



Exams Archiving Policy

Woolwich Polytechnic School for Boys

Exams Archiving Policy

Centre Name	Woolwich Polytechnic School for Boys
Centre Number	10664
Date policy first created	21/12/2023
Current policy approved by	Mr T Lawrence
Current policy reviewed by	Mrs J Woods
Date of next review	21/12/2024

Key staff involved in the policy

Role	Name
Head of Centre	Mr T Lawrence
Senior leader(s)	Mrs K Scott Mr K Charway
Exams officer	Mrs J Woods
ALS lead/SENCo	Ms L Tomkins
IT manager	Mr A Latif
Finance manager	Ms K Grandison
Head(s) of department	
Other staff (if applicable)	Mrs L Crowley

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 publications **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 Woolwich Polytechnic School for Boys, this is indicated.

1. Access arrangements information

Record(s) description

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

Retention information/period

To be returned to ALS Lead/SENCo as records owner at end of the candidate's final exam series.

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

Confidential destruction by SENCO

2. Alternative site arrangements

Record(s) description

Any hard copy information generated on an alternative site arrangement. Notifications submitted online via CAP.

Retention information/period

To be held by the EO until the end of moderation and review of marking/results process.

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

Confidential destruction by EO.

3. Attendance register copies

Record(s) description

Any attendance registers to be kept alphabetically by subject and kept in the Exams Office.

Retention information/period

Keep signed records of the seating plan, the invigilation arrangements and the centre's copies of the attendance registers for each examination. The awarding bodies may need to refer to these records. You must keep them until the deadline for reviews of marking has passed or until any appeal, malpractice or other results enquiry has been completed, whichever is later...

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

Confidential destruction by EO

Confidential waste/shredding

4. Awarding body exams administration information

Record(s) description

Any hard copy publications provided by awarding bodies

Retention information/period

To be retained until the current academic year update is provided.

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

Confidential destruction by EO

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. 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.

... ensure that when scripts that have been returned under access to scripts arrangements are no longer required, they are disposed of in a confidential manner, but no earlier than the dates specified by the awarding bodies...

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

Confidential disposal by EO

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

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)

...store safely and securely all non-examination assessments, including controlled assessments, coursework or portfolios, retained in, or returned to, the centre 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. This includes materials stored electronically. See paragraph 4.8 of the JCQ publication Instructions for conducting non - examination assessments

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

To be retained for 24 months

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

Confidential destruction by EO

9. Certificate destruction information

Record(s) description

A record of unclaimed certificates that have been destroyed.

Retention information/period

destroy any unclaimed certificates after retaining them for a minimum of 12 months. They must be destroyed in a confidential manner. Centres that do not have a means of destroying certificates confidentially may return them to the respective awarding body.

A record of certificates that have been destroyed should be retained for four years from their date of destruction. However, candidates should be 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...

(Where an awarding body issues a replacement certificate, or a Certifying Statement of Results, this will provide an accurate and complete record of results for all qualifications covered by the original certificate... return any certificates requested by the awarding bodies. Certificates remain the property of the awarding bodies at all times.

[Reference GR 5]

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

Confidential destruction by EO

10. Certificate issue information

Record(s) description

A record of certificates that have been issued.

Retention information/period

... distribute certificates to all candidates without delay and regardless of any disputes (such as non-payment of fees). Certificates must not be withheld without prior permission from an awarding body which will only be given in very exceptional circumstances. A record should be kept of the certificates that are issued...

[Reference GR 5]

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

Confidential destruction by EO

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 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.

Retention information/period

To be retained for 24 months

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

Confidential destruction by EO

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

Record(s) description

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

Retention information/period

Logs to be kept in secure storage and kept for 24 months after the moderation and appeals have been resolved

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

Confidential destruction by EO

13. Conflicts of interest records

Record(s) description

Records demonstrating the management of Conflicts of Interest

Retention information/period

...The records may be inspected by a JCQ Centre Inspector and/or awarding body staff. They might be requested in the event of concerns being reported to an awarding body. The records must be retained until the deadline for reviews of marking has passed or until any appeal, malpractice or other results enquiry has been completed, whichever is later. [Reference GR 5]

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

Confidential destruction by EO

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

To be kept in the Exams Office for 24 months.

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

Confidential destruction by EO

15. Entry information

Record(s) description

Any hard copy information relating to candidates' entries.

Retention information/period

To be kept in the Exams Office until the end of the exam series and all enquiries, appeals and moderation have taken place.

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

Confidential destruction by EO

16. Exam question papers

Record(s) description

Question papers for timetabled written exams.

Retention information/period

...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. This does not restrict access to question papers by authorised centre personnel for the purpose of conducting examinations...

[Reference GR 6]

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

Issued to subject staff

17. Exam room checklists

Record(s) description

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

Retention information/period

Kept in the Exams Office until the end of the exams series and moderation and appeals have all be resolved

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

Confidential destruction by EO

18. Exam room incident logs

Record(s) description

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

Retention information/period

Kept in the Exams Office until the end of the exams series and moderation and appeals have all be resolved.

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

Confidential destruction by EO

19. Exam stationery

Record(s) description

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

Retention information/period

...return unused stationery to the secure storage facility or secure room until needed for a future examination. Surplus stationery must not be used for internal school tests, mock examinations and non-examination assessments... destroy confidentially any out-of-date stationery.

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

Confidential destruction by EO

20. Examiner reports

Record(s) description

Awarding body examiner reports

Retention information/period

To be immediately provided to head of department as records owner.

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

Confidential destruction by EO

21. Finance information

Record(s) description

Copy invoices for exams-related fees.

Retention information/period

To be 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 destruction by EO

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

Retention information/period

Records are kept until the end of post results and appeals series.

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

Confidential destruction by EO

23. Invigilation arrangements

Record(s) description

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

Retention information/period

Kept in the Exams Office until the end of the exams series and moderation and appeals have all be resolved

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

Confidential destruction by EO

24. Invigilator and facilitator training records

Record(s) description

13th October 2023 The Exams Office course for Invigilators

Retention information/period

A record of the content of the training given to invigilators must be available for inspection and 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.

A record of the content of the training given to invigilators and those facilitating an access arrangement for a candidate under examination conditions must be available for inspection and 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.

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

Confidential destruction by EO

25. Moderator reports

Record(s) description

Awarding bodies moderators reports

Retention information/period

To be immediately provided to head of department as records owner.

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

Confidential destruction by EO

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

Until the end of the Appeals process

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

Confidential destruction by EO

27. Overnight supervision information

Record(s) description

JCQ form Timetable variation and confidentiality declaration for overnight supervision for any candidate eligible for these arrangements.

Retention information/period

...keep all completed forms available in your centre for inspection until the deadline for reviews of marking has passed or until any appeal, malpractice or other results enquiry has been completed, whichever is later. Forms may be stored electronically or in hard copy paper format and must not be sent to an awarding body, unless specifically requested...

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

Confidential destruction by EO

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

Record(s) description

Hard copy or email record of required candidate consent

Retention information/period

Consent forms or e-mails from candidates must be retained by the centre and kept for at least six months following the outcome of the clerical re-check or review of marking or any subsequent appeal. The awarding bodies reserve the right to inspect such documentation.

This form should be retained on the centre's files for at least six months following the outcome of the clerical re-check, review of marking or any subsequent appeal.

This form should be retained on the centre's files for at least six months.

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

Confidential destruction by EO

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

To be retained for 12 months from date of issue

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

Confidential destruction by EO

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

To be retained for 12 months from date of issue

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

Confidential destruction by EO

31. Private candidate information

Record(s) description

Not Applicable

Retention information/period

Not Applicable

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

Not Applicable

32. Proof of postage - candidates' work

Record(s) description

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

Retention information/period

Centres not involved in the secure despatch of exam scripts service... must obtain proof of postage/despatch for each packet of scripts, which must be retained on the centre's files until the results are published, in case of loss or damage. (Proof of postage will provide evidence that the candidates' scripts have left the centre. This is taken to indicate that the scripts were written at the appointed time and that, should the scripts not be received by the awarding body/examiner, then special consideration may be possible.)...

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

Confidential destruction by EO

33. 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

To be retained for 12 months from date of issue

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

Confidential destruction by EO

34. Results information

Record(s) description

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

Retention information/period

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

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

Confidential destruction by EO

35. Seating plans

Record(s) description

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

Retention information/period

...keep signed records of the seating plan, the invigilation arrangements and the centre's copies of the attendance registers for each examination. The awarding bodies may need to refer to these records. You must keep them until the deadline for reviews of marking has passed or until any appeal, malpractice or other results enquiry has been completed, whichever is later.

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

Confidential destruction by EO

36. Second pair of eyes check forms

Record(s) description

Records of check the must take place by a second person (additional to the person removing the question paper packets from secure storage) immediately before a question paper packet is opened.

Retention information/period

The centre will retain the records for a period of 12 months.

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

Confidential destruction by EO

37. Special consideration information

Record(s) description

Any hard copy information relating to a special consideration request and supporting evidence submitted to an awarding body for a candidate.

Retention information/period

Where a candidate is present but disadvantaged for a timetabled written examination a proportion of cases will be sampled by an awarding body for quality assurance purposes. A centre may be asked by an awarding body to provide signed evidence, produced by a member of the senior leadership team, in support of an application. The centre must retain evidence supporting an on-line special consideration application until after the publication of results.

Where a candidate is absent from an examination for an acceptable reason a proportion of cases will be sampled by an awarding body for quality assurance purposes.

A centre may be asked by an awarding body to provide signed evidence, produced by a member of the senior leadership team, in support of an application.

The centre must retain evidence supporting a candidate's absence from an examination until after the publication of results.

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

Confidential destruction by EO

38. 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

To be retained for 24 months after date of issue

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

Confidential destruction by EO

39. Transferred candidate arrangements

Record(s) description

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

Retention information/period

To be retained until the transfer arrangements are confirmed by the awarding body

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

Confidential destruction by EO

40. 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

To be retained for 12 months after date of issue.

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

Confidential destruction by EO

41a. Any other records/documentation/materials

Record(s) description

Not Applicable

Retention information/period

Not Applicable

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

Not Applicable

41b. Any other records/documentation/materials

Record(s) description

Not Applicable

Retention information/period

Not Applicable

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

Not Applicable

Changes 2023/2024

New record types added - **22. Handling secure electronic materials logs** and **36. Second pair of eyes check records/forms**

Centre-specific changes

Upon review in Decemberr 2023, no centre-specific updates or changes were applicable to this document.