



SIR THOMAS BOTELER

CHURCH OF ENGLAND HIGH SCHOOL

THROUGH GOD, WE CARE

GRAMMAR SCHOOL ROAD 
LATCHFORD, WARRINGTON
WA4 1JL

01925 636414 

01925 417468 

INFO@BOTELER.ORG.UK 

WWW.BOTELER.ORG.UK 

/THOMASBOTELER 

#THOMASBOTELER 



EXAM ARCHIVING POLICY 2020/21

AUTHOR: MISS J MORRIS

COMMITTEE: HEADTEACHER

AUDIENCE: STAFF, STUDENTS, PARENTS/ CARERS, GOVERNING BODY

PUBLISHED: OCTOBER 2020

DATE APPROVED: SEPTEMBER 2020

DATE OF REVIEW: ANNUALLY TO ENSURE COMPLIANCE WITH CURRENT REGULATIONS

Key staff involved in the exams archiving process

| Role | Name(s) |
|---|---------------------------|
| Exams officer | Miss Jane Morris |
| Exams officer line manager (Senior leader) | Mr James Koltan |
| Head of centre | Mrs Beverley Scott-Herron |
| Business Manager | Mr Michael Frodsham |
| ALS lead/SENCo | Mrs Amanda Harrison |

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 returned to ALS lead/SENCo as records owner at end of the candidate's final exam series. | |
| Alternative site arrangements | Any hard copy information generated on an alternative site arrangement. Notifications submitted online via CAP. | 12 months after end of exam season | |
| Attendance register copies | | ...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... (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. | |
| 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. (Reference PRS 6) ... 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... (Reference GR 3.15) | Confidential disposal |

| Record type | Record(s) description (where required) | Retention information/period | Action at end of retention period (method of disposal) |
|---|---|---|--|
| Candidates' work | Non-examination assessment work returned to the centre by the awarding body at the end of the moderation period. | <p>To be logged on return to the centre and immediately returned to subject staff as records owner.</p> <p>To be stored safely and securely along with work that did not form part of the moderation sample (including materials stored electronically)</p> <p>...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 https://www.jcq.org.uk/exams-office/non-examination-assessments (Reference GR 3.15)</p> | Returned to candidates or safe disposal |
| Centre consortium arrangements for centre assessed work | Any hard copy information generated or relating to consortium arrangements for centre assessed work. Applications submitted online via CAP. | 12 months after the end of the exam season | Confidential destruction |
| Certificates | Candidate certificates issued by awarding bodies. | ...retain all unclaimed certificates under secure conditions for a minimum of 12 months from the date of issue (Reference GR 5.14). We keep them for 10 years. | Confidential destruction |
| Certificate destruction information | A record of unclaimed certificates that have been destroyed. | ... 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 | Confidential destruction |

| Record type | Record(s) description (where required) | Retention information/period | Action at end of retention period (method of disposal) |
|--|---|--|--|
| | | <p>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 5.14)</p> | |
| Certificate issue information | A record of certificates that have been issued. | ...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 5.14) | |
| 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. | 12 months after end of exam season | Confidential destruction |

| 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 | 12 months after end of exam season | Confidential destruction |
| 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, whichever is later. (Reference GR 5.3) | |
| Dispatch logs | Proof of dispatch of exam script packages to awarding body examiners covered by the DfE (Standards & Testing Agency) yellow label service | 12 months after end of exam season | Confidential destruction |
| Entry information | Any hard copy information relating to candidates' entries. | 12 months after end of exam season | Confidential destruction |
| 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 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 | Issued to subject staff |

| Record type | Record(s) description (where required) | Retention information/period | Action at end of retention period (method of disposal) |
|--|---|---|--|
| | | the purpose of conducting examinations... (Reference GR 6.12) | |
| Exam room checklists | Checklists confirming exam room conditions and invigilation arrangements for each exam session. | 12 months after end of exam season | Confidential destruction |
| Exam room incident logs | Logs recording any incidents or irregularities in exam rooms for each exam session. | 12 months after end of exam season | Confidential destruction |
| Exam stationery | Awarding body exam stationery provided solely for the purpose of external exams. | ...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. (Reference ICE 30) | Confidential destruction |
| Examiner reports | | (Where/if provided) 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. | |
| Invigilation arrangements | See <i>Exam room checklists</i> | | |
| Invigilator and facilitator training records | | 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. (Reference ICE 12) | Confidential destruction |

| Record type | Record(s) description (where required) | Retention information/period | Action at end of retention period (method of disposal) |
|--|---|---|--|
| 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 | 12 months after the end of the exam season | |
| Overnight supervision information | <p>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</p> <p>Any hard copy information relating to overnight supervision arrangements. Reports submitted online via CAP.</p> | ...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... (Reference (ICE 8) | Confidential destruction |
| Post-results services: confirmation of candidate consent information | Hard copy or email record of required candidate consent | <p>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.</p> <p>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.</p> <p>This form should be retained on the centre's files for at least six months. (Reference PRS 4, appendix A and B)</p> | Confidential destruction |

| Record type | Record(s) description (where required) | Retention information/period | Action at end of retention period (method of disposal) |
|---|---|---|--|
| 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. | 12 months after the end of the post results season | Confidential destruction |
| Post-results services: tracking logs | Logs tracking to resolution all post-results service requests submitted to awarding bodies. | 12 months after the end of the post results service season | |
| Private candidate information | Any hard copy information relating to private candidates' entries. | Not applicable | |
| Proof of postage – candidates' work | Proof of postage of sample of candidates' work submitted to awarding body moderators. (Proof of postage of candidates' scripts to awarding body examiners/markers) | 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.)... (Reference ICE 29) 12 months after the end of the exam season | |
| Resolving timetable clashes information | Any hard copy information relating to the resolution of a candidate's clash of timetabled exam papers | | |
| 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. | |

| Record type | Record(s) description (where required) | Retention information/period | Action at end of retention period (method of disposal) |
|--|---|---|--|
| Seating plans | Plans showing the seating arrangements of all candidates for every exam taken. | ...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... (Reference ICE 12) | |
| 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. (Reference SC 6) | Confidential destruction |
| 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. | Keep for 6 years | Confidential destruction |
| Transferred candidate arrangements | Any hard copy information relating to a transferred candidate arrangement. Applications submitted online via CAP. | | |
| Very late arrival reports/outcomes | Any hard copy information relating to a candidate arriving very late to an exam. Reports submitted online via CAP. | 12 months after the end of the exam season | Confidential destruction |