

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. 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 Exam room incident log reports Seating plans (signed) Attendance register copies 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. Ref ICE 12, 22	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 and signed evidence produced by a senior leader in support of the application.	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. Ref SC 6	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. This includes materials stored electronically. Ref ICNEA & GR 3.15	Returned to candidates or confidential disposal.
Candidates Scripts	Any unwanted copies of scripts returned to the centre through the Access to Scripts (ATS) service.	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. Reference PRS 6	

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		Ensure when scripts that have been returned under A2S arrangements are no longer required, they are disposed of in a confidential manner, but no earlier than the dates specified by the awarding bodies. Reference GR 3.15	
Conflicts of Interest Records	Records demonstrating the management of conflicts of interest.	The records may be inspected by a JCQ Centre Inspector and/or awarding body staff. They might be requested in the event of concerns being reported to an awarding body. The records must be retained until the deadline for reviews of marking has passed or until any appeal, malpractice or other results enquiry has been completed, whichever is later. Reference GR 5.3	
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 ATS request forms	Candidate's details required to make the appropriate requests.	To be kept on file and tracked to resolution and invoicing. Ref PRS 4	Confidential shredding after 6 months.
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. A record should be kept of certificates that have been issued. Ref GR 5.14	Confidential shredding, register kept by Exam Officer of destroyed certificates for 7 years.

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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.	
Invigilator Training Records	A records of the content of training given to invigilators and those facilitating access arrangements for candidates must be available for inspection.	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 the later. Ref ICE 8	Confidential shredding
Overnight supervision information	The JCQ Overnight Supervision form is completed online using CAP. The declaration form is downloaded from CAP for signing by the candidate, the supervisor and HoC.	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. Reference ICE 8	Confidential shredding
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.

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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 the exam and it has been packed ready for dispatch, whichever is later.	
Exam stationery	Exam stationery is provided solely for the purpose of external exams.	When Awarding Organisation or JCQ common stationery is surplus of out of date it will be disposed of. Ref ICE 30	Confidential disposal.