

# **Exams Archiving Policy 2024/25**

The Basildon Upper Academy

## Exams Archiving Policy 2024/25

Centre name	The Basildon Upper Academy
Centre number	16133
Date policy first created	16/09/2024
Current policy approved by	Rebecca Rees
Current policy reviewed by	Sophie Rowe
Date of review	16/09/2024
Date of next review	30/09/2025

## Key staff involved in the policy

Role	Name
Head of centre	Rebecca Rees
Senior leader(s)	Sharon Szuszkiewicz
Exams officer	Sophie Rowe
SENCo (or equivalent role)	Chloe O'Keefe
IT manager	Jeff Archer
Finance manager	Hayley Loughlin
Head(s) of department	English - Natalie Fischer (maternity cover: Valenteen McGlashan Oakley) Maths - Madalina Stanciu Science - Zoe Radley Humanities - Lawrence Pickering Health/ Childcare - Aimee-Louise Taylor Design & Technology - Katie Bowman PE - Nicola Moore Creative Arts - Diane Reynolds Languages - Caroline Gham-Boh Business/ Enterprises - Henry Williams
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 The Basildon Upper Academy, 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 is secure in the data office.

Information is also held electronically on our MIS system, so any access arrangements are reflected on an exam seating plan for the invigilators

### **Retention information/period**

Records returned to ALS lead SENCo as records owner at end of the candidates final exam series

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

Information is removed from our MIS system, any hard copy records should be shredded and destroyed

## **2. Alternative site arrangements**

### **Record(s) description**

When an alternative site arrangement is made and submitted online, the submission is printed out and kept in a folder. Where applicable, this should also be recorded electronically

### **Retention information/period**

As advised, at The Basildon Upper Academy, exam-related information is held at the very least, until after the deadline for reviews of results or any other results enquiries for the relevant series

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

Information is removed from our MIS system, any hard copy records should be shredded and destroyed

## **3. Attendance register copies**

### **Record(s) description**

Attendance registers are created and completed at the time of the exam by the invigilator, after the exam - these are given to the exams officer to file away

### **Retention information/period**

The exams officer will keep copies of attendance registers in case awarding bodies have any queries, e.g. if a candidate was present/ absent for an exam, or maybe a script has been lost - so attendance needs to be confirmed. The exams office will usually keep an store this until after the deadline for reviews of results have passed

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

Attendance registers should be shredded once they are not needed

## **4. Awarding body exams administration information**

### **Record(s) description**

These could be exam timetables, key dates or even examination posters with rules and regulations printed on them

### **Retention information/period**

Awarding body examination information is usually updated yearly as updates can be made which would mean

the information is out of date. Theses should be refreshed every year before the examination series'

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

After the retention period is passed, outdated exams information should be removed electronically and hard copies should be shredded

### **5. Candidates' scripts**

#### **Record(s) description**

If candidate scripts are returned to the centre, this should be stored securely until the retention period

#### **Retention information/period**

The retention period for this would be after the deadline for review of results for the relevant series. The awarding body may have a specific retention period, if they do this must be adhered to

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

Once the retention period has passed, the scripts must be shredded

### **6. Candidates' work**

#### **Record(s) description**

If candidate coursework packs are returned to the centre, this should be stored securely until the retention period is up

#### **Retention information/period**

Records must be logged appropriately in regards to the moderation outcome. Work must be immediately returned to the department where they should securely store the work until the the deadline for appeals/ reviews of moderation has passed

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

Work can either be returned to candidates upon request, or can be safely disposed of

### **7. Centre consortium arrangements for centre assessed work**

#### **Record(s) description**

Hard copy information generated or relating to consortium arrangements for centre assessed work. This could also be in relation to applications submitted online

#### **Retention information/period**

Exams-related information that is held in the centre is retained at the very least until after the deadline for reviews of results or other results enquiries

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

Any hard copy records should be shredded and destroyed

### **8. Certificates**

#### **Record(s) description**

Candidate certificates which are issued by awarding bodies

#### **Retention information/period**

At The Basildon Upper Academy we retain certificates for at least 12 months, which gives students plenty of time to collect their certificates. They will be informed by letter that we have then, then reminded further that

they are ready to collect, they will also be informed that they are to be destroyed after 12 months. If the student does not collect them then they will be destroyed

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

Certificates will be placed into a shredding bag and sealed, we then book a collection for the shredding bag to be collected and destroyed securely

**9. Certificate destruction information**

**Record(s) description**

Once the 12 months have passed and we still have certificates left before we destroy them we ensure that a list is kept either electronically or as a hard copy - the list will include the names of the students and date of births of who have not collected and claimed

**Retention information/period**

Any unclaimed certificates are to be destroyed after 12 months of the issue date

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

Certificates will be placed into a shredding bag and sealed, we then book a collection for the shredding bag to be collected and destroyed securely

**10. Certificate issue information**

**Record(s) description**

We keep a record of certificates that have been issued and collected by students so we are aware who has and hasn't collected their certificates

**Retention information/period**

We maintain accurate contact details for previous students to ensure we can contact when when we have their certificates. A record of certificates issued is kept

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

The record can simply be removed if electronic or shredded if its a hard copy

**11. Confidential materials: initial point of delivery logs**

**Record(s) description**

A log is kept at reception for when deliveries arrive from awarding bodies. Then, the exams officer will also keep a log of what has arrived once the package has been opened up and the contents are stored accordingly

**Retention information/period**

This information is usually retained until at least after the deadline for reviews of results

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

Records can be removed or destroyed after the deadline of reviews of results

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

**Record(s) description**

These are logs recording the secure movements of awarding body confidential exam materials packages by an authorised member of staff to the secure broom for transferal to the our secure storage facility

**Retention information/period**

Exams-related information that is held in the centre is retained at the very least until after the deadline for reviews of results

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

Logs should be disposed of by shredding or a shredding bag

**13. Conflicts of interest records**

**Record(s) description**

Records are kept securely in the office which demonstrate conflicts of interest

**Retention information/period**

Information should be retained up until they no longer attend the school

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

Logs/ information should be disposed of by shredding or a shredding bag

**14. Dispatch logs**

**Record(s) description**

Dispatch logs are tucked in with exam papers or exam materials/ stationery, they should be kept in a folder in case its needed for any enquiries

**Retention information/period**

Exams-related information that is held in the centre is retained at the very least until after the deadline for reviews of results

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

Logs/ information should be disposed of by shredding or a shredding bag

**15. Entry information**

**Record(s) description**

When entries are made, spreadsheets are printed off and kept in a folder so we are aware of what entries have been made. Its also useful to keep to make sure that the correct entries have been made

**Retention information/period**

Exams-related information that is held in the centre is retained at the very least until after the deadline for reviews of results

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

Information sheets should be disposed of by shredding or a shredding bag

**16. Exam question papers**

**Record(s) description**

When question papers arrive for written exams, they are immediately transported to the exams secure room and put in the secure storage up until 1 hour before the exam

**Retention information/period**

For confidentially purposes, question papers must not be released to the centre personnel for use in accordance with the licence until after the awarding body's published finishing time for the exam



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

Any spare papers after an exam can either be given to subject teachers, after the completed papers have been sent off - or must be destroyed accordingly

**17. Exam room checklists****Record(s) description**

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

**Retention information/period**

Exams-related information that is held in the centre is retained at the very least until after the deadline for reviews of results

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

Room checklists should be disposed of and shredded.

**18. Exam room incident logs****Record(s) description**

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

**Retention information/period**

Exams-related information that is held in the centre is retained at the very least until after the deadline for reviews of results

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

Incident logs should be disposed of and shredded

**19. Exam stationery****Record(s) description**

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

**Retention information/period**

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

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

Destroy confidentially any out-of-date stationery

**20. Examiner reports****Record(s) description**

Examiner reports are given to the exams officer, these are kept and filed securely. They can also be passed onto the Head of Departments

**Retention information/period**

These records should be securely kept and retained for 6-12 months

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

Records should be confidentially shredded

## **21. Finance information**

### **Record(s) description**

Copy invoices for exams-related fees. These should be stored securely in the finance office and paid off before the due date

### **Retention information/period**

Records should be kept for 12 months

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

Records should be confidentially shredded once the retention date passes

## **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

### **Retention information/period**

Exams-related information that is held in the centre is retained at the very least until after the deadline for reviews of results

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

Records should be shredded once the retention period passes

## **23. Invigilation arrangements**

### **Record(s) description**

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

### **Retention information/period**

We ensure to keep this record until at least after the deadline for reviews of marking, in case any invigilators are asked to write statements in regards to any malpractice or any other incidents

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

Records should be shredded when they are no longer needed

## **24. Invigilator and facilitator training records**

### **Record(s) description**

In the exams office, we keep records of invigilators who attended any online or face to face training. This could be with certificates or signed sheets to prove who attended training. Powerpoint copy and certificate copies are kept in a folder

### **Retention information/period**

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

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

Any hard copy records should be shredded when they are no longer needed

## **25. Moderator reports**

### **Record(s) description**

Moderator reports are given to the exams officer, these are kept and filed securely. They can also be passed onto the Head of Departments

### **Retention information/period**

These should be stored securely and retained for 6-12 months

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

Records should be confidentially shredded

## **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**

Exams-related information that is held in the centre is retained at the very least until after the deadline for reviews of results

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

Any records should be shredded once the retention period has passed

## **27. Overnight supervision information**

### **Record(s) description**

Overnight Supervision Declaration form is downloaded from CAP for signing by the candidate, the supervisor and the head of centre

### **Retention information/period**

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)**

Records should be shredded once retention period passes

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

### **Record(s) description**

When a student requests a post-result service, they are asked to complete a JCQ consent form which is then given to the exams officer to file and record on the spreadsheet

### **Retention information/period**

Exams-related information that is held in the centre is retained at the very least until after the deadline for reviews of results

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

Once the retention period passes, any records should be shredded

## **29. Post-results services: request/outcome information**

### **Record(s) description**

Requests and outcomes are logged onto a spreadsheet kept by the exams officer, when an outcome comes in to the exams officer it is recorded promptly

### **Retention information/period**

Exams-related information that is held in the centre is retained at the very least until after the deadline for reviews of results

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

Electronic copies of the spreadsheet can be deleted after the retention date passes

## **30. Post-results services: tracking logs**

### **Record(s) description**

Post-results service requests are logged and tracked on a spreadsheet kept by the exams officer

### **Retention information/period**

Exams-related information that is held in the centre is retained at the very least until after the deadline for reviews of results

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

Electronic copies of the spreadsheet can be deleted after the retention date passes

## **31. Private candidate information**

### **Record(s) description**

Any hard copy information relating to private candidates' entries

### **Retention information/period**

Exams-related information that is held in the centre is retained at the very least until after the deadline for reviews of results

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

Hard copies of records should be shredded

## **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**

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

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

Hard copies of records should be shredded

## **33. Resilience arrangements: Evidence of candidate performance**

**Record(s) description**

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

**Retention information/period**

Retention of student work, either the original or a copy, must be retained by the centre. Student work can be retained digitally or physically. Students may be given copies, or the original work, where this would support their study

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

Any digital copies should be removed and hard copies should be disposed of

**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**

Where specific retention information is not provided by JCQ or any other authorised organisation, it is suggested as good practice that exams-related information that is held in the centre is retained at the very least until after the deadline for reviews of results or other results enquiries for the relevant exam series

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

Copies should be disposed of

**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)**

Hard copies of records should be shredded. Electronic copies should be removed from any computer

**36. Seating plans****Record(s) description**

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

**Retention information/period**

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)**

Hard copies of records should be shredded. Electronic copies should be removed from any computer

**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**

Exams-related information that is held in the centre is retained at the very least until after the deadline for reviews of results or other results enquiries

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

Hard copies of records should be shredded. Electronic copies should be removed from any computer

**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 special considerations must be retained until after the publication of results

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

Hard copies of records should be shredded. Electronic copies should be removed from any computer

**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**

Exams-related information that is held in the centre is retained at the very least until after the deadline for reviews of results or other results enquiries

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

Hard copies of records should be shredded. Electronic copies should be removed from any computer

**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**

Exams-related information that is held in the centre is retained at the very least until after the deadline for reviews of results or other results enquiries

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

Hard copies of records should be shredded. Electronic copies should be removed from any computer

**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**

Exams-related information that is held in the centre is retained at the very least until after the deadline for reviews of results or other results enquiries

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

Hard copies of records should be shredded. Electronic copies should be removed from any computer

**42a. Any other records/documentation/materials****Record(s) description****Retention information/period****Action at the end of retention period (method of disposal)****42b. Any other records/documentation/materials****Record(s) description****Retention information/period****Action at the end of retention period (method of disposal)**

## **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 September 2024, no centre-specific changes are applicable.