



HENLEY-IN-ARDEN SCHOOL

Achieving Excellence Together

Name of Policy	Exams Archiving Policy	
Lead	Mr J Roper, Associate Headteacher	
Governor Committee	T&L	
Policy Status	Updated	November 2023
	Date Governor Approved	November 2023
Review Frequency	Annually	

This policy is annually reviewed to ensure that records are archived/retained in accordance with current requirements

Key staff involved in the exams archiving process

Role	Name(s)
Exams Officer	Wendy Kelly
Exams Officer line manager (Senior Leader)	Joe Roper (Associate HeadTeacher)
Head of centre	Joe Roper (Associate HeadTeacher)
SENCo	Chery Grantham
Finance Officer	Christine Austin
IT Manager	Richard Vernon
Head of Department(s)	Different subjects

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

Record type	Record(s) description (where required)	Retention information/period	Action at end of retention period (method of disposal)
Access arrangements information	Any hard copy information needed on loan by the EO relating to an access arrangement candidate.	To be returned to SENCo as records owner.	
Alternative site arrangements	Any hard copy information on an alternative site arrangement. Notifications submitted online via CAP.	To be retained until the end of the exam season post results period.	Confidential waste/shredding
Attendance register copies		<p>Henley in Arden School will 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. Henley in Arden School will keep them until the deadline for enquiries about results has passed or until any appeal, malpractice or other results enquiry has been completed, whichever is later.</p> <p>[Reference ICE 12, 22]</p>	Confidential waste/shredding
Awarding body administrative information	Any hard copy publications provided by awarding bodies.	To be retained until the current academic year update is provided.	
Candidates' scripts	Any unwanted copies of scripts returned to the centre through the Access to Scripts (ATS) service.	<p>To be retained securely until the awarding body's earliest date for confidential disposal of unwanted scripts.</p> <p>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.</p> <p>[Reference PRS 6]</p>	Confidential waste/shredding

Record type	Record(s) description (where required)	Retention information/period	Action at end of retention period (method of disposal)
Candidates' work	Non-examination assessment work returned to the centre by the awarding body at the end of the moderation period.	To be logged and stored safely on return to the centre and returned to subject staff as records owner. Work to be stored safely and securely along with work that did not form part of the moderation sample (including materials stored electronically) 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 (for the exam series). [Reference GR 3]	Returned to candidates or safe disposal
Certificates	Candidate certificates issued by awarding bodies.	Henley in Arden School will retain all unclaimed certificates under secure conditions for a minimum of 12 months from the date of issue. Selected students will collect certificates in person, at Awards Evening in November. All students will be notified in November of the process by which they should collect their certificates. [Reference GR 5]	Confidential waste / shredding
Certificate destruction information	A record of unclaimed certificates that have been destroyed.	Henley in Arden will be destroyed after 4 years. They will be destroyed in a confidential manner and sent with confidential waste for shredding. A record of certificates that have been destroyed will be retained for four years from their date of destruction. However, candidates are informed that awarding bodies do not normally offer a replacement certificate service and they will have to pay for a Certifying Statement of Results. [Reference GR 5]	Confidential waste / shredding
Certificate issue information	A record of certificates that have been issued.	Henley in Arden School will distribute certificates to all candidates in November without delay and regardless of any disputes	

Record type	Record(s) description (where required)	Retention information/period	Action at end of retention period (method of disposal)
		(such as non-payment of fees). All certificates are signed for and these records will be kept for a minimum of six years. [Reference GR 5]	
Confidential materials: initial point of delivery logs	Logs recording awarding body confidential exam materials received at the initial point of delivery in the centre to the point where materials are securely issued to an authorised member of staff.	Henley in Arden School will keep logs until the deadline for enquiries about results has passed or until any appeal, malpractice or other results enquiry has been completed, up to a maximum of one calendar year from receipt.	
Confidential materials: receipt, secure movement and secure storage logs	Logs recording the receipt, checking, secure movement and secure storage of confidential exam materials.	Henley in Arden School will keep logs until the deadline for enquiries about results has passed or until any appeal, malpractice or other results enquiry has been completed, up to a maximum of one calendar year.	
Dispatch logs	Proof of dispatch of exam script packages to awarding body examiners covered by the DfE (Standards & Testing Agency) yellow label service	Henley in Arden School will keep logs until the deadline for enquiries about results has passed or until any appeal, malpractice or other results enquiry has been completed, whichever is later.	
Entry information	Any hard copy information relating to candidates' entries.	Henley in Arden School will retain hard copy information until the end of the exam session or until after results have been issued.	
Exam question papers	Question papers for timetabled written exams.	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	Issued to Head of Subject, where possible the same day but more usually the next day.

Record type	Record(s) description (where required)	Retention information/period	Action at end of retention period (method of disposal)
		by authorised centre personnel for the purpose of conducting examinations. [Reference GR 6]	
Exam room checklists	Checklists confirming exam room conditions and invigilation arrangements for each exam session.	To be returned to the Exams Office secure storage room with any unused exam materials, attendance registers, seating plans etc.	
Exam room incident logs	Logs recording any incidents or irregularities in exam rooms for each exam session.	Henley in Arden School requires a log from each exam room for every session, to be returned to the Exams Office secure storage room with any unused exam materials, attendance registers, seating plans etc.	
Exam stationery	Awarding body exam stationery provided solely for the purpose of external exams.	Unused stationery will be returned to the centre's secure storage facility until needed for a future examination. (Surplus stationery will not be used for internal school tests, mock examinations and non-examination assessments). Any surplus or out-of-date stationery will be confidentially destroyed. [Reference ICE 30]	Confidential waste / shredding
Examiner reports		To be immediately provided to head of department as records owner.	
Finance information	Invoices for exams-related fees.	To be retained by the Finance department as records owner and electronically approved by the Examinations Officer.	
Invigilation arrangements	See <i>Exam room checklists</i>	The invigilators present in each exam room to be noted on the Incident Logs for each exam room.	

Record type	Record(s) description (where required)	Retention information/period	Action at end of retention period (method of disposal)
Invigilator and facilitator training records		<p>A record of the content of the training given to invigilators must be 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.</p> <p>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 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.</p> <p>[Reference ICE 12, 13]</p>	
JCQ publications	Any hard copy publications provided by JCQ.	To be retained until the current academic year update is provided.	
Moderator reports	Any hard copy reports.	To be immediately provided to head of department as records owner.	
Moderation returns logs	Logs recording the return of candidates' work to the centre by the awarding body at the end of the moderation period	Henley in Arden School will keep logs until the deadline for enquiries about results has passed or until any appeal, malpractice or other results enquiry has been completed, up to a maximum of one calendar year.	
Overnight supervision information	JCQ form <i>Timetable variation and confidentiality declaration for overnight supervision</i> for any candidate eligible for these arrangements.	<i>Henley in Arden School will keep available for inspection in centre all completed forms, 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)</i>	Confidential waste / shredding

Record type	Record(s) description (where required)	Retention information/period	Action at end of retention period (method of disposal)
		[Reference ICE 8]	
Post-results services: confirmation of candidate consent information	Hard copy or email record of required candidate consent	<p><i>Consent forms or e-mails from candidates will 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).</i></p> <p>ATS consent to be retained for at least six months from the date consent given.</p> <p>[Reference PRS 4, appendix A and B]</p>	Confidential waste / shredding
Post-results services: requests/outcome information	Any hard copy information relating to a post-results service request (RoRs, appeals, ATS etc) submitted to an awarding body for a candidate and outcome information from the awarding body.	To be kept by the centre for at least 6 months following the outcome of the enquiry.	Confidential waste / shredding
Post-results services: tracking logs	Logs tracking to resolution all post-results service requests submitted to awarding bodies.	Electronic logs – no hard copies.	
Private candidate information	Any hard copy information relating to private candidates' entries.	Henley in Arden School will retain hard copy information until after results have been issued and certificates claimed.	Confidential waste / shredding
Proof of postage – candidates' work	Proof of postage of sample of candidates' work submitted to awarding body moderators.	Henley in Arden School will obtain proof of postage/despatch for each item posted., which will 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' work left the centre. This is taken to indicate that the work	

Record type	Record(s) description (where required)	Retention information/period	Action at end of retention period (method of disposal)
		<p>was completed at the appointed time and that, should the work not be received by the awarding body/examiner, then special consideration may be possible.)</p> <p>[Reference ICE 29]]</p>	
Resolving timetable clashes	Any hard copy information relating to resolution of candidate's clash of timetabled exam papers.	Henley in Arden School will retain the information until after the publication of results.	Confidential waste / shredding
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. Electronic records only.	
Seating plans	Plans showing the seating arrangements of all candidates for every exam taken.	<p>Henley in Arden School will 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. Henley in Arden School will 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.</p> <p>[Reference ICE 6]</p>	Confidential waste / shredding
Special consideration information	Any hard copy information relating to a special consideration request and supporting evidence submitted to an awarding body for a candidate.	Where a candidate is present but disadvantaged (or absent for an acceptable reason) for a timetabled 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 application. The centre must retain evidence supporting an on-line special consideration application until after the publication of results.	Confidential waste / shredding

Record type	Record(s) description (where required)	Retention information/period	Action at end of retention period (method of disposal)
		<p>Where a candidate is absent from an examination for an acceptable reason a centre may be asked by an awarding body to provide evidence in support of an application. The centre must retain evidence supporting a candidate's absence from an examination until after the publication of results.</p> <p>[Reference SC 6]</p>	
Suspected malpractice reports/outcomes	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.	Henley in Arden School will retain records relating to any malpractice investigation and or report until after the deadline for reviews of marking has passed or until any appeal, malpractice or other results enquiry has been completed, whichever is later.	Confidential waste / shredding
Transferred candidate arrangements	Any hard copy information relating to a transferred candidate arrangement. Applications submitted online via CAP.	To be retained until the issue of the result for the candidate.	Confidential waste / shredding
Very late arrival reports/outcomes	Any hard copy information relating to a candidate arriving very late to an exam. Reports submitted online via CAP.	Henley in Arden School will retain records until after the deadline for reviews of marking has passed or until any appeal, malpractice or other results enquiry has been completed, whichever is later.	Confidential waste / shredding