



# Exams Archiving Policy

The Hart School

## Exams Archiving Policy

Centre name	The Hart School
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Current policy approved by	Jude Mahon - Vice Principal
Current policy reviewed by	Jude Mahon - Vice Principal
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## Key staff involved in the policy

Role	Name
Head of centre	Rachael Sandham
Senior leader(s)	Anita Cleary, Ben Brennan, Heidi Goodall, Jude Mahon, Louisa Burnett, Nathan Lewis, Sandip Dosanjh, Shara Davies
Exams officer	Fran Kinnstein
SENCo (or equivalent role)	Louise Taylor
IT manager	Daniel Shillito
Finance manager	Andrea Felton
Head(s) of department	Nicola Moore, Kirsty Brown, Adam Riddle, Reece Kennedy, Peter Fitzgerald, Michelle Dix, Nardia Swanston, Charlotte Cowley
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 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 The Hart School, 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**

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)**

Pupil files until student is 25 years old non SEN or 35 yrs SEN then confidential destruction.

## **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**

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 destruction

## **3. Attendance register copies**

### **Record(s) description**

Any hard copy records of student attendance to external exams.

### **Retention information/period**

Retained in accordance with the requirements of ICE 12,22 -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. The centre 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... keep a copy of the attendance register 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

## **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)**

Recycling

## **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 GR 3.15: ... 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 destruction

## **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) in accordance with GR 3.15: ...store safely and securely all non-examination assessments, 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 (<https://www.jcq.org.uk/exams-office/non-examination-assessments>)

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

Returned to candidates or confidential destruction

## **7. Centre consortium arrangements for centre assessed work**

### **Record(s) description**

Any hard copy information generated or relating to consortium arrangements for centre assessed work. Applications submitted online via CAP.

### **Retention information/period**

Retained in accordance with the requirements of GR, section 5.14 (...retain all unclaimed certificates under secure conditions for a minimum of 12 months from the date of issue.).

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

Confidential destruction

## **8. Certificates**

### **Record(s) description**

Candidate certificates issued by awarding bodies.

### **Retention information/period**

Retained in accordance with the requirements of GR, section 5.14 (...retain all unclaimed certificates under secure conditions for a minimum of 12 months from the date of issue.).

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

Confidential destruction

**9. Certificate destruction information**

**Record(s) description**

A record of unclaimed certificates that have been destroyed.

**Retention information/period**

Retained in accordance with the requirements of GR 5.14: ...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 always remain the property of the awarding bodies.

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

Confidential destruction

**10. Certificate issue information**

**Record(s) description**

A record of certificates that have been issued.

**Retention information/period**

Retained in accordance with GR 5.14: ...obtain and maintain accurate candidate contact information to ensure the correct and secure despatch of certificates... 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.

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

Confidential destruction

**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**

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 destruction

**12. Confidential materials: receipt, secure movement and secure storage logs****Record(s) description**

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.

**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 destruction

**13. Conflicts of interest records****Record(s) description**

Records demonstrating the management of conflicts of interest.

**Retention information/period**

Retained in accordance with GR 5.3: ...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.

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

Confidential destruction

**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 (England only).

**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 destruction

**15. Entry information****Record(s) description**

Any hard copy information relating to 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 destruction

**16. Exam question papers**

**Record(s) description**

Question papers for timetabled written exams.

**Retention information/period**

Retained in accordance with ICE 31: Question papers must not be released to centre personnel 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.

For CCEA examinations question papers must not be released until 24 hours after the published finishing time for the examination.)

In addition records are retained in accordance with GR 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. This does not restrict access to question papers by authorised centre personnel for the purpose of conducting examinations.

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

Issued to Faculty Directors

**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 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 destruction

**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 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 destruction

**19. Exam stationery**



**Record(s) description**

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

**Retention information/period**

Retained in accordance with ICE 30: ...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

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

Copies kept with results documentation for relevant period

**Retention information/period**

(Where/if provided) To be immediately provided to head of department as records owner.

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

Not applicable

**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)**

Not applicable

**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 destruction

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

See Exam room checklists

**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 destruction

**24. Invigilator and facilitator training records**

**Record(s) description**

The content of the Invigilator Training for each academic year, together with the Invigilator Digital Accreditation Certificate is stored with the Exam Policies.

**Retention information/period**

Retained in accordance with ICE 12: 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

**25. Moderator reports**

**Record(s) description**

Copies kept with results documentation for relevant period

**Retention information/period**

(Where/if provided) To be immediately provided to head of department as records owner.

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

Not applicable

**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 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 destruction

**27. Overnight supervision information**

**Record(s) description**

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.

**Retention information/period**

Retained in accordance with ICE 8: ...keep all completed forms available 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

**28. Post-results services: confirmation of candidate consent information****Record(s) description**

Hard copy or email record of required candidate consent.

**Retention information/period**

Retained in accordance with PRS 4.2, plus appendix A and B: Consent forms or emails 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.)

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

Confidential destruction

**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 destruction

**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 destruction

**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 destruction

**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**

Retained in accordance with ICE 29: Centres not involved in the secure dispatch of exam scripts service... must obtain proof of postage/dispatch 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 will 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

**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**

**Retention of the work** - Student work, either the original or a copy, is always retained by the centre. Student work is retained digitally and / or physically. Students may be given copies, or the original work, where this would support their study. All student work is retained for 1 post academic year.

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

Students may collect their work after 1 academic year has passed or the remainder will be securely destroyed.

**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 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 destruction

### **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 to be retained as a minimum.

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

Confidential destruction

### **36. Seating plans**

#### **Record(s) description**

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

#### **Retention information/period**

Retained in accordance with ICE 12: ...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. The centre 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

### **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**

Retained in accordance with ICE 5,, 18: In order to avoid potential breaches of security, care must be taken to ensure that the correct question paper packets are opened.  
A member of centre staff, additional to the person removing the question paper packets from secure storage, e.g. an invigilator, must check the day, date, time, subject, unit/component and tier of entry, if appropriate, immediately before a question paper packet is opened. This second pair of eyes check must be recorded.)

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

Confidential destruction

### **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**

Retained in accordance with SC 6: All applications must be supported by appropriate evidence signed by a member of the senior leadership team. The centre must retain this evidence until after the publication of results.

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

Confidential destruction

### **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 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 destruction

### **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 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 destruction

### **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 destruction

### **42a. 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

**42b. 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 2024/2025**

New record type added - **33. Resilience arrangements: Evidence of candidate performance**

### **Centre-specific changes**

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