



RIDGEWOOD
HIGH SCHOOL

Exams Archiving Policy

2023 - 2024

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This policy forms part of the Ridgewood High School records management policy, and is reviewed annually to ensure that all Examination Office records are archived/retained in accordance with current requirements

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 school's records management policy

Key staff involved in the exams archiving process

Role	Name(s)
Examinations Officer	S Charles
Deputy headteacher	J Cannon
Head of centre	R Cope
SENCo	J Rose
Finance/Business Manager	P Taylor
IT Manager	J Dovey
Faculty Leaders	S Dunstan, C Ewing, J Hill, R Lawrence, K Powis, H Wright

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 SENCo as records owner at end of the candidate's final exam series.	Returned to SENCo
Alternative site arrangements	Any hard copy information generated on an alternative site arrangement. Notifications submitted online via JCQ Centre Admin Portal (CAP)	To be retained until after the deadline for EARs or until any appeal, malpractice or other results enquiry has been completed, whichever is later.	Confidential waste/shredding
Attendance register copies		To be retained until after the deadline for EARs or until any appeal, malpractice or other results enquiry has been completed, whichever is later. [Reference ICE 12, 22]	Confidential waste/shredding
Awarding body administrative information	Any hard copy publications provided by awarding bodies.	To be retained until the current academic year update is provided.	Safe disposal
Candidates' scripts	Any unwanted copies of scripts returned to the school through the Access to Scripts (ATS) service	To be retained securely until the awarding body's earliest date for confidential disposal of unwanted scripts. (Reference GR 3.15)	Confidential waste/shredding
Candidates' work	Non-examination assessment work returned to the centre at the end of the moderation period	To be logged on return to the centre and immediately returned to subject staff as records owner. Work to be stored safely and securely along with work that did not form part of the moderation sample (including materials stored electronically) until after the deadline for EARs or the resolution of any outstanding enquiry/appeal or malpractice investigations for the exam series. [Reference GR 3.15, ICE 4.8]	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	Certificates issued by awarding bodies	<p>Unclaimed/uncollected certificates to be retained securely for 5 years from date of issue (min period required is 12 months from date of issue, however a retention period of 5 years due to requests from former students for uncollected certificates).</p> <p>[Reference GR 5.14]</p> <p>Candidates are informed of the retention period and confidential disposal of uncollected certificates via the candidate handbook (issued to all candidates at the start of the examination series), and via post results information (issued on results day with candidate results). Information regarding certificate retention is also available on the school website.</p>	Confidential waste/shredding
Certificate destruction information	A record of unclaimed certificates that have been destroyed.	<p>To be retained for 4 years from the date of certificate destruction.</p> <p>[Reference GR 5.14]</p>	Confidential waste/shredding
Certificate issue information	A record of certificates that have been issued to candidates.	5 years from date certificate issued by awarding body	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 deadline for awarding body's EAR for the relevant examination series or resolution of any outstanding appeals/malpractice investigations, 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)
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 exams officer (or other authorised member of centre staff) throughout the period the materials are confidential.	To be retained until deadline for awarding body's EAR for the relevant examination series or resolution of any outstanding appeals/malpractice investigations, whichever is later	Confidential waste/shredding
Conflicts of Interest records	Records demonstrating the management of Conflicts of Interest	To be retained until deadline for awarding body's EAR for the relevant examination series or resolution of any outstanding appeals/malpractice investigations, whichever is later	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 deadline for awarding body's EAR for the relevant examination series or resolution of any outstanding appeals/malpractice investigations, whichever is later	Confidential waste/shredding
Entry information	Any hard copy information relating to candidates' entries.	To be retained until deadline for awarding body's EAR for the relevant examination series or resolution of any outstanding appeals/malpractice investigations, whichever is later	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 and only when all candidates in the centre have completed the exam and examination scripts dispatched.</p> <p>Instructions issued by an individual awarding body relating to the use of question papers for vocational qualifications after the examination has taken place are followed.</p> <p>(Reference GR 6.13)</p>	Issued to subject staff

Record type	Record(s) description (where required)	Retention information/period	Action at end of retention period (method of disposal)
Exam room checklists	Checklists confirming room conditions and invigilation arrangements for each exam room.	To be retained until after the deadline for EARs or until any appeal, malpractice or other results enquiry has been completed, whichever is later.	Confidential waste/shredding
Exam room incident logs	Logs recording any incidents or irregularities in exam rooms.	To be retained until after the deadline for EARs or until any appeal, malpractice or other results enquiry has been completed, whichever is later.	Confidential waste/shredding
Exam stationery	Awarding body exam stationery provided solely for the purpose of external exams	Unused stationery is returned to the secure room until needed for a future examination (must not be used for mocks, internal exams, NEAs) When awarding body or JCQ common stationery is considered surplus or is out-of-date it will be disposed of (Reference ICE 30)	Confidential waste/shredding
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.	
Handling secure electronic materials logs	Logs recording arrangements applied when handling secure electronic materials provided to the centre and accessed by the exams officer or other authorised members of staff.	To be retained until after the deadline for EARs or until any appeal, malpractice or other results enquiry has been completed, whichever is later.	Confidential waste/shredding
Invigilation arrangements	See <i>Exam room checklists</i>		
Invigilator and facilitator training records	Any hard copy/electronic record of the content of the training given to invigilators and those	To be retained until after the deadline for EARs or until any appeal, malpractice or other results	Confidential waste/shredding

Record type	Record(s) description (where required)	Retention information/period	Action at end of retention period (method of disposal)
	facilitating an access arrangement for a candidate under examination conditions	enquiry has been completed, whichever is later. (Reference ICE 12)	
Moderator reports		Where printed from electronic copy to be immediately provided to head of department as records owner.	
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 until after the deadline for EARs 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	Consent forms/emails to be retained for at least 6 months following the outcome of the clerical check/review of marking or any subsequent appeal. [Reference PRS 4.2 , plus appendix A and B]	Confidential waste/shredding
Post-results services: requests/outcome information	Any hard copy information relating to a post-results service request (EARs, appeals, ATS) submitted to an awarding body for a candidate and outcome information from the awarding body.	To be retained for at least 6 months following the outcome of the enquiry or 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 6 months following the outcome of the enquiry or subsequent appeal	Confidential disposal
Private candidate information	Any hard copy information relating to private candidates' entries.	To be retained until after the deadline for EARs or until any appeal, malpractice or other results enquiry has been completed, whichever is later.	Confidential waste/shredding
Proof of postage – candidate work	Proof of postage of sample of candidates' work to awarding body moderators/ scripts to awarding body examiners	To be retained until after the deadline for EARs 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)
Resolving clashes information	Any hard copy information relating to the resolution of a candidate's clash of exam papers or a timetable variation.	To be retained until after the deadline for EARs or until any appeal, malpractice or other results enquiry has been completed, whichever is later.	Confidential waste/shredding
Results information	Broadsheets of 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 after the deadline for EARs or until any appeal, malpractice or other results enquiry has been completed, whichever is later. [Reference ICE 12]	Confidential waste/shredding
Second pair of eyes check records/forms	Record of the check that must be performed by a second person immediately before a question paper packet is opened	To be retained until after the deadline for EARs or until any appeal, malpractice or other results enquiry has been completed, whichever is later.	Confidential waste/shredding
Special consideration information	Any hard copy information relating to a special consideration request, and any signed evidence produced by a senior leader, that is submitted to an awarding body in support of an application	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. [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.	To be retained until after the deadline for EARs 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)
Transferred candidate information	Any hard copy information relating to an application for a transferred candidate arrangement submitted to an awarding body for a candidate (applications submitted online via CAP)	To be retained until the transfer arrangements are confirmed by the awarding body.	Confidential waste/shredding
Very late arrival reports/outcomes	Any hard copy information relating to a very late arrival report submitted to an awarding body for a candidate and outcome information from the awarding body (reports submitted online via CAP)	To be retained until after the deadline for EARs or until any appeal, malpractice or other results enquiry has been completed, whichever is later.	Confidential waste/shredding