

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.	To be returned to SENCo as records owner when candidate leaves the centre.	Pupil files until 25yrs non SEN or 35yrs SEN 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 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	Confidential shredding.

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Overnight supervision copy forms			
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 or 35yrs 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.
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 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 on awards evening or via Y12 tutors, 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.

Period of policy	2017/18	Reviewed by	Name	Signature
Date of next review		Approved by	Name	Signature