



# **Archiving Policy - Exams 24/25**

Ormiston Denes Academy

## Archiving Policy - Exams 24/25

Centre name	Ormiston Denes Academy
Centre number	19133
Date policy first created	01/12/2023
Current policy approved by	Mrs K Williams
Current policy reviewed by	Ms R Day
Date of review	27/11/2024
Date of next review	27/11/2025

## Key staff involved in the policy

Role	Name
Head of centre	Mrs K Williams
Senior leader(s)	Mr A Donovan - Vice Principal
Exams officer	Ms R Day
SENCo (or equivalent role)	Mrs K Hillier
IT manager	Mr D Kilford
Finance manager	Mrs K Arlow
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 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 Ormiston Denes Academy, this is indicated.

## **1. Access arrangements information**

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

Any hard copy information kept by the Exams Manager relating to an access arrangement candidate. NOTE FOR ALL RECORD TYPES: Where a particular record or information type is not held in/not applicable to the centre, add for example: These records/this information is not held in/applicable to the centre.

### **Retention information/period**

To be stored in the secure exams room for twelve months after the candidates final exam.

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

Disposed of as confidential waste.

## **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**

Any information that is held in the centre is retained at the very least until after the deadline for reviews of results or other results enquiries (or the resolution of any outstanding reviews/appeals or malpractice investigations) for the relevant exams series).

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

Disposed of as confidential waste.

## **3. Attendance register copies**

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

Exam attendance registers.

### **Retention information/period**

Any exams-related information that is held in the centre is retained at the very least until after the deadline for reviews of results or other results enquiries (or the resolution of any outstanding reviews/appeals or malpractice investigations) for the relevant exams series).

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

Disposed of as confidential waste.

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

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

Any hard copy publications provided by awarding bodies.

### **Retention information/period**

Records retained until the current academic year update is provided.

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

Disposed of as 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**

To be retained securely until the awarding body's earliest date for confidential disposal of unwanted scripts in accordance with the requirements of GR, section 3.15 ( ... 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.

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

Disposed of as confidential waste.

## **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**

Records 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) in accordance with the requirements of GR, section 3.15 (...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.

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

Returned to candidate or disposed of as confidential waste.

## **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**

At the very least until after the deadline for reviews of results or other results enquiries (or the resolution of any outstanding reviews/appeals or malpractice investigations) for the relevant exams series).

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

Disposed of as confidential waste.

## **8. Certificates**

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

Candidate certificates issued by awarding bodies.

### **Retention information/period**

Records retained in accordance with the requirements of GR, section 5.14 (...retain all unclaimed certificates under secure conditions for a minimum of 12 months from the date of issue.

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

Shredded and an electronic log kept of those destroyed.

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

A record of unclaimed certificates that have been destroyed.

**Retention information/period**

Records retained in accordance with the requirements of GR, section 5.14 ( ... destroy any unclaimed certificates after retaining them for a minimum of 12 months.

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

Shredded and an electronic log kept of those destroyed.

**10. Certificate issue information****Record(s) description**

A record of certificates that have been issued.

**Retention information/period**

Signed sheets are kept for a minimum of 12 months.

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

Disposed of as 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.

**Retention information/period**

Any exams-related information that is held in the centre is retained at the very least until after the deadline for reviews of results or other results enquiries (or the resolution of any outstanding reviews/appeals or malpractice investigations) for the relevant exams series).

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

Disposed of as confidential waste.

**12. Confidential materials: receipt, secure movement and secure storage logs****Record(s) description**

Logs recording the secure movement of awarding body confidential exam materials packages by an authorised member of staff to the secure room for transferal to the centre's secure storage facility.

**Retention information/period**

Any exams-related information that is held in the centre is retained at the very least until after the deadline for reviews of results or other results enquiries (or the resolution of any outstanding reviews/appeals or malpractice investigations) for the relevant exams series).

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

Disposed of as confidential waste.

### **13. Conflicts of interest records**

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

Records demonstrating the management of conflicts of interest.

#### **Retention information/period**

Any exams-related information that is held in the centre is retained at the very least until after the deadline for reviews of results or other results enquiries (or the resolution of any outstanding reviews/appeals or malpractice investigations) for the relevant exams series).

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

Disposed of as confidential waste.

### **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 (England only).

#### **Retention information/period**

The log sheet are kept in the secure exams office for the duration of the exam series.

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

Disposed of as confidential waste.

### **15. Entry information**

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

Any hard copy information relating to candidates' entries.

#### **Retention information/period**

Will be kept in the secure exams office for 12 months after the exam series has finished.

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

Disposed of as confidential waste.

### **16. Exam question papers**

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

Question papers for timetabled written exams.

#### **Retention information/period**

Issued to teaching staff after the published finishing time for each exam and only when all candidates in the centre have completed the exam and the papers securely dispatched to the awarding body.

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

Issued to subject staff.

### **17. Exam room checklists**

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

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

**Retention information/period**

Any exams-related information that is held in the centre is retained at the very least until after the deadline for reviews of results or other results enquiries (or the resolution of any outstanding reviews/appeals or malpractice investigations) for the relevant exams series).

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

Disposed of as 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**

Any exams-related information that is held in the centre is retained at the very least until after the deadline for reviews of results or other results enquiries (or the resolution of any outstanding reviews/appeals or malpractice investigations) for the relevant exams series).

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

Disposed of as confidential waste.

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

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

**Retention information/period**

Records retained in accordance with the requirements of ICE, section 30 (return unused stationery to the secure storage facility or secure room until needed for a future examination).

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

Disposed of as confidential waste.

**20. Examiner reports****Record(s) description****Retention information/period**

(Where/if provided by awarding body) Records immediately provided to head of department as records owner.

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

Disposed of as confidential waste.

**21. Finance information****Record(s) description**

Copy invoices for exams-related fees.

**Retention information/period**

Records returned to Finance department as records owner at the end of the academic year.

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

Disposed of as confidential waste.



## **22. Handling secure electronic materials logs**

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

Logs recording the handling of secure electronic materials.

### **Retention information/period**

Any exams-related information that is held in the centre is retained at the very least until after the deadline for reviews of results or other results enquiries (or the resolution of any outstanding reviews/appeals or malpractice investigations) for the relevant exams series).

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

Disposed of as confidential waste.

## **23. Invigilation arrangements**

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

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

### **Retention information/period**

Any exams-related information that is held in the centre is retained at the very least until after the deadline for reviews of results or other results enquiries (or the resolution of any outstanding reviews/appeals or malpractice investigations) for the relevant exams series).

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

Disposed of as confidential waste.

## **24. Invigilator and facilitator training records**

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

Attendance registers, PowerPoint presentations and invigilator packs.

### **Retention information/period**

Records retained in accordance with the requirements of ICE, section 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. 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)**

Disposed of as confidential waste.

## **25. Moderator reports**

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

Moderator reports.

### **Retention information/period**

Records immediately provided to head of department as records owner.

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

Disposed of as 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**

Any exams-related information that is held in the centre is retained at the very least until after the deadline for reviews of results or other results enquiries (or the resolution of any outstanding reviews/appeals or malpractice investigations) for the relevant exams series).

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

Disposed of as 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.

### **Retention information/period**

Any exams-related information that is held in the centre is retained at the very least until after the deadline for reviews of results or other results enquiries (or the resolution of any outstanding reviews/appeals or malpractice investigations) for the relevant exams series).

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

Disposed of as 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**

Records retained in accordance with the requirements of PRS, section 4 plus appendix A and B (Consent forms or emails 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. 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. This form should be retained on the centre's files for at least six months.).

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

Disposed of as 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**

Kept on file for a further 12 months after the exam series.

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

Disposed of as 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**

Any exams-related information that is held in the centre is retained at the very least until after the deadline for reviews of results or other results enquiries (or the resolution of any outstanding reviews/appeals or malpractice investigations) for the relevant exams series).

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

Disposed of as confidential waste.

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

Any hard copy information relating to private candidates' entries.

**Retention information/period**

Retained on file for 12 months after the exams series.

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

Disposed of as confidential waste.

**32. Proof of postage - candidates' work****Record(s) description**

Proof of postage/dispatch of candidates' scripts to awarding body examiners/markers. Proof of postage/dispatch of sample of candidates' work submitted to awarding body moderators.

**Retention information/period**

Retained by reception team for the duration of the exam series.

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

Disposed of as confidential waste.

**33. Resilience arrangements: Evidence of candidate performance****Record(s) description****Retention information/period****Action at the end of retention period (method of disposal)****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**

Retained on file for 12 months after the exam series.

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

Disposed of as 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**

Records for current year plus previous 6 years retained as a minimum.

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

Disposed of as confidential waste.

**36. Seating plans****Record(s) description**

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

**Retention information/period**

Any exams-related information that is held in the centre is retained at the very least until after the deadline for reviews of results or other results enquiries (or the resolution of any outstanding reviews/appeals or malpractice investigations) for the relevant exams series).

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

Disposed of as confidential waste.

**37. Second pair of eyes check forms****Record(s) description**

Records of the check that must take place by a second person (additional to the person removing question paper packets from secure storage) immediately before a question paper packet is opened.

**Retention information/period**

Retained on file for 12 months after the exam series.

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

Disposed of as 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 appropriate evidence signed by a senior leader.

**Retention information/period**

Records retained in accordance with the requirements of SC, section 6 (All applications must be supported by appropriate evidence signed 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)**

Disposed of as 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**

Any exams-related information that is held in the centre is retained at the very least until after the deadline for reviews of results or other results enquiries (or the resolution of any outstanding reviews/appeals or malpractice investigations) for the relevant exams series).

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

Disposed of as 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**

To be retained until the transfer arrangements are confirmed by the awarding body.

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

Disposed of as 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**

Retained on file for 12 months after the exam series.

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

Disposed of as confidential waste.

### **42a. Any other records/documentation/materials**

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

Any other documentation/materials.

#### **Retention information/period**

Any exams-related information that is held in the centre is retained at the very least until after the deadline for reviews of results or other results enquiries (or the resolution of any outstanding reviews/appeals or malpractice investigations) for the relevant exams series).

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

Disposed of as confidential waste.

### **42b. Any other records/documentation/materials**

**Record(s) description**

Any other documentation/materials.

**Retention information/period**

Any exams-related information that is held in the centre is retained at the very least until after the deadline for reviews of results or other results enquiries (or the resolution of any outstanding reviews/appeals or malpractice investigations) for the relevant exams series).

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

Disposed of as 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**

N/A