



HARROGATE
GRAMMAR SCHOOL
EXCELLENCE FOR ALL

Exams Archiving Policy 2023-24

Member of Staff Responsible

Alison Meacher

Approved on:

9 May 2024

Review date:

Feb 2025

Signed-off by:

Kirstie Moat

Signature:

Kirstie Moat

Date:

9 May 2024

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 hard copy information kept by the EO relating to an access arrangement candidate.	To be returned to ALS lead/SENCo as records owner at end of the candidate's final exam series.	Confidential waste/shredding
Alternative site arrangements	Any hard copy information generated on an alternative site arrangement. Notifications submitted online via CAP.		Confidential waste/shredding
Attendance register copies		To be retained until the deadline for reviews of marking or the resolution of any outstanding enquiries/appeals for the relevant exam series whichever is later.	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.	Confidential waste/shredding
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. <i>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</i>	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) <i>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)</i>	Returned to candidates or safe disposal
Certificates	Candidate certificates issued by awarding bodies.	Unclaimed/uncollected certificates to be retained securely for a minimum of 24 months from date of issue.	Confidential destruction

Record type	Record(s) description (where required)	Retention information/period	Action at end of retention period (method of disposal)
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 be retained for 6 years from the date of certificates issued.	Confidential waste/shredding
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.	To be retained until the deadline for reviews of marking or the resolution of any outstanding enquiries/appeals for the relevant exam series.	Confidential waste/shredding
Confidential materials: receipt, secure movement and secure storage logs	Logs recording confidential exam materials received, securely moved, checked and placed in the secure storage facility by the exams officer (or other authorised member of centre staff) throughout the period the materials are confidential	To be retained until the deadline for reviews of marking or the resolution of any outstanding enquiries/appeals for the relevant exam series.	Confidential waste/shredding
Conflicts of Interest records	Records demonstrating the management of Conflicts of Interest	To be retained until the deadline for reviews of marking or the resolution of any outstanding enquiries/appeals for the relevant exam series.	Confidential waste/shredding
Dispatch logs	Proof of dispatch of exam script packages to awarding body examiners covered by the DfE (Standards & Testing Agency) yellow label service	To be retained until the deadline for reviews of marking or the resolution of any outstanding enquiries/appeals for the relevant exam series.	Confidential waste/shredding
Entry information	Any hard copy information relating to candidates' entries.	To be retained until the deadline for reviews of marking or the resolution of any outstanding enquiries/appeals for the relevant exam series.	Confidential waste/shredding
Exam question papers	Question papers for timetabled written exams.	Issued to teaching staff after the published finishing time of the exam and only when all candidates in the centre have completed the exam. Instructions issued by an individual awarding body relating to the use of question papers for vocational	Issued to Subject Staff/ Confidential waste/shredding

Record type	Record(s) description (where required)	Retention information/period	Action at end of retention period (method of disposal)
		qualifications after the examination has taken place are followed.	
Exam room checklists	Checklists confirming exam room conditions and invigilation arrangements for each exam session.	To be retained until the deadline for reviews of marking or the resolution of any outstanding enquiries/appeals 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.	To be retained until the deadline for reviews of marking or the resolution of any outstanding enquiries/appeals for the relevant exam series.	Confidential waste/shredding
Exam stationery	Awarding body exam stationery provided solely for the purpose of external exams.	Returned to secure storage for use in future exams. Once it is out-of-date it will be disposed of.	Confidential destruction
Examiner reports		To be immediately provided to head of department as records owner.	
Finance information	Copy invoices for exams-related fees.	To be returned to Finance department as records owner at the end of the academic year.	
Invigilation arrangements	See <i>Exam room checklists</i>	To be retained until the deadline for reviews of marking or the resolution of any outstanding enquiries/appeals for the relevant exam series.	Confidential waste/shredding
Invigilator and facilitator training records	A record of the content of the training given to invigilators and those facilitating an access arrangement for a candidate under examination conditions	To 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
Handling secure electronic materials logs	Logs recording the arrangements applied when handling secure electronic materials provided to the centre and accessed by the exams officer (or other authorised member of centre staff)	To 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
Moderator reports	Reports by Moderators on the samples marked	To be immediately provided to head of department as records owner.	

Record type	Record(s) description (where required)	Retention information/period	Action at end of retention period (method of 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	To 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
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 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 candidate consent information	Hard copy or email record of candidate consent for a review of mark or ATS request to be submitted to an awarding body	Review of mark 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 waste/shredding
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.	To be retained for at least six months following the outcome of the enquiry or any subsequent appeal.	Confidential waste/shredding
Post-results services: tracking logs	Logs tracking to resolution all post-results service requests submitted to awarding bodies.	To be retained for at least six months following the outcome of the enquiry or any subsequent appeal.	Confidential waste/shredding
Private candidate information	Any hard copy information relating to private candidates' entries.	To be retained until the deadline for reviews of marking or the resolution of any outstanding enquiries/appeals for the relevant exam series.	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)	To be retained until the deadline for reviews of marking or the resolution of any outstanding enquiries/appeals for the relevant exam series.	Confidential waste/shredding

Record type	Record(s) description (where required)	Retention information/period	Action at end of retention period (method of disposal)
Resolving timetable clashes information	Any hard copy information relating to the resolution of a candidate's clash of timetabled exam papers	To be retained until the deadline for reviews of marking or the resolution of any outstanding enquiries/appeals for the relevant exam series.	Confidential waste/shredding
Results information	Broadsheets of public examination 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
Seating plans	Plans showing the seating arrangements of all candidates for every exam taken.	To be retained until the deadline for reviews of marking or the resolution of any outstanding enquiries/appeals for the relevant exam series.	Confidential waste/shredding
Second pair of eyes check records/forms	Records of the check that must take place by a second person (additional to the person removing question paper packets from secure storage) immediately before a question paper packet is opened.	To be retained until the deadline for reviews of marking or the resolution of any outstanding enquiries/appeals for the relevant exam series.	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.	Evidence supporting an on-line special consideration application and evidence supporting a candidate's absence from an exam must be kept until after the publication of results.	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.	To be retained until the deadline for reviews of marking or the resolution of any outstanding enquiries/appeals for the relevant exam series.	Confidential waste/shredding
Transferred candidate arrangements	Any hard copy information relating to a transferred candidate arrangement. Applications submitted online via CAP.	To be retained until the deadline for reviews of marking or the resolution of any outstanding enquiries/appeals for the relevant exam series.	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.	To be retained until the deadline for reviews of marking or the resolution of any outstanding enquiries/appeals for the relevant exam series.	Confidential waste/shredding