



# HONLEY HIGH SCHOOL EXAMS ARCHIVING POLICY

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

<b>Version</b>	04.23	
<b>Policy Author</b>	Mr G Clarke, Assistant Headteacher	
<b>Approved By</b>	Mr P Greenough, Headteacher	Date: 2019
<b>Last Substantive Update</b>	April 2023	
<b>Next Review Due By</b>	March 2024	

## Key Staff Involved in the Exams Archiving Process

Role	Name(s)
Head of Centre	Mr P Greenough, Headteacher
Exams Officer line manager (Senior Leader)	Mr G Clarke, Assistant Headteacher – Student Outcomes
Exams Officer	Mrs L Winston
ALS Lead/SENDCo	Mrs S Bardell, SENDCo
Senior Leader(s)	Mrs E Lord, Deputy Headteacher Mrs H Halliday, Assistant Headteacher Miss S Hansom, Assistant Headteacher

### 1. 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

<b>Record type</b>	<b>Record(s) description (where required)</b>	<b>Retention information/period</b>	<b>Action at end of retention period (method of disposal)</b>
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.	Confidential disposal
Alternative site arrangements	Any hard copy information generated on an alternative site arrangement. Notifications submitted online via CAP.		Confidential disposal
Attendance register copies	Any hard copy information generated on MIS or received from Awarding Bodies	Signed records to be kept of the seating plan, the invigilation arrangements and the centre's copies of the attendance registers for each examination. To be kept 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 exams administration information	Any hard copy publications provided by awarding bodies.	To be retained until the current academic year update is provided.	Waste
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.	Confidential disposal

<b>Record type</b>	<b>Record(s) description (where required)</b>	<b>Retention information/period</b>	<b>Action at end of retention period (method of disposal)</b>
Candidates' work	Non-examination assessment work returned to the centre by the awarding body at the end of the moderation 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)	Returned to candidates or safe disposal
Certificates	Candidate certificates issued by awarding bodies.	Certificates retained for a minimum of 12 months	Confidential destruction with records kept of destroyed certificates
Certificate destruction information	A record of unclaimed certificates that have been destroyed.	A record of certificates that have been destroyed should be retained for four years from their date of destruction.	Confidential destruction
Certificate issue information	A record of certificates that have been issued.	Signed certificate collection to be retained for a minimum of 12 months	Confidential destruction
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.	Kept until the deadline for reviews of marking has passed	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	Kept until the deadline for reviews of marking has passed	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.	Confidential destruction
Dispatch logs	Proof of dispatch of exam script packages to awarding body examiners covered by the DfE (Standards & Testing Agency) yellow label service	Kept until the deadline for reviews of marking has passed	Confidential destruction
Exam question papers	Question papers for timetabled written exams.	Spare papers are kept until all candidates have completed the paper and papers are packaged up to be sent to the Awarding Bodies	Issued to subject staff

<b>Record type</b>	<b>Record(s) description (where required)</b>	<b>Retention information/period</b>	<b>Action at end of retention period (method of disposal)</b>
Exam room checklists	Checklists confirming exam room conditions and invigilation arrangements for each exam session.	Kept until the deadline for reviews of marking has passed	Confidential destruction
Exam room incident logs	Logs recording any incidents or irregularities in exam rooms for each exam session.	Kept until the deadline for reviews of marking has passed	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.	Confidential destruction
Examiner reports		To be immediately provided to head of department as records owner.	Confidential destruction
Finance information	Copy invoices for exams-related fees.	To be returned to Finance department as records owner at the end of the academic year.	Confidential destruction
Invigilation arrangements	See <i>Exam room checklists</i>		

Record type	Record(s) description (where required)	Retention information/period	Action at end of retention period (method of disposal)
Invigilator and facilitator training records	Electronic records  The Exams Office secure site	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	Updated Annually
Moderator reports		(Where printed from electronic copy) To be immediately provided to head of department as records owner.	Confidential destruction
Moderation returns logs	Logs recording the return of candidates' work to the centre by the awarding body at the end of the moderation period		Confidential destruction

Record type	Record(s) description (where required)	Retention information/period	Action at end of retention period (method of disposal)
Post-results services: confirmation of candidate consent information	Hard copy or email record of required candidate consent	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.	Confidential destruction
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.	<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
Post-results services: tracking logs	Logs tracking to resolution all post-results service requests submitted to awarding bodies.	12 months	Confidential destruction



Record type	Record(s) description (where required)	Retention information/period	Action at end of retention period (method of disposal)
Private candidate information	Any hard copy information relating to private candidates' entries.	12 months	Confidential destruction
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)	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 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.)	Confidential destruction
Results information	Broadsheets of public examination results summarising candidate final grades by subject by exam series.	Records for current year plus previous 6 years to be retained as a minimum.	Confidential destruction
Seating plans	Plans showing the seating arrangements of all candidates for every exam taken.	Signed records to be kept of the seating plan, the invigilation arrangements and the centre's copies of the attendance registers for each examination. To be kept 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. (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.	After publication of results	Confidential destruction
Transferred candidate arrangements	Any hard copy information relating to a transferred candidate arrangement. Applications submitted online via CAP.	After publication of results	Confidential destruction
Very late arrival reports/outcomes	Any hard copy information relating to a candidate arriving very late to an exam. Reports submitted online via CAP.	After publication of results	Confidential destruction