

Examinations Archiving Policy

Issue Status: -

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Approved: Emma Taplin January 2018

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1. PURPOSE OF THE PLAN

1.1 The purpose of this policy is to:

- Identify exams related information and records held by the Academy's exams office.
- Identify the retention period
- Determine the action required at the end of the retention period and the method of disposal

Record Type	Record Description (where required)	Retention Information	Action at end of retention period
Access Arrangements Information	Any hard copy information kept by the Exams Office relating to access arrangements for students	Retain in secure storage for a minimum period of 2 years from the student leaving school	Confidential waste/shredding
Attendance Registers		Retain until after deadline for EARs or any appeal, malpractice or other result enquiry has been completed	Confidential waste/shredding
Awarding body administrative information	Any hard copy publication	Retain until the current academic year update is provided	Recycling
Candidates' work	NEA work returned to the centre after awarding body moderation	Retain in secure storage until after deadline for EAR or the resolution of any outstanding enquiry/appeal for that exam series. Work then returned to subject staff. Subject staff to keep all non-moderated work for the same period of time.	Returned to candidate or safe disposal
Certificates		Retained for minimum of 12 months from date of issue.	Confidential destruction
Certificate destruction information	Record of all unclaimed certificates that have been destroyed	Retained for 4 years from date of destruction	Confidential destruction
Certificate issue information	Record of certificates that have been issued to students	Retained for minimum of 4 years	Confidential waste/shredding
Confidential materials delivery and tracking logs	Log of confidential materials delivered by awarding bodies and issued to authorised staff. Logs of materials taken in/out of secure storage	Retain until all exams in that series has been completed Until EAR deadline has passed for exam series	Confidential waste/shredding

Dispatch Logs/Record of posting	Proof of despatch of all exam script packages and coursework sent to examiners/moderators	Retain until published result date for that series	Confidential waste/shredding
Entry Information	Any hard copy relating to candidate entries	Retain until after published result date for that series	Confidential waste/shredding
Exam Question papers	Question papers for timetabled written exams	Issue to teaching staff after the published finish time of the exam only when all students have completed the exam or awarding body instructions if longer	
Exam Room Checklists/Invigilator Arrangements		Retain until after deadline for EARs or any appeal, malpractice or other result enquiry has been completed	
Exam Room Incident Logs	Records of any incidents or irregularities in exam rooms	Retain until after deadline for EARs or any appeal, malpractice or other result enquiry has been completed	Confidential waste/shredding
Exam Stationery	Any awarding body stationery	When considered surplus or is out of date	Confidential waste
Examiner & Moderator Reports		Given to head of department/subject leaders upon receipt	
Finance information	Any financial record relating to exams	If applicable return to Finance Office (copy invoices etc), otherwise retain until after end of academic year	Confidential waste
JCQ publications		Retain until end of current academic year update is provided	Recycling

Overnight Supervision information	Copy of JCQ forms	Retain for JCQ inspection purposes for relevant exam series and until after published results day	Confidential waste/shredding
Post Results Services: consent records	Copies of candidate consent	EAR consent for at least 6 months following outcome of enquiry/any appeal ATS consent for at least 6 months from date consent given	Confidential waste
Post Results Services: requests/outcomes records and tracking logs		Requests for minimum of 6 months from date of request Outcome of EAR to be kept for minimum of 6 years. Tracking logs for 6 months	Confidential waste/shredding
Post Results: Scripts provided by awarding bodies		To be passed immediately to candidate or staff member on receipt from awarding body	
Private Candidate information	Any hard copy information relating to private candidate entries	Retain until certificates have been received and candidate contacted for collection	Confidential waste/shredding
Resolving exam clash information		Retain until after date of clash exams	Confidential waste/shredding
Results Information	Any records with candidate results	Retain for a minimum of year of exam plus 6 years	Confidential waste/shredding
Seating Plans		Retain until after deadline for EARs or any appeal, malpractice or other result enquiry has been completed	Confidential waste/shredding
Special Consideration information	Any hard copy information requesting and supporting an application for special consideration	Retain until after deadline for EARs or any appeal, malpractice or other result enquiry has been completed	Confidential waste/shredding

Suspected Malpractice reports/outcomes		Retain until after deadline for EARs or any appeal, malpractice or other result enquiry has been completed	Confidential waste/shredding
Transfer of Credit information		Retain until the issue of the A' Level result	Confidential waste/shredding
Transferred Candidate information		Retain until transfer arrangement confirmed by the awarding body and examinations have taken place	Confidential waste/shredding
Very Late Arrival reports/outcome		Retain until results publication date	Confidential waste/shredding