

## Exams archiving policy

| Paper record  | Record detail   | Period of retention   | Action at end of retention period                    |
|---|---|---|--|
| Entry information   | Lists of candidate name, DOB, gender, candidate number, UCI, ULN, exam entries by exam series.  | To be held on file in the Exams Office until the deadline for post-results services and the resolution of outstanding enquiries or appeals  | Confidential shredding.                              |
| Access arrangements information   | <i>Access Arrangements Online</i> approval, data protection notice and Form 8.  | Kept in Exams Office until pupil leaves then transferred to student file.   | Pupil files until 25yrs then confidential shredding. |
| Dispatch of script logs, Confidential Materials Delivery Logs and Proof of postage  | Consignment No & Delivery Postcode.<br>A log recording confidential materials delivered by awarding bodies to the centre and issued to authorised staff. Proof of postage for samples of candidate's work sent to moderators. | To be filed in General Office for the series. Then to be held on file in the Exam Office until the deadline for post-results services and the resolution of outstanding enquiries or appeals. | Confidential shredding.                              |
| Very late arrival report copy forms and outcomes  | Candidate details for the late arrival and a declaration.   | To be held on file in the Exams Office until the deadline for post-results services and the resolution of outstanding enquiries or appeals.   | Confidential shredding.                              |
| Exam room checklists<br>Exam room incident log reports<br>Seating plans<br>Attendance register copies<br>Clash resolution information | Candidate details, name and candidate number. Exam dates and times. Invigilator's notes of any incidents.   | To be held on file in the Exams Office until the deadline for post-results services and the resolution of outstanding enquiries or appeals.   | Confidential shredding.                              |

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| Malpractice copy reports and outcomes           | Candidate details for the paper involved in malpractice and letters from relevant Awarding Organisation.                            | Filed in Exams Office until candidate leaves the centre. Transferred to Pupil File.   | Pupil files until 25yrs non SEN then confidential shredding.   |
| Special consideration information               | Applications are completed online and print outs are not made. Supporting evidence and outcomes from awarding bodies if provided.   | To be held on file in the Exams Office until the deadline for post-results services and the resolution of outstanding enquiries or appeals if information relates only to one series. If ongoing requests may be required filed in the Exam Office until the candidate leaves the centre. | Confidential shredding or transferred to pupil file until 25yrs non SEN then confidential shredding. |
| Results information                             | Broadsheets of results summarising candidate final grades by subject by exam series and reports provided by Awarding Organisations. | Current year + 6 years  | Confidential shredding.  |
| Candidates work                                 | Non-Examination assessment work including controlled assessment / coursework returned by moderators.                                | To be returned to Curriculum Leaders as records owner. To be kept secure until after the deadline for EARs or the resolution of outstanding EARs/appeals or malpractice investigations for the series.  | Returned to candidates or confidential disposal.   |
| Moderator & Examiner reports                    | Copy kept with results for the relevant period.   | To be returned to CLs as record owner. Principle/VP may request a copy.   |  |
| EAR request forms/outcomes<br>ATS request forms | Candidate's details required to make the appropriate requests.  | To be kept on file and tracked to resolution and invoicing.   | Confidential shredding after 6 months.   |

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|--|---|---|--|
| Certificates                                       | Y11 issued via Y12 tutors or collected from office, Y12 issued via tutors in Y13 & Y13 to be collected by arrangement with Associate Director Post 16.  | Unclaimed certificates held on file for 12 months can be posted (recorded) to last known address if candidate pays £2 towards the cost. | Confidential shredding, register kept by Exam Officer of destroyed certificates for 4 years. |
| JCQ documentation and awarding body guides/manuals |   | To be retained until the current academic year update is provided   | Recycling.   |
| Finance information                                | Copy invoices of exam-related fees are not normally printed but managed in CORERO.  | To be returned to Finance department as records owner.  |  |
| Overnight supervision information                  | Copy of JCQ form Timetable variation and confidentiality declaration for overnight supervision for any candidate eligible for these arrangements.   | To be retained for JCQ inspection purposes.   |  |
| Transfer of credit information                     | Any hard copy information relating to a GCE AS transfer of credit arrangement (for a legacy unitised GCE AS specification) application submitted to an Awarding Organisation for a candidate. | To be retained until the issue of the GCE A Level result for the candidate.   | Confidential shredding after the results have been published.                                |
| Transferred Candidate                              | Any hard copy information relating to an application for a transferred candidate arrangement submitted to an Awarding Organisation for a candidate.   | To be retained until the transfer arrangements are confirmed by the Awarding Organisation.  | Confidential shredding after the results have been published.                                |
| Confidential Materials Tracking Logs               | A log to track materials taken from or returned to secure storage throughout the time the material is confidential.   | To be kept by the Exams Office and retained for JCQ inspection purposes.  | Recycling after the end of the series.   |
| Exam question papers                               | Question papers for timetabled written exams.   | To be issued to Curriculum Leaders after the published finishing time for the exam or once all candidates have completed                |  |

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|                 |               | the exam and it has been packed ready for dispatch, whichever is later.                               |                                   |
| Exam stationery |               | When Awarding Organisation or JCQ common stationery is surplus of out of date it will be disposed of. | Confidential disposal.            |