

# St Bernard's Catholic High School

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## Examinations Archiving Policy

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<b>Policy Name</b>	<b>Examinations Archiving Policy</b>
<b>Policy Group</b>	<b>Curriculum Policies</b>
<b>Policy Produced By</b>	<b>L Hamilton</b>
<b>Date Policy Updated</b>	<b>01/05/2024</b>
<b>Date SLT Agreed</b>	<b>02/05/2024</b>
<b>Date Governors Approved</b>	
<b>Date of Next Review</b>	<b>01/05/2025</b>
<b>Linked or Related Policies</b>	
<b>Named Persons in this policy</b>	<b>None</b>

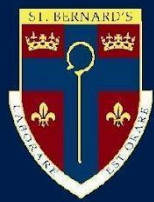




## Introduction

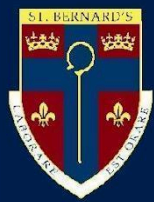
The purpose of this policy is to identify exams-related information/records held by the exam's office, identify the retention period (where agreed), determine the action required at the end of the retention period and the method of disposal.

Record type	Description	Retention period	Action at end of retention period if any special action is required
Access arrangements information	Any hard copy information kept by the EO relating to an access arrangement candidate.	To be returned to SENCo as records owner at end of the candidate's final exam series.	Confidential disposal
Attendance registers copies		To be retained until after the deadline for EARs or until any appeal, malpractice or other results enquiry has been completed, whichever is later.	Confidential disposal
Awarding body administrative information	Any hard copy publications provided by awarding bodies.	To be retained until the current academic year update is provided.	
Candidates' work	Non-examination assessment work (inc. controlled assessment, coursework, portfolios) returned to the centre after awarding body moderation.	To be 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) until after the deadline for EARs or the resolution of any outstanding enquiry/appeal or malpractice investigations for the exam series.	Returned to candidates or confidential disposal
Certificates		Unclaimed/uncollected certificates to be retained securely for a minimum of 12 months from date of issue within the exam's office.	Confidential disposal
Certificate issue	A record of certificates		Confidential disposal



information	that have been issued to candidates.		
Confidential materials delivery logs	A log recording confidential materials delivered by awarding bodies to the centre and issued to authorised staff		
Conflict of interest declarations		Kept by the examinations officer until the deadline for reviews of marking has passed or until any appeal, malpractice or other results enquiry has been completed, whichever is later	Confidential disposal
Dispatch logs	Proof of dispatch of exam script packages to awarding body examiners covered by the DfE (Standards & Testing Agency) yellow label service		
Exam question papers	Question papers for timetabled written exams.	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] Papers must not be returned to the secure store.	
Exam room checklists	Checklists confirming room conditions and invigilation arrangements for each exam room.	To be retained until after the deadline for EARs or until any appeal, malpractice or other results enquiry has been completed, whichever is later. [Reference ICE 6]	
Exam stationery		When awarding body or JCQ common stationery	





		is considered surplus or is out-of-date it will be disposed of. [Reference ICE page 4 and ICE 23]	
Examiner reports		To be immediately provided to head of department as records owner.	
Finance information	Invoices for exam fees.	To be retained by Finance department as the records owner at the end of the academic year.	Confidential disposal
JCQ publications		To be retained until the current academic year update is provided.	
Post-results services: confirmation of candidate consent information	Hard copy or email record of candidate consent for an EAR or ATS request to be submitted to an awarding body	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]	Confidential disposal
Post-results services: requests/outcome information	Any hard copy information relating to a post- results service request (EARs, appeals, ATS) submitted to an awarding body for a candidate and outcome information from the awarding body	To be forwarded to the candidate and kept on file for 6 months.	Confidential disposal
Results information	Broadsheets of results summarising candidate final grades by subject by exam series	Records for current year plus previous 6 years to be retained as a minimum.	Confidential disposal
Seating plans		To be retained until after the deadline for EARs or until any appeal, malpractice or other results enquiry has been completed, whichever is later.	Confidential disposal
Special consideration information		Evidence supporting an on-line special consideration application and	Confidential disposal





		evidence supporting a candidate's absence from an exam must be kept until after the publication of results.	
Suspected malpractice reports/outcomes	Any hard copy information relating to a suspected malpractice investigation/report submitted to an awarding body and outcome information from the awarding body.	To be forwarded to candidates within 7 working days and kept on file until 6 months after results are published.	Confidential disposal
Very late arrival reports/outcomes	Any hard copy information relating to a very late arrival report submitted to an awarding body for a candidate and outcome information from the awarding body.		Confidential disposal

