



Exams Archiving Policy

Cambian Wing College

Exams Archiving Policy

Centre name	Cambian Wing College
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Current policy approved by	Cassandra Pollitt
Current policy reviewed by	Tracey Costello
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Date of next review	30/11/2025

Key staff involved in the policy

Role	Name
Head of centre	Cassandra Pollitt
Senior leader(s)	Magdalena Lawrence
Exams officer	Tracey Costello
SEnCo (or equivalent role)	
IT manager	
Finance manager	
Head(s) of department	
Other staff (if applicable)	

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

References in this policy to GR, ICE, SC and PRS refer to the JCQ documents **General Regulations for Approved Centres, Instructions for conducting examinations, A guide to the special consideration process** and **Post-Results Services**.

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/data retention policy

Where a particular record or information type is not held in, or not applicable to Cambian Wing College, this is indicated.

1. Access arrangements information

Record(s) description

Any hard copy information kept by the Exams Officer relating to an access arrangement candidate including (but not limited to):

EHCP

Medical Evidence

Teacher evidence as to usual way of working

Form 9 or Statement in Support of an application

Information in relation to access arrangements applied for at a previous setting (where applicable)

Data Protection Form

Completed Applications

Retention information/period

Records returned to Examinations Officer as records owner at the end of the candidates final exam series.

Records relating to Exam Access Arrangements are retained in hard copy until after the deadline for review of results or other results enquires (or the resolution of any outstanding reviews, appeals or malpractice investigations) or the candidate has left the college, whichever is the later.

Action at the end of retention period (method of disposal)

Paper records are scanned on to the system and then disposed of via the secure confidential waste service.

Electronic records are retained on the IT system and archived by the Admin Team.

2. Alternative site arrangements

Record(s) description

Any hard copy information generated on an alternative site arrangement.

Notifications submitted online via CAP.

Retention information/period

Such records are retained in hard copy until after the deadline for review of results or other results enquires (or the resolution of any outstanding reviews, appeals or malpractice investigations) or the candidate has left the college, whichever is the later.

Action at the end of retention period (method of disposal)

Paper records are scanned on to the system and then disposed of via the secure confidential waste service.

Electronic records are retained on the IT system and archived by the Admin Team.

3. Attendance register copies

Record(s) description

Copies of attendance registers provided by exam boards

Invigilator record sheets with internal attendance records and seating plans etc.

Exam paper dispatch notices

Retention information/period

Such records are retained in hard copy until after the deadline for review of results or other results enquires (or the resolution of any outstanding reviews, appeals or malpractice investigations).

Action at the end of retention period (method of disposal)

Paper records are disposed of securely via the secure confidential waste service.

4. Awarding body exams administration information

Record(s) description

Any hard copy publications provided by the awarding bodies

Retention information/period

Records are retained until the current academic year update is provided.

Action at the end of retention period (method of disposal)

Paper records are disposed of via the secure confidential waste service. Electronic records are retained on our IT system and archived by the Admin Team.

5. Candidates' scripts

Record(s) description

Any unwanted copies of scripts returned to the centre through the access to scripts (ATS) service. Electronic copies of word processed answers.

Retention information/period

Records are retained securely until the awarding body's earliest date for confidential disposal of unwanted scripts in accordance with the requirements of GR, section 3.15 (... ensure that when scripts that have been returned under access to scripts arrangements are no longer required, they are disposed of in a confidential manner, but no earlier than the dates specified by the awarding bodies...)

Action at the end of retention period (method of disposal)

Paper records are scanned on to the system and then disposed of via the secure confidential waste service. Electronic records are retained on the IT system and archived by the Admin Team.

6. Candidates' work

Record(s) description

Non-examination assessment work returned to the centre by the awarding body at the end of the moderation period.

Retention information/period

Records logged on return to the centre and 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) in accordance with the requirements of GR, section 3.15 (...store safely and securely all non-examination assessments, including controlled assessments, coursework or portfolios, retained in, or returned to, the centre 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. This includes materials stored electronically...).

Action at the end of retention period (method of disposal)

Returned to candidates if they want to keep them or disposed of via the secure confidential waste service.

7. Centre consortium arrangements for centre assessed work

Record(s) description

Not applicable

Retention information/period

Not applicable

Action at the end of retention period (method of disposal)

Not applicable

8. Certificates

Record(s) description

Candidate certificates issued by awarding bodies

Retention information/period

Records retained in accordance with the requirements of GR, section 5.14 (...retain all unclaimed certificates under secure conditions for a minimum of 12 months from the date of issue...).

Action at the end of retention period (method of disposal)

Paper records are scanned to our system and retained in the central learner file for the candidate. Electronic records are retained on the IT system and archived by the Admin Team. Original certificates are retained in the candidates record of achievement file and handed to the candidate when they leave the service. Any certificates which come in after the candidate leaves the service are sent to the candidates home address as per our system via recorded delivery by the admin team.

9. Certificate destruction information

Record(s) description

A record of unclaimed certificates that have been destroyed.

Retention information/period

Records retained in accordance with the requirements of GR, section 5.14 (... destroy any unclaimed certificates after retaining them for a minimum of 12 months. They must be destroyed in a confidential manner. Centres that do not have a means of destroying certificates confidentially may return them to the respective awarding body. A record of certificates that have been destroyed should be retained for four years from their date of destruction. However, candidates should be informed that some awarding bodies do not offer a replacement certificate service. In such circumstances the awarding body will issue a Certifying Statement of Results... (Where an awarding body issues a replacement certificate, or a Certifying Statement of Results, this will provide an accurate and complete record of results for all qualifications covered by the original certificate... return any certificates requested by the awarding bodies. Certificates remain the property of the awarding bodies at all times).

Action at the end of retention period (method of disposal)

Paper records are scanned on to the system and then disposed of via the secure confidential waste service. Electronic records are retained on the IT system and archived by the Admin Team.

10. Certificate issue information

Record(s) description

A record of certificates that have been issued.

Retention information/period

Records retained in accordance with the requirements of GR, section 5.14 (...obtain and maintain accurate candidate contact information to ensure the correct and secure despatch of certificates - ...distribute certificates to all candidates without delay and regardless of any disputes (such as non-payment of fees). Certificates must not be withheld without prior permission from an awarding body which will only be given in very exceptional circumstances. A record should be kept of the certificates that are issued...).

Action at the end of retention period (method of disposal)

Paper records are scanned on to the system and then disposed of via the secure confidential waste service.

Electronic records are retained on the IT system and archived by the Admin Team.

11. Confidential materials: initial point of delivery logs

Record(s) description

Logs recording awarding body confidential exam materials received by an authorised member of staff at the initial point of delivery.

Retention information/period

Such records are retained until after the deadline for reviews of results or other results enquiries (or the resolution of any outstanding reviews/appeals or malpractice investigations) for the relevant exams series) or the candidate has left the college (records will usually be archived in the September after the candidate leaves college) whichever is the later.

Action at the end of retention period (method of disposal)

Paper records are scanned on to the system and then disposed of via the secure confidential waste service. Electronic records are retained on the IT system and archived by the Admin Team.

12. Confidential materials: receipt, secure movement and secure storage logs

Record(s) description

Logs recording the secure movement of awarding body confidential exam materials packages by an authorised member of staff to the secure room for transferal to the centre's secure storage facility.

Retention information/period

Such records are retained until after the deadline for reviews of results or other results enquiries (or the resolution of any outstanding reviews/appeals or malpractice investigations) for the relevant exams series) or the candidate has left the college (records will usually be archived in the September after the candidate leaves college) whichever is the later.

Action at the end of retention period (method of disposal)

Paper records are scanned on to the system and then disposed of via the secure confidential waste service. Electronic records are retained on the IT system and archived by the Admin Team.

13. Conflicts of interest records

Record(s) description

Records demonstrating the management of conflicts of interest

Retention information/period

Records retained in accordance with the requirements of GR, section 5.3 (... 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 the later.)

Action at the end of retention period (method of disposal)

Paper records are scanned on to the system and then disposed of via the secure confidential waste service. Electronic records are retained on the IT system and archived by the Admin Team.

14. Dispatch logs

Record(s) description

Proof of dispatch of exam script packages to awarding body examiners covered by the DfE (Standards & Testing Agency) yellow label service (England only).

Retention information/period

Such records are retained until after the deadline for reviews of results or other results enquiries (or the resolution of any outstanding reviews/appeals or malpractice investigations) for the relevant exams series) or the candidate has left the college (records will usually be archived in the September after the candidate leaves college) whichever is the later.

Action at the end of retention period (method of disposal)

Paper records are scanned on to the system and then disposed of via the secure confidential waste service. Electronic records are retained on the IT system and archived by the Admin Team.

15. Entry information

Record(s) description

Any hard copy information relating to candidates' entries.

Retention information/period

Such records are retained until after the deadline for reviews of results or other results enquiries (or the resolution of any outstanding reviews/appeals or malpractice investigations) for the relevant exams series) or the candidate has left the college (records will usually be archived in the September after the candidate leaves college) whichever is the later.

Action at the end of retention period (method of disposal)

Paper records are scanned on to the system and then disposed of via the secure confidential waste service. Electronic records are retained on the IT system and archived by the Admin Team.

16. Exam question papers

Record(s) description

Question papers for timetabled written exams.

Retention information/period

Records retained in accordance with the requirements of ICE, section 31 (Releasing question papers) and GR, section 6.13 (...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 by authorised centre personnel for the purpose of conducting examinations...).

Action at the end of retention period (method of disposal)

Issued to subject staff

17. Exam room checklists

Record(s) description

Checklists confirming exam room conditions and invigilation arrangements for each exam session.

Retention information/period

Such records are retained until after the deadline for reviews of results or other results enquiries (or the resolution of any outstanding reviews/appeals or malpractice investigations) for the relevant exams series) or the candidate has left the college (records will usually be archived in the September after the candidate leaves college) whichever is the later.

Action at the end of retention period (method of disposal)

Paper records are disposed of via the secure confidential waste service. Electronic records are retained on the

IT system and archived by the Admin Team.

18. Exam room incident logs

Record(s) description

Logs recording any incidents or irregularities in exam rooms for each exam session.

Retention information/period

Such records are retained until after the deadline for reviews of results or other results enquiries (or the resolution of any outstanding reviews/appeals or malpractice investigations) for the relevant exams series) or the candidate has left the college (records will usually be archived in the September after the candidate leaves college) whichever is the later.

Action at the end of retention period (method of disposal)

Paper records are disposed of via the secure confidential waste service. Electronic records are retained on the IT system and archived by the Admin Team.

19. Exam stationery

Record(s) description

Awarding body exam stationery provided solely for the purpose of external exams.

Retention information/period

Records retained in accordance with the requirements of ICE, section 30 (...return unused stationery to the secure storage facility or secure room until needed for a future examination. Surplus stationery must not be used for internal school tests, mock examinations and non-examination assessments... destroy confidentially any out-of-date stationery.).

Action at the end of retention period (method of disposal)

Disposed of via the secure confidential waste service.

20. Examiner reports

Record(s) description

Any Examiner Reports received in hard copy format from an awarding body.

Retention information/period

(Where/if provided by awarding body) Records immediately provided to head of department as records owner.

Action at the end of retention period (method of disposal)

Paper records are disposed of via the secure confidential waste service. Electronic records are retained on the IT system and archived by the Admin Team.

21. Finance information

Record(s) description

Copy invoices for exams-related fees.

Retention information/period

Records returned to Finance department as records owner at the end of the academic year.

Action at the end of retention period (method of disposal)

Not applicable

22. Handling secure electronic materials logs

Record(s) description

Logs recording the arrangements applied when handling secure electronic materials provided to the centre and accessed by the exams officer (or other authorised member of centre staff).

Retention information/period

Such records are retained until after the deadline for reviews of results or other results enquiries (or the resolution of any outstanding reviews/appeals or malpractice investigations) for the relevant exams series) or the candidate has left the college (records will usually be archived in the September after the candidate leaves college) whichever is the later.

Action at the end of retention period (method of disposal)

Paper records are disposed of via the secure confidential waste service. Electronic records are retained on the IT system and archived by the Admin Team.

23. Invigilation arrangements

Record(s) description

Checklists confirming exam room conditions and invigilation arrangements for each exam session.

Retention information/period

Such records are retained until after the deadline for reviews of results or other results enquiries (or the resolution of any outstanding reviews/appeals or malpractice investigations) for the relevant exams series) or the candidate has left the college (records will usually be archived in the September after the candidate leaves college) whichever is the later.

Action at the end of retention period (method of disposal)

Paper records are disposed of via the secure confidential waste service. Electronic records are retained on the IT system and archived by the Admin Team.

24. Invigilator and facilitator training records

Record(s) description

Invigilator and facilitator training records including but not limited to certificates and attendance records.

Retention information/period

Records retained in accordance with the requirements of ICE, section 12 (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 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. 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 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.).

Action at the end of retention period (method of disposal)

Paper records are scanned in and then given to the staff member. Electronic records are retained on the IT system and archived by the Admin Team.

25. Moderator reports

Record(s) description

Any Moderator Reports received in hard copy format from an awarding body

Retention information/period

(Where printed from electronic copy) Records immediately provided to head of department as records owner.

Action at the end of retention period (method of disposal)

Not applicable

26. Moderation return logs

Record(s) description

Logs recording the return of candidates' work to the centre by the awarding body at the end of the moderation period.

Retention information/period

Such records are retained until after the deadline for reviews of results or other results enquiries (or the resolution of any outstanding reviews/appeals or malpractice investigations) for the relevant exams series) or the candidate has left the college (records will usually be archived in the September after the candidate leaves college) whichever is the later.

Action at the end of retention period (method of disposal)

Paper records are disposed of via the secure confidential waste service. Electronic records are retained on the IT system and archived by the Admin Team.

27. Overnight supervision information

Record(s) description

The JCQ Overnight Supervision form is completed online using CAP. The JCQ Overnight Supervision Declaration form is downloaded from CAP for signing by the candidate, the supervisor and the head of centre.

Retention information/period

Records retained in accordance with the requirements of ICE, section 8 (...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...).

Action at the end of retention period (method of disposal)

Paper records are disposed of via the secure confidential waste service. Electronic records are retained on the IT system and archived by the Admin Team.

28. Post-results services: confirmation of candidate consent information

Record(s) description

Hard copy or email record of required candidate consent.

Retention information/period

Records retained in accordance with the requirements of PRS, section 4 plus appendix A and B (Consent forms or emails from candidates must 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. This form should be retained on the centre's files for at least six months following the outcome of the clerical re-check, review of marking or any subsequent appeal. This form should be retained on the centre's files for at least six months.).

Action at the end of retention period (method of disposal)

Paper records are disposed of via the secure confidential waste service. Electronic records are retained on the IT system and archived by the Admin Team.

29. Post-results services: request/outcome information

Record(s) description

Any hard copy information relating to a post-results service request (RoRs, appeals, ATS) submitted to an awarding body for a candidate and outcome information from the awarding body.

Retention information/period

Such records are retained until after the deadline for reviews of results or other results enquiries (or the resolution of any outstanding reviews/appeals or malpractice investigations) for the relevant exams series) or the candidate has left the college (records will usually be archived in the September after the candidate leaves college) whichever is the later.

Action at the end of retention period (method of disposal)

Paper records are disposed of via the secure confidential waste service. Electronic records are retained on the IT system and archived by the Admin Team.

30. Post-results services: tracking logs

Record(s) description

Logs tracking to resolution all post-results service requests submitted to awarding bodies.

Retention information/period

Such records are retained until after the deadline for reviews of results or other results enquiries (or the resolution of any outstanding reviews/appeals or malpractice investigations) for the relevant exams series) or the candidate has left the college (records will usually be archived in the September after the candidate leaves college) whichever is the later.

Action at the end of retention period (method of disposal)

Paper records are disposed of via the secure confidential waste service. Electronic records are retained on the IT system and archived by the Admin Team.

31. Private candidate information

Record(s) description

Any hard copy information relating to private candidates' entries.

Retention information/period

Such records are retained until after the deadline for reviews of results or other results enquiries (or the resolution of any outstanding reviews/appeals or malpractice investigations) for the relevant exams series) or the candidate has left the college (records will usually be archived in the September after the candidate leaves college) whichever is the later.

Action at the end of retention period (method of disposal)

Paper records are disposed of via the secure confidential waste service. Electronic records are retained on the IT system and archived by the Admin Team.

32. Proof of postage - candidates' work

Record(s) description

Proof of postage/dispatch of candidates' scripts to awarding body examiners/markers. Proof of postage/dispatch of sample of candidates' work submitted to awarding body moderators.

Retention information/period

Records (proof of postage/dispatch of candidates' scripts to awarding body examiners/markers) retained in accordance with the requirements of ICE, section 29 (Centres not involved in the secure despatch of exam scripts service... must obtain proof of postage/despatch for each packet of scripts, which must 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' scripts have left the centre. This will indicate that the scripts were written at the appointed time and that, should the scripts not be received by the awarding body/examiner, then special consideration may be possible.)...).

Action at the end of retention period (method of disposal)

Paper records are disposed of via the secure confidential waste service. Electronic records are retained on the IT system and archived by the Admin Team.

33. Resilience arrangements: Evidence of candidate performance

Record(s) description

The collection of evidence of student performance to ensure resilience in the qualifications system.

Retention information/period

Ofqual provide the following information: Retention of work - Student work, either the original or a copy, must always be retained digitally or physically. Students may be given copies, or the original work, where this would support their study. These copies are retained by subject teachers.

Action at the end of retention period (method of disposal)

Students work is held in their folders, either physically or digitally, and is disposed of at the end of their course of study by their subject teachers.

34. Resolving timetable clashes

Record(s) description

Any hard copy information relating to the resolution of a candidate's clash of timetabled exam papers.

Retention information/period

Such records are retained until after the deadline for reviews of results or other results enquiries (or the resolution of any outstanding reviews/appeals or malpractice investigations) for the relevant exams series) or the candidate has left the college (records will usually be archived in the September after the candidate leaves college) whichever is the later.

Action at the end of retention period (method of disposal)

Paper records are disposed of via the secure confidential waste service. Electronic records are retained on the IT system and archived by the Admin Team.

35. Results information

Record(s) description

Broadsheets of public examination results summarising candidate final grades by subject by exam series.

Retention information/period

Records for current year plus previous 6 years retained as a minimum.

Action at the end of retention period (method of disposal)

Paper records are disposed of via the secure confidential waste service. Electronic records are retained on the IT system and archived by the Admin Team.

36. Seating plans

Record(s) description

Plans showing the seating arrangements of all candidates for every exam taken.

Retention information/period

Records retained in accordance with the requirements of ICE, section 12 (...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. The centre must 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.).

Action at the end of retention period (method of disposal)

Paper records are disposed of via the secure confidential waste service. Electronic records are retained on the IT system and archived by the Admin Team.

37. Second pair of eyes check forms

Record(s) description

Records of the check that must take place by a second person (additional to the person removing question paper packets from secure storage) immediately before a question paper packet is opened.

Retention information/period

Such records are retained until after the deadline for reviews of results or other results enquiries (or the resolution of any outstanding reviews/appeals or malpractice investigations) for the relevant exams series) or the candidate has left the college (records will usually be archived in the September after the candidate leaves college) whichever is the later.

Action at the end of retention period (method of disposal)

Paper records are disposed of via the secure confidential waste service. Electronic records are retained on the IT system and archived by the Admin Team.

38. Special consideration information

Record(s) description

Any hard copy information relating to a special consideration application which has been submitted to an awarding body for a candidate and appropriate evidence signed by a senior leader.

Retention information/period

Records retained in accordance with the requirements of SC, section 6 (All applications must be supported by appropriate evidence signed by a member of the senior leadership team. The centre must retain this evidence until after the publication of results.)

Action at the end of retention period (method of disposal)

Paper records are disposed of via the secure confidential waste service. Electronic records are retained on the IT system and archived by the Admin Team.

39. Suspected malpractice reports/outcomes

Record(s) description

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.

Retention information/period

Such records are retained until after the deadline for reviews of results or other results enquiries (or the resolution of any outstanding reviews/appeals or malpractice investigations) for the relevant exams series) or the candidate has left the college (records will usually be archived in the September after the candidate leaves college) whichever is the later.

Action at the end of retention period (method of disposal)

Paper records are disposed of via the secure confidential waste service. Electronic records are retained on the IT system and archived by the Admin Team.

40. Transferred candidate arrangements**Record(s) description**

Any hard copy information relating to a transferred candidate arrangement. Applications submitted online via CAP.

Retention information/period

Such records are retained until after the deadline for reviews of results or other results enquiries (or the resolution of any outstanding reviews/appeals or malpractice investigations) for the relevant exams series) or the candidate has left the college (records will usually be archived in the September after the candidate leaves college) whichever is the later.

Action at the end of retention period (method of disposal)

Paper records are disposed of via the secure confidential waste service. Electronic records are retained on the IT system and archived by the Admin Team.

41. Very late arrival reports/outcomes**Record(s) description**

Any hard copy information relating to a candidate arriving very late to an exam. Reports submitted online via CAP.

Retention information/period

Such records are retained until after the deadline for review of results or other results enquiries (or the resolution of any outstanding reviews/appeals or malpractice investigations) for the relevant exams series or the candidate has left the college (records will usually be archived in the September after the candidate leaves college) whichever is the later.

Action at the end of retention period (method of disposal)

Paper records are disposed of via the secure confidential waste service. Electronic records are retained on the IT system and archived by the Admin Team.

42a. Any other records/documentation/materials**Record(s) description**

Not applicable

Retention information/period

Not applicable

Action at the end of retention period (method of disposal)

Not applicable

42b. Any other records/documentation/materials

Record(s) description

Not applicable

Retention information/period

Not applicable

Action at the end of retention period (method of disposal)

Not applicable

Changes 2024/2025

(Changed) Any reference to ALS Lead/SENCo changed to SENCo (or equivalent role).

(Added) Record type - **33. Resilience arrangements: Evidence of candidate performance**

Centre-specific changes

Upon review in October 2024, no centre-specific updates or changes were applicable to this document.)