



THE BEWDLEY SCHOOL

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THE BEWDLEY SCHOOL

Exams Archiving Policy

2024/25

Adoption Date:
Person Responsible: Mrs F Wilmot
Review Date:

Source: The Exams Office

Exams Archiving Policy

Centre name	The Bewdley School
Centre number	24005
Date policy first created	08/12/2024
Current policy approved by	Mrs F Wilmot
Current policy reviewed by	Mr P Willis
Date of review	
Date of next review	

Key staff involved in the policy

Role	Name
Head of centre	Mrs C McDougall
Senior leader(s)	Mr D Chauhan Mr P Willis Mr D O'Malley
Exams officer	Ms D Bridges
SENCo (or equivalent role)	Mr J Hickman
IT manager	Mr A Whordley
Finance manager	Mrs P Gillett
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 The Bewdley School, this is indicated.

1. Access arrangements information

Record(s) description

Any hard copy information kept by the exams officer relating to an access arrangement candidate.

Retention information/period

Records returned to ALS lead/SENCo as records owner at end of the candidate's final exam series.

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

Confidential waste of any other material.

2. Alternative site arrangements

Record(s) description

These records are not applicable to the centre.

Retention information/period

These records are not applicable to the centre.

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

These records are not applicable to the centre.

3. Attendance register copies

Record(s) description

Seating Plans annotated by invigilators and registers of attendance

Retention information/period

Records are kept in accordance with the requirements of ICE, sections 12, 22 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/shredding

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)

Confidential waste/shredding

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)

Confidential disposal

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 candidates or safe disposal

7. Centre consortium arrangements for centre assessed work

Record(s) description

These records are not applicable to the centre.

Retention information/period

These records are not applicable to the centre.

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

These records are not applicable to the centre.

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, all unclaimed certificates are kept under secure conditions for a minimum of 12 months from the date of issue.

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

Confidential destruction

9. Certificate destruction information

Record(s) description

A record of unclaimed certificates that have been destroyed.

Retention information/period

To be retained for 4 years from the date of certificate destruction. [Reference GR 5]

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

Confidential waste/shredding

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

A record of certificates that have been issued.

Retention information/period

Retained for a period of 5 years. [Reference GR 5]

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

Confidential waste/shredding

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

To be retained until after the deadline for EARs 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/shredding

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. (Including for example, the handling of confidential MFL Listening materials)

Retention information/period

To be retained until after the deadline for EARs 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

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

Records demonstrating the management of conflicts of interest

Retention information/period

Retained 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)

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

Retention information/period

To be retained until after the deadline for EARs 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

15. Entry information

Record(s) description

Any hard copy information relating to candidates' entries.

Retention information/period

To be retained until after the deadline for EARs 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

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 of the exam and only when all candidates in the centre have completed the exam.

Instructions issued by an individual awarding body relating to the use of question papers for vocational qualifications after the examination has taken place are followed.
[Reference ICE 16 and GR 5,6]

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

To be retained until after the deadline for EARs 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

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

Logs recording any incidents or irregularities in exam rooms for each exam session.

Retention information/period

To be retained until after the deadline for EARs 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

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

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

Retention information/period

Unused stationery is returned to the secure storage facility or secure room until needed for a future examination until it is out of date.

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

Confidential destruction

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

To be immediately provided to head of department as records owner.

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

Confidential waste/shredding

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

Copy invoices for exams-related fees.

Retention information/period

To be retained for 3 years.

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

Confidential waste/shredding

22. Handling secure electronic materials logs

Record(s) description

Logs recording the arrangements applied when handling secure electronic materials provided to the centre and accessed by the exams officer

Retention information/period

To be retained until after the deadline for EARs 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

23. Invigilation arrangements**Record(s) description**

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

Retention information/period

To be retained until after the deadline for EARs 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

24. Invigilator and facilitator training records**Record(s) description**

Records are kept of the invigilator training.

Retention information/period

Records retained in accordance with the requirements of ICE, section 12 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)

Confidential Waste

25. Moderator reports**Record(s) description****Retention information/period**

Records immediately provided to head of department as records owner.

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

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

Records retained in accordance with the requirements of ICE, 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)

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

To be retained for JCQ inspection purposes for the relevant exam series.

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 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)

Confidential Waste

29. Post-results services: request/outcome information

Record(s) description

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

EAR consent to be retained for at least six months following the outcome of the enquiry or any subsequent appeal.

ATS consent to be retained for at least six months from the date consent given.

[Reference PRS 4, appendix A and B]

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

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

Records retained in accordance with the requirements of ICE, 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)

Confidential Waste

31. Private candidate information

Record(s) description

Any hard copy information relating to private candidates' entries.

Retention information/period

To be retained until after the deadline for EARs 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

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

To be retained until after the deadline for EARs 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

33. Resilience arrangements: Evidence of candidate performance

Record(s) description

The collection of evidence of student performance to ensure resilience in the qualifications system.

Retention information/period

To be retained until after the deadline for EARs 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

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

To be retained until after the deadline for EARs 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

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)

Confidential Waste

36. Seating plans

Record(s) description

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

Retention information/period

Records retained in accordance with the requirements of ICE, section 12 (...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

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

To be retained until after the deadline for EARs 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

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

Evidence supporting an on-line special consideration application and evidence supporting a candidate's absence from an exam must be kept until after the publication of results. [Reference SC 6]

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

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

To be retained until after the deadline for EARs 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

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)

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

To be retained until after the deadline for EARs 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

42a. Any other records/documentation/materials

Record(s) description

Retention information/period

To be retained until after the deadline for EARs 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

42b. Any other records/documentation/materials

Record(s) description

Retention information/period

To be retained until after the deadline for EARs 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