



# **Exams Archiving Policy**

## **Appendix 21**

Holy Trinity Academy

## Exams Archiving Policy Appendix 21

Centre Name	Holy Trinity Academy
Centre Number	29330
Date policy first created	12/01/2024
Current policy approved by	School Governors
Current policy reviewed by	Claire Jones
Date of next review	12/01/2025

### Key staff involved in the policy

Role	Name
Head of Centre	Angus Neal
Senior leader(s)	Amanda Welsh
Exams officer	Claire Jones
ALS lead/SENCo	Karen Colton
IT manager	Jordan Handy
Finance manager	John Griffiths
Head(s) of department	
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 Holy Trinity Academy, this is indicated.

## **1. Access arrangements information**

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

AA paperwork is held in a file in Karen Colton's office.

### **Retention information/period**

Files are kept by Karen Colton for 2 years after the student has left.

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

Files will be placed in confidential waste.

## **2. Alternative site arrangements**

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

N/A

### **Retention information/period**

N/A

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

N/A

## **3. Attendance register copies**

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

Exam attendance registers.

### **Retention information/period**

Records are kept in accordance with ICE:  
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 waste

## **4. Awarding body exams administration information**

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

Hard copy publications from the exam boards

### **Retention information/period**

Records are retained until the current academic year update is provided.

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

Confidential waste

## **5. Candidates' scripts**

**Record(s) description**

Copies of candidate scripts returned to the centre.

**Retention information/period**

To be retained securely until the awarding bodies earliest date for confidential disposal of unwanted scripts in accordance with GR3:15

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

Confidential waste

**6. Candidates' work****Record(s) description**

NEA work returned after moderation.

**Retention information/period**

To be returned to the subject staff as records owner. To be stored safely and securely.

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

Confidential waste

**7. Centre consortium arrangements for centre assessed work****Record(s) description**

N/A

**Retention information/period**

N/A

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

N/A

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

See appendix 17

**Retention information/period**

Appendix 17

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

Appendix 17

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

Appendix 17

**Retention information/period**

Appendix 17

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

Appendix 17

**10. Certificate issue information**

**Record(s) description**

Appendix 17

**Retention information/period**

Appendix 17

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

Appendix 17

**11. Confidential materials: initial point of delivery logs****Record(s) description**

Logs recording the delivery of exam materials.

**Retention information/period**

To be kept for 6 mths after the exam period.

**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 exam materials secure movement to the secure room.

**Retention information/period**

To be kept for 6 mths after the exam period.

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

Confidential waste.

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

Records managing any conflict of interests.

**Retention information/period**

To be kept for 6 mths after the exam period.

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

Confidential waste

**14. Dispatch logs****Record(s) description**

Proof of dispatch of exam script packages to Parcel Force/The Post Office.

**Retention information/period**

To be kept for 6 mths after the exam period.

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

Confidential waste.

**15. Entry information**

**Record(s) description**

Hard copy information relating to candidate entries.

**Retention information/period**

To be kept for 6 mths after the exam period.

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

Confidential waste.

**16. Exam question papers****Record(s) description**

Question papers for timetabled written exams.

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

ICE section 31. Papers are released to teachers at the appropriate time.

**17. Exam room checklists****Record(s) description**

Invigilation arrangements for each room.

**Retention information/period**

To be kept for 6 mths after the exam period.

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

Confidential waste.

**18. Exam room incident logs****Record(s) description**

Logs recording any incident or irregularities in exam rooms.

**Retention information/period**

To be kept for 6 mths after the exam period.

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

Confidential waste.

**19. Exam stationery****Record(s) description**

Exam stationery provided solely for the use of external exams.

**Retention information/period**

Return unused stationery to the storage cupboard for future exams.

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

Destroy any out of date stationery in confidential waste.

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

Examiner reports.

**Retention information/period**

Records are given to Head of departments when received.

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

Confidential waste.

**21. Finance information**

**Record(s) description**

Copies of invoices for exam fees.

**Retention information/period**

Records returned to the Finance department.

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

Confidential waste.

**22. Handling secure electronic materials logs**

**Record(s) description**

N/A

**Retention information/period**

N/A

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

N/A

**23. Invigilation arrangements**

**Record(s) description**

Invigilation arrangements timetable.

**Retention information/period**

To be kept for 6 mths after the exam period.

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

Confidential waste.

**24. Invigilator and facilitator training records**

**Record(s) description**

Invigilator training records.

**Retention information/period**

To be kept for 6 mths after the exam period.

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

Confidential waste.

**25. Moderator reports**

**Record(s) description**



Moderator reports

**Retention information/period**

Records are provided to the HOD

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

Confidential waste.

**26. Moderation return logs**

**Record(s) description**

N/A

**Retention information/period**

N/A

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

N/A

**27. Overnight supervision information**

**Record(s) description**

The JCQ overnight supervision form is completed online.

**Retention information/period**

To be kept for 6 mths after the exam period.

**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 record of candidate consent.

**Retention information/period**

To be kept for 6 mths after the exam period.

**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 RoR, ATS and appeals

**Retention information/period**

To be kept for 6 mths after the exam period.

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

Confidential waste

**30. Post-results services: tracking logs**

**Record(s) description**

Logs tracking all post results services.

**Retention information/period**

To be kept for 6 mths after the exam period.

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

Confidential waste

**31. Private candidate information**

**Record(s) description**

N/A

**Retention information/period**

N/A

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

N/A

**32. Proof of postage - candidates' work**

**Record(s) description**

Proof of postage receipts

**Retention information/period**

To be kept for 6 mths after the exam period.

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

Confidential waste

**33. Resolving timetable clashes**

**Record(s) description**

Any hard copy information relating to the resolution of a candidate's clash.

**Retention information/period**

To be kept for 6 mths after the exam period.

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

Confidential waste

**34. Results information**

**Record(s) description**

Broadsheets of exam results.

**Retention information/period**

Hard copies to be kept for 6 mths after the exam period.

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

Confidential waste

**35. Seating plans**

**Record(s) description**

Plans showing seating arrangements for every exam.

**Retention information/period**

To be kept for 6 mths after the exam period.

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

Confidential waste

**36. Second pair of eyes check forms**

**Record(s) description**

Second pair of eyes log.

**Retention information/period**

To be kept for 6 mths after the exam period.

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

Confidential waste

**37. Special consideration information**

**Record(s) description**

Any records relating to applying for special consideration.

**Retention information/period**

To be kept for 6 mths after the exam period.

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

Confidential waste

**38. Suspected malpractice reports/outcomes**

**Record(s) description**

Any records relating to a suspected or actual malpractice investigation/report.

**Retention information/period**

To be kept for 6 mths after the exam period.

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

**39. Transferred candidate arrangements**

**Record(s) description**

N/A

**Retention information/period**

N/A

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

N/A

**40. Very late arrival reports/outcomes**

**Record(s) description**

Any information relating to a candidate arriving very late.

**Retention information/period**

To be kept for 6 mths after the exam period.

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

Confidential waste.

**41a. Any other records/documentation/materials**

**Record(s) description**

Any other exam related documentation.

**Retention information/period**

To be kept for 6 mths after the exam period.

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

Confidential waste.

**41b. 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)**

N/A

## **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**

N/A