

Exams Archiving Policy

Approved: November 2023

Next review due: November 2025

Purpose of the Plan

The purpose of this policy is to:-

- Identify exams related information/records held by the Exams Office (EO).
- 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 Description	Retention Period	Action at end of Retention Period
Access arrangement Information	Any hard copy information kept by EO relating to access arrangement candidates.	End of candidate's final exam series.	To be returned to SENDCo as records owner.
Alternative site arrangements	Any hard copy information generated on an alternative site arrangement submitted online.	End of exam series concerned, when results have been finalised.	Confidential waste/shredding.
Attendance Registers and Seating Plans	Any hard copy attendance registers, seating plans and records of invigilation arrangements.	The centre must keep these until the deadline for reviews of marking has passed or until any appeal, malpractice or other results enquiries have been completed, whichever is later.	Confidential waste/shredding.
Candidates' Scripts	Any unwanted copies of scripts returned to the centre through the Access To Scripts service.	To be retained securely until the Awarding Body's earliest date for confidential disposal of unwanted scripts.	Confidential waste/shredding.
Candidates' Work	Non-examination assessment work returned to the centre by the Awarding Body at the end of the moderation period.	To be logged on return to the centre and immediately returned to the subject staff as records owner. To be retained until the deadline for review of moderation period has passed or until a review of moderation, appeal	Returned to candidates or safe disposal.

		or malpractice investigation has been completed, whichever is later.	
Certificates	Candidate certificates issued by the Awarding Bodies	Retain all unclaimed certificates for a minimum of 12 months from the date of issue	Confidential destruction
Certificate destruction information	A record of all unclaimed certificates that have been destroyed.	A record of all destroyed certificates should be kept for 4 years from their date of destruction. However, candidates should be informed that some Awarding Bodies do not offer a replacement certificate service.	Confidential destruction
Certificate issue information	A record of certificates that have been issued and signed for.	A record should be kept of the certificates issued and signed for.	N/A
Confidential materials – initial point of delivery logs and Receipt at Secure Storage Facility	Logs of Awarding Body confidential exam materials received by an authorised member of staff at the initial point of delivery and the secure movement of packages to the secure room for transferal to the centre’s secure storage facility	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.	Confidential destruction
Conflicts of Interest	Records demonstrating the management of conflicts of interest.	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.	Confidential destruction
Dispatch Logs	Proof of despatch of exam scripts and packages to the Awarding Body’s examiners cover by the DfE yellow label service.	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.	Confidential destruction
Entry Information	Any hard copies of information relating to the candidates’ entries.	Records must be retained until the deadline for reviews of marking has passed or until any appeal,	Confidential destruction

		malpractice or other results enquiry has been completed, whichever is later.	
Exam question papers	Spare question papers for timetabled written exams.	For confidential purposes, questions papers must not be released to the centre teaching staff until after the Awarding Body's published finishing time for the exam or until all candidates within the centre have completed the exam.	Issued to subject teaching staff.
Exam Room Incident Logs	Logs recording any incidents or irregularities in exam rooms for each exam session.	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.	Confidential destruction
Exam Stationery	Awarding Body exam stationery provided solely for the purpose of external exams.	Must be kept in the secure storage facility and destroyed when out of date.	Confidential destruction
Examiner/ Moderators reports	Reports from Awarding Body examiners.	To be immediately provided to Head of Departments as record owners.	
Invigilator and Invigilator Training Records	A record of current invigilators and a record of all training provided.	Records must be available for inspection and 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.	Confidential destruction
Moderation Returns Logs	Logs recording the return of candidates' work to the centre by the Awarding Bodies at the end of the moderation period.	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.	Confidential destruction

Overnight supervision information	A hard copy of the Overnight Supervision Declaration form signed by the candidate, supervisor and Head of Centre to be kept for inspection purposes.	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.	Confidential destruction
Post Results Services and confirmation of candidate consent forms	Hard copies or email records o required post results services consent.	Consent forms must be retained for at least 6 months following the outcome of the post results service or subsequent appeal. The Awarding Body reserve the right to inspect such documentation.	Confidential destruction
Post Results Services outcome information	Any hard copy information relating to a post results service.	Post results information must be retained for at least 6 months following the outcome of the post results service or subsequent appeal. The Awarding Body reserve the right to inspect such documentation.	Confidential destruction
Results information	Broadsheets of public exam 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 destruction
Special Consideration information	Any hard copy information relating to a special consideration application which has been submitted to an Awarding Body and signed evidence produced by SLT in support of the application.	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.	Confidential destruction
Suspected Malpractice Reports/Outcomes	Any hard copy information relating to suspected or actual malpractice investigation/ report submitted to an Awarding Body and outcome from the Awarding Body.	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.	Confidential destruction

Transferred Candidate information	Any hard copy information relating to a transferred candidate arrangement.	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.	Confidential destruction
Very late Arrival reports/outcomes	Any hard copy information relating to a candidate arriving very late to an exam.	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.	Confidential destruction