



Exams Archiving Policy

Northampton School for Girls

Exams Archiving Policy

Centre name	Northampton School for Girls
Centre number	27240
Date policy first created	06/11/2023
Current policy approved by	FGB
Current policy reviewed by	C Taboada-Naya
Date of review	04/11/2024
Date of next review	10/11/2025

Key staff involved in the policy

Role	Name
Head of centre	Cristina Taboada-Naya
Senior leader(s)	Abigail Boddy Abigail Bell
Exams officer	Jenny Legg
SENCo (or equivalent role)	SENDCO
IT manager	Paul Parker
Finance manager	Mandy Kneeshaw
Head(s) of department	
Other staff (if applicable)	

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

References in this policy to GR, ICE, SC and PRS refer to the JCQ documents **General Regulations for Approved Centres**, **Instructions for conducting examinations**, **A guide to the special consideration process** and **Post-Results Services**.

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

Where a particular record or information type is not held in, or not applicable to Northampton School for Girls, this is indicated.

1. Access arrangements information

Record(s) description

Any hard copy information kept by the exams officer relating to an access arrangement candidate.

Retention information/period

Paper copies of records are returned to students files for archiving and as part of the student transition record at end of the candidate's final exam series.

Action at the end of retention period (method of disposal)

Confidential disposal is undertaken at the end of the retention period

2. Alternative site arrangements

Record(s) description

Not applicable

Retention information/period

Where specific retention information is not provided by JCQ or other authorised organisation, all exams-related information that is held in the centre is retained until after the deadline for reviews of results or other results enquiries (or the resolution of any outstanding reviews/appeals or malpractice investigations) for the relevant exams series).

Action at the end of retention period (method of disposal)

Confidential disposal undertaken

3. Attendance register copies

Record(s) description

Paper attendance register and copies are held securely

Retention information/period

Records are kept in accordance with the requirements of ICE, sections 12, 22

Action at the end of retention period (method of disposal)

Confidential disposal undertaken

4. Awarding body exams administration information

Record(s) description

Any hard copy publications provided by awarding bodies.

Retention information/period

Records retained until the current academic year update is provided.

Action at the end of retention period (method of disposal)

Confidential disposal

5. Candidates' scripts

Record(s) description

Any unwanted copies of scripts returned to the centre through the Access to Scripts (ATS) service.

Retention information/period

To be retained securely until the awarding body's earliest date for confidential disposal of unwanted scripts in accordance with the requirements of GR, section 3.15

Action at the end of retention period (method of disposal)

Confidential disposal

6. Candidates' work

Record(s) description

Non-examination assessment work returned to the centre by the awarding body at the end of the moderation period.

Retention information/period

Records 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) in accordance with the requirements of GR, section 3.15

Action at the end of retention period (method of disposal)

Returned to candidates or safe disposal

7. Centre consortium arrangements for centre assessed work

Record(s) description

Not applicable

Retention information/period

Not applicable

Action at the end of retention period (method of disposal)

Not applicable

8. Certificates

Record(s) description

Candidate certificates issued by awarding bodies.

Retention information/period

Records retained in accordance with the requirements of GR, section 5.14

All unclaimed certificates retained under secure conditions for a minimum of 12 months from the date of issue by the Exams Officer

Action at the end of retention period (method of disposal)

Records retained in accordance with the requirements of GR, section 5.14 and disposed of through schools confidential shredding procedure

9. Certificate destruction information

Record(s) description

A record of unclaimed certificates that have been destroyed.

Retention information/period

Records retained in accordance with the requirements of GR, section 5.14 with any unclaimed certificates destroyed in a confidential manner after retaining them for a minimum of 12 months.

A record of certificates that have been destroyed is retained for four years, however candidates are also 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

Action at the end of retention period (method of disposal)

Records retained in accordance with the requirements of GR, section 5.14 and destroyed in a confidential manner

10. Certificate issue information

Record(s) description

A record of certificates that have been issued.

Retention information/period

Records retained in accordance with the requirements of GR, section 5.14. Certificates must not be withheld without prior permission from an awarding body which will only be given in very exceptional circumstances.

Action at the end of retention period (method of disposal)

Confidential disposal

11. Confidential materials: initial point of delivery logs

Record(s) description

Logs recording awarding body confidential exam materials received by an authorised member of staff at the initial point of delivery.

Retention information/period

Exams-related information held in the centre is retained at the very least until after the deadline for reviews of results or other results enquiries (or the resolution of any outstanding reviews/appeals or malpractice investigations) for the relevant exams series).

Action at the end of retention period (method of disposal)

Confidential disposal

12. Confidential materials: receipt, secure movement and secure storage logs

Record(s) description

Logs recording the secure movement of awarding body confidential exam materials packages by an authorised member of staff to the secure room for transferal to the centre's secure storage facility.

Retention information/period

Exams-related information held in the centre is retained at the very least until after the deadline for reviews of results or other results enquiries (or the resolution of any outstanding reviews/appeals or malpractice investigations) for the relevant exams series).

Action at the end of retention period (method of disposal)

Confidential disposal

13. Conflicts of interest records

Record(s) description

Records demonstrating the management of conflicts of interest

Retention information/period

exams-related information held in the centre is retained at the very least until after the deadline for reviews of results or other results enquiries (or the resolution of any outstanding reviews/appeals or malpractice investigations) for the relevant exams series

Action at the end of retention period (method of disposal)

Confidential disposal

14. Dispatch logs

Record(s) description

Proof of dispatch of exam script packages to awarding body examiners covered by the DfE (Standards & Testing Agency) yellow label service

Retention information/period

exams-related information held in the centre is retained at the very least until after the deadline for reviews of results or other results enquiries (or the resolution of any outstanding reviews/appeals or malpractice investigations) for the relevant exams series

Action at the end of retention period (method of disposal)

Confidential disposal

15. Entry information

Record(s) description

Any hard copy information relating to candidates' entries.

Retention information/period

exams-related information held in the centre is retained at the very least until after the deadline for reviews of results or other results enquiries (or the resolution of any outstanding reviews/appeals or malpractice investigations) for the relevant exams series

Action at the end of retention period (method of disposal)

Confidential disposal

16. Exam question papers

Record(s) description

Question papers for timetabled written exams

Retention information/period

Records retained in accordance with the requirements of ICE, section 31 (Releasing question papers) and GR, section 6.13 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

Action at the end of retention period (method of disposal)

Confidential disposal

17. Exam room checklists

Record(s) description

Checklists confirming exam room conditions and invigilation arrangements for each exam session.

Retention information/period

Exams-related information held in the centre is retained at the very least until after the deadline for reviews of results or other results enquiries (or the resolution of any outstanding reviews/appeals or malpractice investigations) for the relevant exams series

Action at the end of retention period (method of disposal)

Confidential disposal

18. Exam room incident logs**Record(s) description**

Logs recording any incidents or irregularities in exam rooms for each exam session

Retention information/period

Exams-related information held in the centre is retained at the very least until after the deadline for reviews of results or other results enquiries (or the resolution of any outstanding reviews/appeals or malpractice investigations) for the relevant exams series

Action at the end of retention period (method of disposal)

Confidential disposal

19. Exam stationery**Record(s) description**

Awarding body exam stationery provided solely for the purpose of external exams.

Retention information/period

Records retained in accordance with the requirements of ICE, section 30 including the return of unused stationery to the secure storage facility or secure room until needed for a future examination. Surplus stationery is not to be used for internal school tests, mock examinations and non-examination assessments any out-of-date stationery is destroyed confidentially

Action at the end of retention period (method of disposal)

Records retained in accordance with the requirements of ICE, section 30

20. Examiner reports**Record(s) description**

Reports received from the boards

Retention information/period

Records immediately provided to head of department as records owner.

Action at the end of retention period (method of disposal)

Confidential disposal

21. Finance information**Record(s) description**

Copy invoices for exams-related fees

Retention information/period

Records returned to Finance department as records owner at the end of the academic year

Action at the end of retention period (method of disposal)

Confidential disposal

22. Handling secure electronic materials logs**Record(s) description**

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).

Retention information/period

Exams-related information that is held in the centre is retained at the very least until after the deadline for reviews of results or other results enquiries (or the resolution of any outstanding reviews/appeals or malpractice investigations) for the relevant exams series

Action at the end of retention period (method of disposal)

confidential disposal

23. Invigilation arrangements**Record(s) description**

Checklists confirming exam room conditions and invigilation arrangements for each exam session.

Retention information/period

Exams-related information that is held in the centre is retained at the very least until after the deadline for reviews of results or other results enquiries (or the resolution of any outstanding reviews/appeals or malpractice investigations) for the relevant exams series

Action at the end of retention period (method of disposal)

confidential disposal

24. Invigilator and facilitator training records**Record(s) description**

Paper training records

Retention information/period

Records retained in accordance with the requirements of ICE, section 12

Action at the end of retention period (method of disposal)

Confidential disposal

25. Moderator reports**Record(s) description**

Moderators reports (paper)

Retention information/period

(Where printed from electronic copy) Records immediately provided to head of department as records owner.

Action at the end of retention period (method of disposal)

Confidential disposal

26. Moderation return logs

Record(s) description

Logs recording the return of candidates' work to the centre by the awarding body at the end of the moderation period.

Retention information/period

Exams-related information held in the centre is retained at the very least until after the deadline for reviews of results or other results enquiries (or the resolution of any outstanding reviews/appeals or malpractice investigations) for the relevant exams series

Action at the end of retention period (method of disposal)

Confidential disposal

27. Overnight supervision information

Record(s) description

For example: 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.

Retention information/period

Records retained in accordance with the requirements of ICE, section 8

Action at the end of retention period (method of disposal)

Confidential disposal

28. Post-results services: confirmation of candidate consent information

Record(s) description

Hard copy or email record of required candidate consent.

Retention information/period

Records retained in accordance with the requirements of PRS, section 4 plus appendix A and B

Action at the end of retention period (method of disposal)

Confidential disposal

29. Post-results services: request/outcome information

Record(s) description

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.

Retention information/period

Exams-related information that is held in the centre is retained at the very least until after the deadline for reviews of results or other results enquiries (or the resolution of any outstanding reviews/appeals or malpractice investigations) for the relevant exams series

Action at the end of retention period (method of disposal)

Confidential disposal

30. Post-results services: tracking logs

Record(s) description

Logs tracking to resolution all post-results service requests submitted to awarding bodies.

Retention information/period

exams-related information that is held in the centre is retained at the very least until after the deadline for reviews of results or other results enquiries (or the resolution of any outstanding reviews/appeals or malpractice investigations) for the relevant exams series

Action at the end of retention period (method of disposal)

Confidential disposal

31. Private candidate information

Record(s) description

Any hard copy information relating to private candidates' entries

Retention information/period

exams-related information that is held in the centre is retained at the very least until after the deadline for reviews of results or other results enquiries (or the resolution of any outstanding reviews/appeals or malpractice investigations) for the relevant exams series

Action at the end of retention period (method of disposal)

Confidential disposal

32. Proof of postage - candidates' work

Record(s) description

Proof of postage/dispatch of candidates' scripts to awarding body examiners/markers. Proof of postage/dispatch of sample of candidates' work submitted to awarding body moderators.

Retention information/period

Records (proof of postage/dispatch of candidates' scripts to awarding body examiners/markers) retained in accordance with the requirements of ICE, section 29

Action at the end of retention period (method of disposal)

Confidential disposal

33. Resilience arrangements: Evidence of candidate performance

Record(s) description

The collection of evidence of student performance to ensure resilience in the qualifications system.

Retention information/period

Ofqual provides the following information: Retention of the work - Student work, either the original or a copy, must always be retained by the centre. Student work can be retained digitally or physically. Students may be given copies, or the original work, where this would support their study.

Action at the end of retention period (method of disposal)

Confidential disposal

34. Resolving timetable clashes

Record(s) description

Any hard copy information relating to the resolution of a candidate's clash of timetabled exam papers.

Retention information/period

Exams-related information held in the centre is retained at the very least until after the deadline for reviews of results or other results enquiries (or the resolution of any outstanding reviews/appeals or malpractice investigations) for the relevant exams series

Action at the end of retention period (method of disposal)

Confidential disposal

35. Results information

Record(s) description

Broadsheets of public examination results summarising candidate final grades by subject by exam series.

Retention information/period

Records for current year plus previous 6 years retained as a minimum.

Action at the end of retention period (method of disposal)

confidential disposal

36. Seating plans

Record(s) description

Plans showing the seating arrangements of all candidates for every exam taken.

Retention information/period

Records retained in accordance with the requirements of ICE, section 12

Action at the end of retention period (method of disposal)

Confidential disposal

37. Second pair of eyes check forms

Record(s) description

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.

Retention information/period

Exams-related information held in the centre is retained at the very least until after the deadline for reviews of results or other results enquiries (or the resolution of any outstanding reviews/appeals or malpractice investigations) for the relevant exams series

Action at the end of retention period (method of disposal)

Confidential disposal

38. Special consideration information

Record(s) description

Any hard copy information relating to a special consideration application which has been submitted to an awarding body for a candidate and appropriate evidence signed by a senior leader.

Retention information/period

Records retained in accordance with the requirements of SC, section 6

Action at the end of retention period (method of disposal)

Confidential disposal

39. Suspected malpractice reports/outcomes

Record(s) description

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.

Retention information/period

Exams-related information held in the centre is retained at the very least until after the deadline for reviews of results or other results enquiries (or the resolution of any outstanding reviews/appeals or malpractice investigations) for the relevant exams series

Action at the end of retention period (method of disposal)

Confidential disposal

40. Transferred candidate arrangements

Record(s) description

Any hard copy information relating to a transferred candidate arrangement. Applications submitted online via CAP.

Retention information/period

exams-related information held in the centre is retained at the very least until after the deadline for reviews of results or other results enquiries (or the resolution of any outstanding reviews/appeals or malpractice investigations) for the relevant exams series

Action at the end of retention period (method of disposal)

Confidential disposal

41. Very late arrival reports/outcomes

Record(s) description

Any hard copy information relating to a candidate arriving very late to an exam. Reports submitted online via CAP.

Retention information/period

Exams-related information that is held in the centre is retained at the very least until after the deadline for reviews of results or other results enquiries (or the resolution of any outstanding reviews/appeals or malpractice investigations) for the relevant exams series).

Action at the end of retention period (method of disposal)

Confidential disposal

42a. Any other records/documentation/materials

Record(s) description

Any other records or documents

Retention information/period

Exams-related information held in the centre is retained at the very least until after the deadline for reviews of results or other results enquiries (or the resolution of any outstanding reviews/appeals or malpractice investigations) for the relevant exams series).

Action at the end of retention period (method of disposal)

Confidential disposal

42b. Any other records/documentation/materials

Record(s) description

Any other records/documents/materials

Retention information/period

Exams-related information held in the centre is retained at the very least until after the deadline for reviews of results or other results enquiries (or the resolution of any outstanding reviews/appeals or malpractice investigations) for the relevant exams series).

Action at the end of retention period (method of disposal)

Confidential disposal

Changes 2024/2025

(Changed) Any reference to ALS Lead/SENCo changed to SENCo (or equivalent role).

(Added) Record type - **33. Resilience arrangements: Evidence of candidate performance**

Centre-specific changes

Upon review in September 2024, no centre-specific updates or changes were applicable to this document.