



# Woodhey High School Exams Archiving Policy 2023/24

This policy is reviewed annually to ensure compliance with current regulations

Approved/reviewed by	
Reviewed by: Emma Kerrigan (Exams Officer) Approved by: Gary Holden (Assistant Head Teacher)	
Date of next review	September 2024

## Key staff involved in the exams archiving process

<b>Role</b>	<b>Name(s)</b>
Exams Officer	<b>Emma Kerrigan</b>
SLT (Standards & Exams)	<b>Gary Holden (AHT)</b>
Head of Centre	<b>Dean Watson</b>
IT Technician	<b>Chris Greenwood</b>
Data and Office Manager	<b>Emily Bond</b>
SEnCo Line Manager/SEnCo	<b>Carla Fleming, Clare Lomax (DHT)</b>
Directors of Faculties	<b>Mark Barlow, Alasdair Harper, Sophie Wood, Michael Malone, Lee Kern, Adam Downing</b>

## **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 duplicate hard copy information kept by the EO relating to an access arrangement candidate. All original copies are kept by the SENCo Line Manager/SENCo	To be kept until the candidate's final exam series and the resolution of any enquiries/appeals.	Confidential waste/shredding
Alternative site arrangements	Any hard copy information generated on an alternative site arrangement. Notifications submitted online via CAP.	To be kept until the candidate's final exam series and the resolution of any enquiries/appeals.	Confidential waste/shredding
Attendance register copies		The EO keeps until the deadline for reviews of results has passed or until any appeal, malpractice or other results enquiry has been completed, whichever is later  ...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... (Reference ICE 12, 22)	Confidential waste/shredding
Awarding body exams administration information	Any hard copy publications provided by awarding bodies.	To be retained until the current academic year update is provided.	Normal disposal
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	Confidential disposal

Record type	Record(s) description (where required)	Retention information/period	Action at end of retention period (method of disposal)
		<p>the scripts are disposed of in a confidential manner. (Reference PRS 6)</p> <p>... 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 dates specified by the awarding bodies...</p> <p>(Reference GR 3.15)</p>	
Candidates' work	Non-examination assessment work and coursework returned to the centre by the awarding body at the end of the moderation period.	<p>To be logged on return to the centre and immediately kept securely in the designated part of the Exams Secure Storage until deadline for reviews 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). The work is then returned to the faculties.</p> <p>Individual faculties/subjects are responsible for ensuring work that did not form part of the moderation sample (including materials stored electronically) is stored safely and securely.</p> <p>...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  <a href="https://www.jcq.org.uk/exams-office/non-examination-assessments">https://www.jcq.org.uk/exams-office/non-examination-assessments</a> (Reference GR 3.15)</p>	Returned to candidates or safe disposal

Record type	Record(s) description (where required)	Retention information/period	Action at end of retention period (method of disposal)
Certificates	Candidate certificates issued by awarding bodies.	<p>Woodhey High School keeps certificates for a minimum of 5 years following a student leaving the school or in the case of an external candidate 5 years after the certificate's issue.</p> <p>...retain all unclaimed certificates under secure conditions for a minimum of 12 months from the date of issue (Reference GR 5.14)</p>	Confidential shredding
Certificate destruction information	A record of unclaimed certificates that have been destroyed.	<p>Woodhey High School keeps certificates for a minimum of 5 years following a student leaving the school or in the case of an external candidate 5 years after the certificate's issue.</p> <p>A record is kept for a minimum of 4 years of all certificates that are destroyed. A warning on the exams section of the school's web-site will inform candidates that if certificates are not collected that some awarding bodies do not offer a replacement certificate service. In such circumstances the awarding body will issue a Certifying Statement of Results.</p> <p>... 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</p>	<u>Confidential shredding</u>

Record type	Record(s) description (where required)	Retention information/period	Action at end of retention period (method of disposal)
		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. (Reference GR 5.14)	
Certificate issue information	A record of certificates that have been issued.	Are kept as a permanent record  ...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... (Reference GR 5.14)	Not applicable
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.	Admin Department keeps until the end of November of the following academic year	Normal disposal
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 EO (or other authorised member of centre staff) throughout the period the materials are confidential	EO keeps until the end of November of the following academic year.	Normal disposal
Conflicts of Interest records	Records demonstrating the management of Conflicts of Interest	EO keeps until deadline for reviews of results has passed or until any appeal,	Confidential waste/shredding

Record type	Record(s) description (where required)	Retention information/period	Action at end of retention period (method of disposal)
		<p>malpractice or other results enquiry has been completed, whichever is later.</p> <p>...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. (Reference GR 5.3)</p>	
Dispatch logs	Proof of dispatch of exam script packages to awarding body examiners covered by the <u>DfE (Standards &amp; Testing Agency) yellow label service</u>	Admin department keep until all results have been received and all moderation samples have been returned to the centre as a minimum.	Normal disposal
Entry information	Any hard copy information relating to candidates' entries.	EO once all results and RoMs, appeals, malpractice or results enquiry has been completed.	Confidential waste/shredding
Exam question papers	Question papers for timetabled written exams.	<p>Issued to teaching staff after the published finishing time of the exam. When all candidates in the centre have completed the exam and all completed exam papers have been packaged ready for dispatch to the awarding bodies.</p> <p>(Reference ICE 31: 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. For CCEA examinations question papers must not be released until 24 hours after the published finishing time for the examination.)</p>	Issued to subject staff



Record type	Record(s) description (where required)	Retention information/period	Action at end of retention period (method of disposal)
		For confidentiality purposes question papers must not be released to centre personnel for use in accordance with the above licence 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... (Reference GR 6.13)	
Exam room checklists	Checklists confirming exam room conditions and invigilation arrangements for each exam session.	Are retained until the deadline for RoRs or the resolution of any outstanding appeals, malpractice or results enquiry for the relevant exam series.	Confidential waste/shredding
Exam room incident logs	Logs recording any incidents or irregularities in exam rooms for each exam session.	EO retains until deadline for RoRs or the resolution of any outstanding appeals, malpractice or results enquiry for the relevant exam series.	Confidential waste/shredding
Exam stationery	Awarding body exam stationery provided solely for the purpose of external exams.	Unused stationery is 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. Therefore, both surplus and out-of-date stationery is confidentially destroyed.  ...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. (Reference ICE 30)	Confidential shredding

Record type	Record(s) description (where required)	Retention information/period	Action at end of retention period (method of disposal)
Examiner reports		To be immediately provided to head of department as records owner.	Normal disposal
Finance information	Copy invoices for exams-related fees.	Checked by the EO and then returned to Finance department as records owner at the end of the academic year.	Disposed of with other similar financial records
Handling secure electronic materials log			
Invigilation arrangements	<i>See Exam room checklists</i>		
Invigilator and facilitator training records	Log of training held by the EO, D&EM, SENCo Line Manager and the SENCo.	A record of the content of the training given to invigilators and those facilitating access arrangements must be available for inspection and must be retained on file until the deadline for review of results has passed or until any appeal, malpractice or other results enquiry has been completed, whichever is later.	Confidential waste/shredding
Moderator reports		To be immediately provided to Director of Faculty as records owner.	Normal 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 all work has been both returned to school and then returned to the faculties.	Normal disposal
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 Any hard copy information relating to overnight supervision arrangements. Reports submitted online via CAP.	To be retained for JCQ inspection purposes and must 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
Post-results services: confirmation of	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	Confidential waste/shredding

Record type	Record(s) description (where required)	Retention information/period	Action at end of retention period (method of disposal)
candidate consent information		following the outcome of the clerical re-check or review of results or any subsequent appeal. The awarding bodies reserve the right to inspect such documentation.	
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.	Outcome information is used to update SIMS & SISRA records. The awarding body documentation is kept for at least six months	Confidential waste/shredding
Post-results services: tracking logs	Logs tracking to resolution all post-results service requests submitted to awarding bodies.	Kept for at least six months following the result being issued.	Confidential waste/shredding
Private candidate information	Any hard copy information relating to private candidates' entries.	Kept for a minimum of 12 months	Confidential waste/shredding
Proof of postage – candidates' work	Proof of postage of sample of candidates' work submitted to awarding body moderators. (Proof of postage of candidates' scripts to awarding body examiners/markers)	Kept until all results have been received and moderation samples have been returned to the centre	Normal disposal
Resolving timetable clashes information	Any hard copy information relating to the resolution of a candidate's clash of timetabled exam papers	Kept for JCQ inspection and until the deadline for RoRs or the resolution of any outstanding review of results has passed or until any appeal, malpractice or other results enquiry has been completed, whichever is later for the relevant exam series	Confidential waste/shredding
Results information	Broadsheets of public examinations 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

Record type	Record(s) description (where required)	Retention information/period	Action at end of retention period (method of disposal)
Seating plans and associated exams paperwork	Plans showing the seating arrangements of all candidates for every exam taken.	The EO keeps all signed seating plans and associated exam planning records until the deadline for review of results has passed or until any appeal, malpractice or other results enquiry has been completed, whichever is later	Confidential waste/shredding
Second Pair of eyes check records/forms	Logs tracking the checks made to ensure day, date, time, subject, unit/component and tier of entry. Checks done verbally also. Done immediately before packet opened in secure room. Signed by two people.	Kept for JCQ inspection and until the deadline for RoRs or the resolution of any outstanding review of results has passed or until any appeal, malpractice or other results enquiry has been completed, whichever is later for the relevant exam series	Confidential waste/shredding
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.	The EO keeps all special consideration documentation until all results have been received and the deadline for post results services etc. has been completed. All applications <b>must</b> be supported by signed evidence produced by a member of the senior leadership team. <b>The centre must retain this evidence until after the publication of results.</b> (Reference SC 6)	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.	EO to keep until the resolution of any outstanding awarding body enquiries/appeals for the relevant exam series and any other external enquiries and appeals.	Confidential waste/shredding
Transferred candidate arrangements	Any hard copy information relating to a transferred candidate arrangement. Applications submitted online via CAP.	Kept until the deadline for review of results has passed 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)
Very late arrival reports/outcomes	Any hard copy information relating to a candidate arriving very late to an exam. Reports submitted online via CAP.	The EO keeps until all results have been received and the deadline for post results services etc. has been completed.	Confidential waste/shredding