



Exams Archiving Policy

Ancora House School

Exams Archiving Policy

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| Centre name | Ancora House School |
| Centre number | 40310 |
| Date policy first created | 02/10/2023 |
| Current policy approved by | Sian Thomas |
| Current policy reviewed by | Lauren Calver |
| Date of review | 30/09/2024 |
| Date of next review | 30/09/2025 |

Key staff involved in the policy

| Role | Name |
|-----------------------------|--|
| Head of centre | Sian Thomas |
| Senior leader(s) | Amanda Lacey, Carli Willis, Sheila Kennedy |
| Exams officer | Lauren Calver |
| SENCo (or equivalent role) | Sheila Kennedy , Carli Willis |
| IT manager | CWAC Council |
| Finance manager | Rachel Biasillo |
| Head(s) of department | N/A |
| Other staff (if applicable) | N/A |

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 Ancora House School, this is indicated.

1. Access arrangements information

Record(s) description

Any hard copy information kept by the EO relating to an access arrangement candidate whether they are a transferred candidate or entered by our centre

Retention information/period

Held until deadline for appeals has passed

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

Confidential waste bin

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

Held until deadline for appeals has passed

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

Confidential waste bin

3. Attendance register copies

Record(s) description

Attendance registers

Retention information/period

Held until deadline for appeals has passed

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

Confidential Waste Bin

4. Awarding body exams administration information

Record(s) description

Any hard copy publications provided by awarding bodies.

Retention information/period

Replaced every academic year with updated copies

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

Confidential waste

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

Retained until access to scripts is no longer needed

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

Confidential Waste Bin

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

Retained until appeals window has closed

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

Confidential Waste Bin

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 until appeals window has closed

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

Confidential Waste Bin

8. Certificates**Record(s) description**

Candidate certificates issued by awarding bodies.

Retention information/period

Retained for 12 months minimum, reviewed after this date

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

Confidential Waste Bin

9. Certificate destruction information**Record(s) description**

A record of unclaimed certificates that have been destroyed.

Retention information/period

Retained for at least 4 years

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

Retain for 4 years then review

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

Confidential Waste

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

Retain until appeals window has closed

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

Confidential Waste

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

Retain until appeals window has closed

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

Confidential Waste Bin

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

Records demonstrating the management of conflicts of interest

Retention information/period

Retain until appeals window has closed

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

Confidential Waste Bin

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

Retain until appeals window has closed

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

Confidential Waste Bin

15. Entry information

Record(s) description

Any hard copy information relating to candidates' entries.

Retention information/period

Dispose after appeals window has closed

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

Hard copies of exams are allocated to subject leads 24 hours after exams have finished and after the completed scripts have been collected by parcelforce

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

Cascaded to subject leads

17. Exam room checklists

Record(s) description

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

Retention information/period

Dispose after appeals window has closed

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

Confidential waste

18. Exam room incident logs

Record(s) description

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

Retention information/period

Dispose after appeals window has closed

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

Confidential waste

19. Exam stationery

Record(s) description

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

Retention information/period

Stored securely if in date

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

Confidential waste

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

Reports from examination boards

Retention information/period

Cascaded to subject lead, these are often received electronically

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

4 years plus current year

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

Confidential Waste

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

Log of electronic papers received by centre

Retention information/period

Retained until appeals window is closed

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

Confidential waste

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

Exam room checklist

Retention information/period

retain until appeals window has closed

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

Confidential waste

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

Print outs of attendance register and content of training located in exams file

Retention information/period

Reference 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 waste

25. Moderator reports

Record(s) description

These are often received via email for functional skills and entry level

Retention information/period

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

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

Confidential Waste

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

Retained until appeals window is closed

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

Confidential Waste

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

(Reference 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 Waste

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

Record(s) description

Hard copy or email record of required candidate consent

Retention information/period

(Reference PRS 4.2, plus appendix A and B: 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.)

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

Confidential Waste

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

Retained until appeals window has closed

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

Confidential Waste

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

Retained until appeals window has closed

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

Confidential Waste

31. Private candidate information**Record(s) description**

Any hard copy information relating to private candidates' entries

Retention information/period

Retain until appeals window has closed

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

Confidential Waste

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

Retain until appeals window has closed

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

Confidential Waste

33. Resilience arrangements: Evidence of candidate performance

Record(s) description

Collection of work /evidence that has been completed by the student to evidence thier working at grade if needed

Retention information/period

Retained in centre until the appeals window has closed

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

disposal via confidential waste

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

Retain until appeals window has closed

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

Confidential Waste

35. Results information

Record(s) description

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

Retention information/period

Current year plus 6

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

Confidential Waste

36. Seating plans

Record(s) description

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

Retention information/period

Retain until appeals window has closed

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

Confidential Waste

37. Second pair of eyes check forms

Record(s) description

Checks of papers signed by 2 staff members

Retention information/period

Retain until appeals window has closed

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

Confidential Waste

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 signed evidence produced by a senior leader in support of the application.

Retention information/period

(Reference SC 6: All applications must be supported by signed evidence produced 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 Waste

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

Retain for 12 months

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

Confidential Waste

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

Retain for 12 months

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

Confidential Waste

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

Retain for 12 months

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

Confidential Waste

42a. Any other records/documentation/materials

Record(s) description

n/a

Retention information/period

n/a

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

Confidential Waste

42b. Any other records/documentation/materials

Record(s) description

n/a

Retention information/period

n/a

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

Confidential Waste

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

no centre specific changes