shredded at the end of the following academic year
Exam question	Question papers for	Papers must not be released to centre personnel for use in	Issued to subject staff 24

papers	timetabled written exams	accordance with the above licence until after the awarding body's published finishing time or in the case of timetable variations until all candidates within the centre have completed the examination.	hours after the exam has completed.
Exam room checklists	Checklists confirming exam room conditions and invigilation arrangements for each exam session	Exam room checklists are completed during each examination by invigilating staff and retained in a locked cabinet	Confidentially shredded at the end of the following academic year
Exam room incident logs	Logs recording any incidents or irregularities in exam rooms for each exam session	Exam incident logs are completed by invigilating staff and retained in a locked cabinet	Confidentially shredded at the end of the following academic year
Exam room stationery	Awarding body exam stationery provided solely for the purpose of exams	Exam stationery is stored in a locked cabinet in the secure storage room and is solely used for exam seasons. It is not used for any mock exams	Kept until updated at which point it is confidentially shredded
Examiner Reports	Any examiner reports received by exam officer	Exam reports if received by the exams officer are sent directly to the relevant curriculum leader as the records owner	Confidentially shredded
Finance information	Any finance information which requires signature	Signature is provided and then sent directly to finance	

		department as the records owner	
Invigilator and facilitator training records	Any training done by Invigilation team	All invigilators are trained on an annual basis and also have regular catch up meetings to discuss any issues which have arisen. They also have annual SEND and Safeguarding training.	All training information stored in locked cabinet and confidentially shredded the following academic year