



Exams Archiving Policy

MEPA Academy

Exams Archiving Policy

Centre name	MEPA Academy
Centre number	61710
Date policy first created	13/02/2024
Current policy approved by	Mandy Ellen
Current policy reviewed by	Emma Finch
Date of next review	01/02/2025

Key staff involved in the policy

Role	Name
Head of centre	Mandy Ellen
Senior leader(s)	Mandy Ellen Emma Finch Lewis Muir
Exams officer	Emma Finch
ALS lead/SENCo	Tilly Cook
IT manager	John Pope
Finance manager	Mandy Ellen
Head(s) of department	Not applicable
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 MEPA Academy, this is indicated.

1. Access arrangements information

Record(s) description

Form 8
Evidence of normal ways of working

Retention information/period

To be returned to SENCO as record owner at the end of the candidate's final exam series

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

Confidential destruction by SENCO

2. Alternative site arrangements

Record(s) description

Any hard copy information on an alternative site arrangement. Notifications submitted online via CAP.

Retention information/period

To be held by Exams Officer until the end of moderation and review of marking process.

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

Confidential destruction by Exams Officer

3. Attendance register copies

Record(s) description

All signed and returned seating plans and attendance records.

Retention information/period

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

4. Awarding body exams administration information

Record(s) description

Hard copy publications provided by awarding bodies

Retention information/period

To be retained until the current academic year 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...)

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.

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 the candidates or safe disposal

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

To be retained securely until the awarding body's earliest date of confidential disposal of unwanted scripts.

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

Confidential disposal.

8. Certificates

Record(s) description

Candidate certificates issued by awarding bodies.

Retention information/period

The certificates are kept for up to 3 years then will be destroyed confidentially. A log will be kept by the Exam Officer on the school network system. This information is available to candidates in the candidate information booklet handed out prior to examinations taking place. 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)

Confidential destruction.

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. 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 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 always remain the property of the awarding bodies.).

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

Confidential destruction

10. Certificate issue information

Record(s) description

A record of certificates that have been issued.

Retention information/period

Certificates are available for collection from the moment we receive them from the Awarding Body. ..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...).

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

Returned to candidates or safe disposal.

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

The site team keeps the logs with their reception paperwork.

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

Confidential destruction.

12. Confidential materials: receipt, secure movement and secure storage logs

Record(s) description

Logs recording the receipt, checking, secure movement and secure storage of confidential exam materials.

Retention information/period

Logs recording the receipt, checking, secure movement and secure storage of confidential exam materials.

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

Confidential destruction.

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

Records demonstrating the management of conflicts of interest

Retention information/period

Where specific retention information is not provided by JCQ or other authorised organisation, it is suggested as good practice that 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)

Confidential disposal

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

Kept in the exam office until the end of the exam series or until all enquires, appeals and moderation have taken place.

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

Confidential disposal.

15. Entry information**Record(s) description**

Any hard copy information relating to candidates' entries.

Retention information/period

Kept in the exam office until the end of the exam series or until all enquires, appeals and moderation have taken place.

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

Confidential disposal

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

Question papers for timetabled written exams.

Retention information/period

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 the purpose of conducting examinations.

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

Issued to all subject staff.

17. Exam room checklists

Record(s) description

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

Retention information/period

Kept by the Exams Officer until the end of the exam series and moderation and appeals have been all resolved.

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

Confidential disposal

18. Exam room incident logs

Record(s) description

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

Retention information/period

Kept by the Exams Officer until the end of the exam series and moderation and appeals have been all resolved.

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

Confidential disposal

19. Exam stationery

Record(s) description

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

Retention information/period

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 assessment. Destroy confidentially any out-of-date stationery.

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

Confidential destruction

20. Examiner reports

Record(s) description

Reports by the examiner.

Retention information/period

Records immediately provided to head of department as records owner.

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

Confidential destruction.

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)

Confidential destruction.

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 (or other authorised member of centre staff).

Retention information/period

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)

Confidential destruction.

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

See exams room checklist

Retention information/period

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)

Confidential destruction.

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

Training records, certificates and other proof of invigilator training.

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

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.).

25. Moderator reports**Record(s) description**

Reports by the moderator.

Retention information/period

Records immediately provided to head of department as records owner.

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

Confidential destruction.

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

Until the end of the appeal process

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

Confidential destruction.

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

...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...).

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

Confidential destruction.

28. Post-results services: confirmation of candidate consent information

Record(s) description

Hard copy or email record of required candidate consent.

Retention information/period

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/shredding

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

Retained until after the deadline for reviews of results enquiries (or the resolution of any outstanding reviews/appeals or malpractice investigations) for the relevant exam series).

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

All kept on secure awarding body sites.

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

Kept for 6 months after resolution.

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

Confidential destruction.

31. Private candidate information

Record(s) description

Any hard copy information relating to private candidates' entries.

Retention information/period

Retained until after the deadline for reviews of results enquiries (or the resolution of any outstanding reviews/appeals or malpractice investigations) for the relevant exam series).

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

Confidential destruction

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

Exam material sent to the moderators are sent via tracked Royal Mail. Proof of postage is kept at least until the end of moderation period. (Centres not involved in the secure despatch of exam scripts service... must obtain proof of postage/dispatch 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.)...).

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

Confidential destruction.

33. 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

Letters sent to candidates kept on School Network until the end of the appeal process.

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

Confidential destruction.

34. 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 destruction

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

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

Retention information/period

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 destruction.

36. 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

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)

Confidential destruction.

37. 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

Where a candidate is present but disadvantaged for a timetables written examination a proportion of cases will be sampled for quality assurance purposes. A centre may be asked by an awarding body to provide evidence in support of an applications. The centre must retain supporting an on-line special consideration application until after the publication of results.

Where a candidate is absent form an examination for an acceptable reason a proportion of cases will be sampled for quality assurance purposes. A centre may be asked by an awarding body to provide evidence in support for an application. The centre must retain evidence supporting a candidate's absence from an examination until after the publication of results.

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

Confidential disposal/shredding.

38. 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

Kept until the end of the appeal process.

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

Confidential destruction.

39. 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 end of the appeal process.

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

Confidential waste/shredding.

40. 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 the end of the appeal process.

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

Confidential waste/shredding.

41a. Any other records/documentation/materials

Record(s) description

Not applicable

Retention information/period

Retained until after the deadline for reviews of 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 destruction.

41b. Any other records/documentation/materials

Record(s) description

Not applicable

Retention information/period

Retained until after the deadline for reviews of 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 destruction.

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

Upon review, no specific centre changes other than Exam Officer and SMT change.