

RAINHAM MARK GRAMMAR SCHOOL**Exams Archiving Policy****2020/21**

Review Body:	QE&PO (Quality of Education and pupil outcomes)
Leadership Group Responsibility:	Examinations Officer/Deputy Headteacher
Type of Policy:	Non-Statutory
Reviewed:	February 2021

This policy is annually reviewed to ensure that records are archived/retained in accordance with current requirements

Key staff involved in the exams archiving process

Role	Name(s)
Exams officer	Mrs N Murray
Exams officer line manager (Senior leader)	Mr T Watson
Head of centre	Mr A Moore
IT manager	Mr G Johnson
Inclusions Manager/SENCo	Mrs C Else / Mr J Shibli
Finance manager	Mrs M Brighton

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

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 stored securely in the exams office and then given to Inclusions manager as records owner at end of the candidate's final exam series.	Confidential waste / shredding after being kept for six years or until the student is 25 years of age
Attendance register copies	All hard copies to be retained in the exams secure storage area.	To be kept in the Exams Office until the deadline for reviews of marking has passed or until any appeal, malpractice or other results enquiry has been completed, whichever is later.	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.	Confidential waste/shredding
Candidates' scripts	Any unwanted copies of scripts returned to the centre through the Access to Scripts (ATS) service.	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.	Confidential waste/shredding
Candidates' work	Non-examination assessment work returned to the centre by the awarding body at the end of the moderation period.	To be stored safely and securely in the exams office until the deadline for reviews of marking has passed or until any appeal, malpractice or other results enquiry has been completed, whichever is later. Work then returned to HOD. Work that did not form part of the moderation sample (including materials stored electronically) is kept securely within the departments.	Returned to candidates or safe disposal or disposed of securely within the department
Certificates	Candidate certificates issued by awarding bodies.	Certificates are kept securely within the exams Office for ten years. After this time, they will be disposed of in a confidential manner.	Confidential waste / Shredding

Record type	Record(s) description (where required)	Retention information/period	Action at end of retention period (method of disposal)
Certificate issue information	A record of certificates that have been issued.	Certificates will be collated and recorded on a record card. Students are invited to collect certificates at an annual presentation evening. Students must sign and date the record card. Any certificates that are not collected will be stored securely in the exams office for ten years.	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 in accordance with JCQ regulations.	Confidential waste / Shredding
Confidential materials: receipt, secure movement and secure storage logs	Logs recording confidential exam materials received, 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 in the Exams office in accordance with JCQ regulations.	Confidential waste / Shredding
Conflicts of Interest records	Records demonstrating the management of Conflicts of Interest	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.	Confidential waste / Shredding
Dispatch logs	Proof of dispatch of exam script packages to awarding body examiners covered by the DfE yellow label service	Logs and tracking information held in the exams office until all results have been issued.	Confidential waste / Shredding

Record type	Record(s) description (where required)	Retention information/period	Action at end of retention period (method of disposal)
Entry information	Any hard copy information relating to candidates' entries.	To be retained in the exams office until the deadline for reviews of marking has passed or until any appeal, malpractice or other results enquiry has been completed.	Confidential waste / Shredding
Exam question papers	Question papers for timetabled written exams.	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 and until all scripts have been checked and sent off.	Issued to subject staff
Exam room checklists	Checklists confirming exam room conditions and invigilation arrangements for each exam session.	To be kept in date order in the exams office until the deadline for reviews of marking has passed or until any appeal, malpractice or other results enquiry has been completed	Confidential waste / Shredding
Exam room incident logs	Logs recording any incidents or irregularities in exam rooms for each exam session.	To be kept in date order in the exams office until the deadline for reviews of marking has passed or until any appeal, malpractice or other results enquiry has been completed	Confidential waste / Shredding
Exam stationery	Awarding body exam stationery provided solely for the purpose of external exams.	Unused stationery must be returned to the secure room until needed for a future examination. Surplus stationery must not be used for internal school tests, mock examinations and non-examination assessment. Any out of date stationery to be destroyed.	Confidential waste / Shredding
Examiner reports	Reports downloaded by the exams officer after results have been awarded	To be immediately passed to head of department as records owner.	HOD to dispose of confidentially when no longer required

Record type	Record(s) description (where required)	Retention information/period	Action at end of retention period (method of disposal)
Finance information	Copy invoices for exams-related fees.	To be returned to Finance department as records owner once approved for payment	N/A
Invigilator and facilitator training records	Invigilator training carried out on-line via 'The Exams office'. A record who has completed training is held on file.	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.	Confidential waste / Shredding
Moderator reports	Reports downloaded by the exams officer after results have been awarded	To be immediately passed to head of department as records owner.	HOD to dispose of confidentially when no longer required
Moderation returns logs	Logs recording the return of candidates' work to the centre by the awarding body at the end of the moderation period	All material logs to be stored securely until the deadline for reviews of marking has passed or until any appeal, malpractice or other results enquiry has been completed, whichever is later.	Confidential waste / Shredding
Overnight supervision information	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.	All completed forms to be kept in the exams office and be 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.	Confidential waste / Shredding
Post-results services: confirmation of candidate consent information	Hard copy or email record of required candidate consent	This form should be retained on the centre's files for at least six months following the	Confidential waste / Shredding

Record type	Record(s) description (where required)	Retention information/period	Action at end of retention period (method of disposal)
		outcome of the clerical re-check, review of marking or any subsequent appeal.	
Post-results services: requests/outcome information	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.	Kept securely in the Exams office for at least six months following the outcome of the clerical re-check, review of marking or any subsequent appeal.	Confidential waste / Shredding
Post-results services: tracking logs	Logs tracking to resolution all post-results service requests submitted to awarding bodies.	Kept securely in the Exams office for at least six months following the outcome of the clerical re-check, review of marking or any subsequent appeal.	Confidential waste / Shredding
Proof of postage – candidates' work	Proof of postage of sample of candidates' work submitted to awarding body moderators.	Centres must obtain proof of postage 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.	Confidential waste / Shredding
Resolving timetable clashes information	Any hard copy information relating to the resolution of a candidate's clash of timetabled exam papers	To be held securely in the exams office until at least six months after results issued	Confidential waste / Shredding
Results information	Broadsheets of results summarising candidate final grades by subject by exam series stored electronically	Records for current year plus previous 6 years to be retained as a minimum by the Data Team	Confidential waste / Shredding
Seating plans	Plans showing the seating arrangements of all candidates for every exam taken.	Signed records of the seating plan, the invigilation arrangements and the centre's copies of the attendance registers for each examination will be kept in date order in the exams office. 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.	Confidential waste / Shredding

Record type	Record(s) description (where required)	Retention information/period	Action at end of retention period (method of disposal)
Special consideration information	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.	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.	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.	This is to be stored in the Exams Office until the deadline for reviews of marking has passed or until any appeal, malpractice or other results enquiry has been completed, whichever is later.	Confidential waste / Shredding
Transferred candidate arrangements	Any hard copy information relating to a transferred candidate arrangement. Applications submitted online via CAP.	This is to be stored in the Exams Office until the deadline for reviews of marking has passed or until any appeal, malpractice or other results enquiry has been completed, whichever is later.	Confidential waste / Shredding
Very late arrival reports/outcomes	Any hard copy information relating to a candidate arriving very late to an exam. Reports submitted online via CAP.	This is to be stored in the Exams Office until the deadline for reviews of marking has passed or until any appeal, malpractice or other results enquiry has been completed, whichever is later.	Confidential waste / Shredding