

Procedures

Title:	Exam archiving procedures
Associated Policies:	
Head of centre	Cristina Taboada-Naya
Senior leader(s)	Abigail Boddy (Deputy Headteacher) Abigail Bell (Assistant Headteacher)
Exams officer	Jenny Legg
SENCo (or equivalent role)	Julia Smallman
1	Purpose of the plan
	<p>The purpose of this policy is to:</p> <ul style="list-style-type: none"> • 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 <p>Where a particular record or information type is not held in, or not applicable to Northampton School for Girls, this is indicated.</p>
2.	Access arrangements information
	<p>Record(s) description</p> <p>Any hard copy information kept by the exams officer relating to an access arrangement candidate.</p> <p>Retention information/period</p> <p>Paper copies of records are returned to students files for archiving and as part of the student transition record at the end of the candidate’s final exam series.</p> <p>Action at the end of retention period (method of disposal)</p> <p>Confidential disposal is undertaken at the end of the retention period</p>
3.	Alternative site arrangements
	<p>Record(s) description</p> <p>Not applicable</p> <p>Retention information/period</p> <p>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).</p>

	<p>Action at the end of retention period (method of disposal)</p> <p>Confidential disposal undertaken</p>
4.	Attendance register copies
	<p>Record(s) description</p> <p>Paper attendance register and copies are held securely</p> <p>Retention information/period</p> <p>Records are kept in accordance with the requirements of ICE, sections 12, 22</p> <p>Action at the end of retention period (method of disposal)</p> <p>Confidential disposal undertaken</p>
5.	Awarding body exams administration information
	<p>Record(s) description</p> <p>Any hard copy publications provided by awarding bodies.</p> <p>Retention information/period</p> <p>Records retained until the current academic year update is provided.</p> <p>Action at the end of retention period (method of disposal)</p> <p>Confidential disposal</p>
6.	Candidates' scripts
	<p>Record(s) description</p> <p>Any unwanted copies of scripts returned to the centre through the Access to Scripts (ATS) service.</p> <p>Retention information/period</p> <p>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</p> <p>Action at the end of retention period (method of disposal)</p> <p>Confidential disposal</p>
7.	Candidates' work
	<p>Record(s) description</p> <p>Non-examination assessment work returned to the centre by the awarding body at the end of the moderation period.</p> <p>Retention information/period</p>

	<p>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</p> <p>Action at the end of retention period (method of disposal)</p> <p>Returned to candidates or safe disposal</p>
8.	Centre consortium arrangements for centre assessed work
	<p>Record(s) description</p> <p>Not applicable</p> <p>Retention information/period</p> <p>Not applicable</p> <p>Action at the end of retention period (method of disposal)</p> <p>Not applicable</p>
9.	Certificates
	<p>Record(s) description</p> <p>Candidate certificates issued by awarding bodies.</p> <p>Retention information/period</p> <p>Records retained in accordance with the requirements of GR, section 5.14</p> <p>All unclaimed certificates retained under secure conditions for a minimum of 12 months from the date of issue by the Exams Officer</p> <p>Action at the end of retention period (method of disposal)</p> <p>Records retained in accordance with the requirements of GR, section 5.14 and disposed of through schools confidential shredding procedure</p>
10	Certificate destruction information
	<p>Record(s) description</p> <p>A record of unclaimed certificates that have been destroyed.</p> <p>Retention information/period</p> <p>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.</p> <p>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</p> <p>Action at the end of retention period (method of disposal)</p> <p>Records retained in accordance with the requirements of GR, section 5.14 and destroyed in a confidential manner</p>

11	Certificate issue information
	<p>Record(s) description</p> <p>A record of certificates that have been issued.</p> <p>Retention information/period</p> <p>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.</p> <p>Action at the end of retention period (method of disposal)</p> <p>Confidential disposal</p>
12	Confidential materials: initial point of delivery logs
	<p>Record(s) description</p> <p>Logs recording awarding body confidential exam materials received by an authorised member of staff at the initial point of delivery.</p> <p>Retention information/period</p> <p>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).</p> <p>Action at the end of retention period (method of disposal)</p> <p>Confidential disposal</p>
13	Confidential materials: receipt, secure movement and secure storage logs
	<p>Record(s) description</p> <p>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.</p> <p>Retention information/period</p> <p>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).</p> <p>Action at the end of retention period (method of disposal)</p> <p>Confidential disposal</p>
14	Conflicts of interest records
	<p>Record(s) description</p> <p>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</p>

	<p>results enquiries (or the resolution of any outstanding reviews/appeals or malpractice investigations) for the relevant exams series</p> <p>Action at the end of retention period (method of disposal)</p> <p>Confidential disposal</p>
15	Dispatch logs
	<p>Record(s) description</p> <p>Proof of dispatch of exam script packages to awarding body examiners covered by the DfE (Standards & Testing Agency) yellow label service</p> <p>Retention information/period</p> <p>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</p> <p>Action at the end of retention period (method of disposal)</p> <p>Confidential disposal</p>
16	Entry information
	<p>Record(s) description</p> <p>Any hard copy information relating to candidates' entries.</p> <p>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</p> <p>Action at the end of retention period (method of disposal)</p> <p>Confidential disposal</p>
17	Exam question papers
	<p>Record(s) description</p> <p>Question papers for timetabled written exams</p> <p>Retention information/period</p> <p>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</p> <p>Action at the end of retention period (method of disposal)</p> <p>Confidential disposal</p>

18	Exam room checklists
	<p>Record(s) description</p> <p>Checklists confirming exam room conditions and invigilation arrangements for each exam session.</p> <p>Retention information/period</p> <p>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</p> <p>Action at the end of retention period (method of disposal)</p> <p>Confidential disposal</p>
19	Exam room incident logs
	<p>Record(s) description</p> <p>Logs recording any incidents or irregularities in exam rooms for each exam session</p> <p>Retention information/period</p> <p>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</p> <p>Action at the end of retention period (method of disposal)</p> <p>Confidential disposal</p>
20	Exam stationery
	<p>Record(s) description</p> <p>Awarding body exam stationery provided solely for the purpose of external exams.</p> <p>Retention information/period</p> <p>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</p> <p>Action at the end of retention period (method of disposal)</p> <p>Records retained in accordance with the requirements of ICE, section 30</p>
21	Examiner reports
	<p>Record(s) description</p> <p>Reports received from the boards</p> <p>Retention information/period</p> <p>Records immediately provided to head of department as records owner.</p>

	<p>Action at the end of retention period (method of disposal)</p> <p>Confidential disposal</p>
22	Finance information
	<p>Record(s) description</p> <p>Copy invoices for exams-related fees</p> <p>Retention information/period</p> <p>Records returned to Finance department as records owner at the end of the academic year</p> <p>Action at the end of retention period (method of disposal)</p> <p>Confidential disposal</p>
23	Handling secure electronic materials logs
	<p>Record(s) description</p> <p>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).</p> <p>Retention information/period</p> <p>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</p> <p>Action at the end of retention period (method of disposal)</p> <p>confidential disposal</p>
24	Invigilation arrangements
	<p>Record(s) description</p> <p>Checklists confirming exam room conditions and invigilation arrangements for each exam session.</p> <p>Retention information/period</p> <p>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</p> <p>Action at the end of retention period (method of disposal)</p> <p>confidential disposal</p>
25	Invigilator and facilitator training records
	<p>Record(s) description</p>

	<p>Paper training records</p> <p>Retention information/period</p> <p>Records retained in accordance with the requirements of ICE, section 12</p> <p>Action at the end of retention period (method of disposal)</p> <p>Confidential disposal</p>
26	Moderator reports
	<p>Record(s) description</p> <p>Moderators reports (paper)</p> <p>Retention information/period</p> <p>(Where printed from electronic copy) Records immediately provided to head of department as records owner.</p> <p>Action at the end of retention period (method of disposal)</p> <p>Confidential disposal</p>
27	Moderation return logs
	<p>Record(s) description</p> <p>Logs recording the return of candidates' work to the centre by the awarding body at the end of the moderation period.</p> <p>Retention information/period</p> <p>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</p> <p>Action at the end of retention period (method of disposal)</p> <p>Confidential disposal</p>
28	Overnight supervision information
	<p>Record(s) description</p> <p>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.</p> <p>Retention information/period</p> <p>Records retained in accordance with the requirements of ICE, section 8</p> <p>Action at the end of retention period (method of disposal)</p> <p>Confidential disposal</p>
29	Post-results services: confirmation of candidate consent information
	<p>Record(s) description</p>

	<p>Hard copy or email record of required candidate consent.</p> <p>Retention information/period</p> <p>Records retained in accordance with the requirements of PRS, section 4 plus appendix A and B</p> <p>Action at the end of retention period (method of disposal)</p> <p>Confidential disposal</p>
30	Post-results services: request/outcome information
	<p>Record(s) description</p> <p>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.</p> <p>Retention information/period</p> <p>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</p> <p>Action at the end of retention period (method of disposal)</p> <p>Confidential disposal</p>
31	Post-results services: tracking logs
	<p>Record(s) description</p> <p>Logs tracking to resolution all post-results service requests submitted to awarding bodies.</p> <p>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</p> <p>Action at the end of retention period (method of disposal)</p> <p>Confidential disposal</p>
32	Private candidate information
	<p>Record(s) description</p> <p>Any hard copy information relating to private candidates' entries</p> <p>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</p> <p>Action at the end of retention period (method of disposal)</p> <p>Confidential disposal</p>
33	Proof of postage - candidates' work

	<p>Record(s) description</p> <p>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.</p> <p>Retention information/period</p> <p>Records (proof of postage/dispatch of candidates' scripts to awarding body examiners/markers) retained in accordance with the requirements of ICE, section 29</p> <p>Action at the end of retention period (method of disposal)</p> <p>Confidential disposal</p>
34	Resilience arrangements: Evidence of candidate performance
	<p>Record(s) description</p> <p>The collection of evidence of student performance to ensure resilience in the qualifications system.</p> <p>Retention information/period</p> <p>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.</p> <p>Action at the end of retention period (method of disposal)</p> <p>Confidential disposal</p>
35	Resolving timetable clashes
	<p>Record(s) description</p> <p>Any hard copy information relating to the resolution of a candidate's clash of timetabled exam papers.</p> <p>Retention information/period</p> <p>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</p> <p>Action at the end of retention period (method of disposal)</p> <p>Confidential disposal</p>
36	Results information
	<p>Record(s) description</p> <p>Broadsheets of public examination results summarising candidate final grades by subject by exam series.</p> <p>Retention information/period</p> <p>Records for current year plus previous 6 years retained as a minimum.</p> <p>Action at the end of retention period (method of disposal)</p> <p>confidential disposal</p>

37	Seating plans
	<p>Record(s) description</p> <p>Plans showing the seating arrangements of all candidates for every exam taken.</p> <p>Retention information/period</p> <p>Records retained in accordance with the requirements of ICE, section 12</p> <p>Action at the end of retention period (method of disposal)</p> <p>Confidential disposal</p>
38	Second pair of eyes check forms
	<p>Record(s) description</p> <p>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.</p> <p>Retention information/period</p> <p>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</p> <p>Action at the end of retention period (method of disposal)</p> <p>Confidential disposal</p>
39	Special consideration information
	<p>Record(s) description</p> <p>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.</p> <p>Retention information/period</p> <p>Records retained in accordance with the requirements of SC, section 6</p> <p>Action at the end of retention period (method of disposal)</p> <p>Confidential disposal</p>
40	Suspected malpractice reports/outcomes
	<p>Record(s) description</p> <p>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.</p> <p>Retention information/period</p> <p>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</p>

	<p>Action at the end of retention period (method of disposal)</p> <p>Confidential disposal</p>
41	Transferred candidate arrangements
	<p>Record(s) description</p> <p>Any hard copy information relating to a transferred candidate arrangement. Applications submitted online via CAP.</p> <p>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</p> <p>Action at the end of retention period (method of disposal)</p> <p>Confidential disposal</p>
42	Very late arrival reports/outcomes
	<p>Record(s) description</p> <p>Any hard copy information relating to a candidate arriving very late to an exam. Reports submitted online via CAP.</p> <p>Retention information/period</p> <p>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).</p> <p>Action at the end of retention period (method of disposal)</p> <p>Confidential disposal</p>
43	Any other records/documentation/materials
	<p>Record(s) description</p> <p>Any other records/documents/materials</p> <p>Retention information/period</p> <p>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).</p> <p>Action at the end of retention period (method of disposal)</p> <p>Confidential disposal</p>
	<p>Changes 2024/2025</p> <p>(Changed) Any reference to ALS Lead/SENCo changed to SENCo (or equivalent role).</p> <p>(Added) Record type - 34. Resilience arrangements: Evidence of candidate performance</p> <p>Centre-specific changes</p> <p>Upon review in September 2024, no centre-specific updates or changes were applicable to this document.</p>
