

## Examinations Archiving Policy

### Issue Status

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TDA Home > Staff Home > Controlled Documents

Prepared: Margaret Thulbourn March 2023

Verified: Mo Ladak 14/3/23

Approved: Emily Gaunt 22/5/23

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# 1. PURPOSE OF THE PLAN

1.1 The purpose of this policy is to:

- Identify exams related information and records held by the Academy's exams office.
- Identify the retention period
- Determine the action required at the end of the retention period and the method of disposal

KEY:

CAP – JCQ Centre Admin Portal

EAR – Enquiry About Results (Review of Results, Access to Scripts)

JCQ – Joint Council for Qualifications

NEA – Non-Exam Assessment

Record Type	Record Description (where required)	Retention Information	Action at end of retention period
Access Arrangements Information	Any hard copy information kept by the Exams Office relating to access arrangements for students	Retain in secure storage for a minimum period of 2 years from the student leaving school	Confidential waste/shredding
Alternative site arrangements	Any hard copy information on alternative site arrangements. Notifications submitted online via CAP	Retained until after deadline for EARs or any appeal, malpractice or other result enquiry has been completed	Confidential waste/shredding
Attendance Registers	List of students and their attendance for each am/pm session.	Retain until after deadline for EARs or any appeal, malpractice or other result enquiry has been completed	Confidential waste/shredding
Awarding body administrative information	Any hard copy publication	Retain until the current academic year update is provided	Recycling
Candidates' work	NEA work returned to the centre by the awarding body at the end of the moderation period	Retain in secure storage until after deadline for EAR or the resolution of any outstanding enquiry/appeal for that exam series. Work then returned to subject staff.	Returned to candidate or safe disposal
Candidates' work logs	Log of when NEA mark sheet sent to exam links and returned to exams office, date when work sent and returned to/from the moderator	Electronic copy kept on Exams 'Team' folder. Kept until after deadline for EAR's, appeals has passed as a minimum.	Files Deleted
Candidate's scripts	Scripts returned to the TDA through the Access to scripts service	Until the awarding body's earliest date for confidential disposal. Where teachers have used scripts for T&L purposes, they will be retained until they are no longer required	Confidential waste/shredding

Certificates	Candidate certificates issued by awarding bodies	Retained for minimum of 12 months from date of issue.	Confidential destruction
Certificate logs	Records dates when certificates have been issued to students, when reminder letters sent to last home address and in the event of being unclaimed, certificates destroyed.	Retained indefinitely	Confidential waste/shredding
Confidential materials delivery and tracking logs	Log of confidential materials delivered by awarding bodies and issued to authorised staff. Logs of materials taken in/out of secure storage	Retain until all exams in that series has been completed  Until EAR deadline has passed for exam series	Confidential waste/shredding
Conflict of Information records	Electronic log of staff responses for the management of Conflicts of Interest	Retained for one full academic year	Files deleted
Dispatch Logs/Record of posting	Proof of despatch of all exam script packages and coursework sent to examiners/moderators	Retain until published result date for that series	Confidential waste/shredding
Entry Information	Any hard copy relating to candidate entries	Retain until after published result date for that series	Confidential waste/shredding
Exam Question papers	Question papers for timetabled written exams	Issue to teaching staff either after the published finish time of the exam only when all students have completed the exam or awarding body instructions if longer	Issued to subject staff
Exam Room Checklists/Invigilator Arrangements	Checklists confirming room conditions and invigilation arrangements for each exam session per room	Retain until after deadline for EARs or any appeal, malpractice or other result enquiry has been completed	Confidential waste/shredding

Exam Room Incident Logs	Records of any incidents or irregularities in exam rooms	Retain until after deadline for EARs or any appeal, malpractice or other result enquiry has been completed	Confidential waste/shredding
Exam Stationery	Any awarding body stationery provided solely for the purpose of external exams. All materials are kept in secure storage.	When considered surplus or is out of date	Confidential waste
Examiner & Moderator Reports		Given to head of department/subject leaders upon receipt	
Finance information	Any financial record relating to exams fees	If applicable return to Finance Office (copy invoices etc), otherwise retain until after end of academic year	Confidential waste
Invigilator/facilitator training records	A record of any meetings/training and list of attendees	Electronic copies are kept for a minimum of 3 years	Confidential waste for hard copies no longer required
JCQ publications	Any hard copy publications provided by JCQ	Retain until end of current academic year update is provided	Recycling
Overnight Supervision information	Copy of JCQ forms for any candidate eligible for these arrangements	Retain for JCQ inspection purposes for relevant exam series and until after EAR/appeal deadline date	Confidential waste/shredding
Post Results Services: consent records	Copies of candidate consent	EAR consent for at least 6 months following outcome of enquiry/any appeal ATS consent for at least 6 months from date consent given	Confidential waste
Post Results Services: requests/outcomes records and tracking logs		Requests for minimum of 6 months from date of request	Confidential waste/shredding

		Outcome of EAR to be kept for minimum of 6 years. Tracking logs for 6 months	
Post Results: Scripts provided by awarding bodies		To be passed immediately to candidate or staff member on receipt from awarding body	
Private Candidate information	Any hard copy information relating to private candidate entries	Retain until certificates have been received and candidate contacted for collection	Confidential waste/shredding
Proof of postage – candidates work/exam scripts	Hard copy of forms detailing the examiner/moderator postal details, dates when sent and any relevant tracking numbers	Retained until end of academic year and not before results have been published. <i>(Proof of postage will provide evidence that the candidates' scripts have left the centre. This is taken to 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.)</i>	Confidential waste/shredding
Resolving exam clash information	Hard copy of information relating to the resolution of a candidate's clash of timetabled exam papers	Retain until after date of clash exams	Confidential waste/shredding
Results Information	Any records with candidate results either electronically or hard copies	Retain for a minimum of 7 years	Confidential waste/shredding
Seating Plans	Signed Plans/diagrams showing the seating arrangements of all candidates for every room/exam session	Retain until after deadline for EARs or any appeal, malpractice or other result enquiry has been completed	Confidential waste/shredding
Special Consideration information	Any hard copy information requesting and supporting an application for special consideration	Retain until after deadline for EARs or any appeal, malpractice or other result enquiry has been completed	Confidential waste/shredding

Suspected Malpractice reports/outcomes	Any hard copy information relating to a case of suspected or actual malpractice submitted to an awarding body and outcome information received back from the awarding body	Retain until after deadline for EARs or any appeal, malpractice or other result enquiry has been completed	Confidential waste/shredding
Transfer of Credit information		Retain until the issue of the A' Level result	Confidential waste/shredding
Transferred Candidate information	Any hard copy of information as applications are submitted online via CAP	Retain until transfer arrangement confirmed by the awarding body and examinations have taken place	Confidential waste/shredding
Very Late Arrival reports/outcome	Any hard copy of information as reports are submitted online via CAP	Retain until results publication date	Confidential waste/shredding