



# Exams Archiving Policy 2020/21

Revised: August 2020

Reviewed: August 2021

This policy should be read in conjunction with the OxSFC COVID-19 policy that overrides the guidelines/procedures in this policy, where appropriate. The guiding principle will always be to maintain the health and safety of all stakeholders.

## Purpose of the policy

- Identify exams related information/records held by the exams office
- Identify the retention period (in line with the Data protection policy)
- Determine the action required at the end of the retention period and method of disposal
- Inform/supplement the centre-wide records management policy

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

Record Type	Records(s) description (where required)	Retention information/period	Action at end of retention period (method of disposal)
<b>Access Arrangements Information</b>	Any hard copy information kept by EO relating to an access arrangement candidate.	To be retained until the end of the current examination series or until after the deadline for EARs or the resolutions of any outstanding enquiries, appeals or malpractice investigations.	To be archived in exams storage
<b>Attendance register copies</b>		To be retained until the deadline for EARs or the resolution of any outstanding enquiries/appeals for the relevant exams series.	Confidential waste/shredding

		[Ref ICE 6,15]	
<b>Awarding body administrative guides/manuals</b>	Any hard copy publication provided by awarding bodies.	To be retained until the current academic year update is provided.	To be recycled
<b>Candidates' work</b>	Non-examination assessment work (cwk) returned to the centre after awarding body moderation.	To be stored safely and securely until after the deadline for EARs or the resolution of any outstanding enquiries/appeals or malpractice investigations for the exam series. [Ref GR 3, 5]	Returned to candidates or safe disposal
<b>Certificates</b>		Unclaimed/uncollected certificates to be retained securely for 4 years from month of exam series.	Confidential destruction
<b>Certificate issue information</b>	A record of certificates that have been issued to candidates	To be archived in exams storage.	
<b>Delivery logs</b>	By awarding bodies to the centre and issued to authorised staff	Stored electronically on T drive reception folder indefinitely.	
<b>Confidential materials tracking logs</b>	A log to track materials taken from or returned to secure storage throughout the time the material is confidential	Log book stored in exam secure storage	
<b>Despatch logs</b>	Proof of despatch of exam script packages to awarding body examiners covered by the DfE (Standards & Testing Agency) yellow label service	To be stored safely and securely until after the deadline for EARs or the resolution of any outstanding enquiries/appeals or malpractice investigations for the exam series.	Archived in exams storage

<b>Entry information</b>	Any hard copy information relating to candidates' entries	Digital copies stored on the exams area indefinitely	Hard copies to be archived in the exam storage for 1 year then confidentially destroyed
<b>Exam question papers</b>	Question papers for timetabled written exams	Stored in the exams secure storage after exam and issued to teaching staff 24 hours after the published exam time in case of any clashes and only when all the candidates in the centre have completed the exam. One clean copy retained for Librarian	Any spare papers placed in staff room for a term. Any uncollected papers are then confidentially destroyed
<b>Exam room checklists</b>	Checklists confirming room conditions and invigilation arrangements for each exam room	To be retained until the deadline for EARS or the resolution of any outstanding enquires/appeals for the relevant exams series	Archived in exams storage
<b>Exam incident logs</b>	Logs recording any incidents or irregularities in exam rooms	To be retained and accessible for EARS or the resolution of any outstanding enquiries/appeals for the relevant exams series	Archived in exam storage
<b>Exam stationary</b>		When awarding body or JCQ common stationary is considered surplus or is out of date it will be disposed of	Confidential disposal
<b>Examiner &amp; moderator reports</b>		To be immediately provided to Assistant Principal (Academic). A copy to stay on the exams area	If a hard copy is taken this is to be archived in exams storage
<b>Finance information</b>	Copy invoices for exams related fees	To be returned to Finance department as records owner once agreed and signed as	Digital copies to be stored in Finance

		authorisation to make payment	
<b>Invigilation arrangements</b>	See <i>Exam room checklists</i>		
<b>JCQ publications</b>	Any hard copy publications provided by JCQ	To be retained until the current academic year update is provided	Hard copies to be recycled
<b>Overnight supervision information</b>	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	
<b>Post-results services: confirmation of candidate consent information</b>	Hard copy or email record of candidate consent for an EAR or ATS request to be submitted to an awarding body	EAR consent to be retained for at least 6 months following the outcome of the enquiry or any subsequent appeal.  ATS consent to be retained for at least 6 months from the date consent given	Archived in exams storage
<b>Post-results services: requests/outcome information</b>	Any hard copy information relating to a post results service request (EARs, appeals, ATS) submitted to an awarding body for a candidate and outcome information from the awarding body	To be retained for at least 6 months	Archived in exams storage
<b>Post-results services: scripts returned from ATS service</b>	Copy or original exam scripts returned to the centre by awarding body	Where scripts are retained by the centre, they must be securely stored (including any electronic versions) and not edited in any way or disposed of until after the awarding body deadline	Confidential disposal

<b>Post-results services tracking log</b>	A log tracking to resolution all post-results service requests submitted to awarding bodies		Archived in exams storage
<b>Proof of postage - candidate work</b>	Proof of postage of sample of candidates' work to awarding body moderators	Hard copy saved for finance and exam board related requests	Archived in exams storage
<b>Resolving clashes information</b>	Any hard copy information relating to a resolution of a candidate's clash of exam papers or a timetable variation	To be retained on file until the end of the exam series or to be retained and accessible for EARs or the resolution of any outstanding enquiries/appeals for the relevant exams series	Archived in exam storage
<b>Results information</b>	Broadsheets of results summarising candidate final grades by subject by exam series	Records to be retained for 7 years as a minimum	Archived in exam storage
<b>Seating plans</b>	Plans showing the seating arrangements of all candidates for every exam taken	To be kept until the deadline for EARs and the resolution of any outstanding enquiries/appeals for the relevant exams series	Archived in exams storage
<b>Special consideration information</b>	Any hard copy information relating to a special consideration request and supporting evidence submitted to an awarding body for a candidate	Evidence supporting an online special consideration application and evidence supporting a candidate's absence from an exam must be kept until after the publication of results	Digital copy to be retained on the exams area. Hard copies to be archived in exams storage.
<b>Suspected malpractice reports/outcomes</b>	Any hard copy information relating to a suspected malpractice	Digital copies to store on the exams area. Hard copies	Digital copies to store on the exams area. Hard copies

	investigation/report submitted to an awarding body and outcome information from the awarding body	to be archived in exams storage.	to be archived in exams storage.
<b>Transferred candidate information</b>	Any hard copy information relating to an application for a transferred candidate arrangement submitted to an awarding body for a candidate	To be retained until the transfer arrangements are confirmed by the awarding body	Digital copies to store on the exams area. Hard copies to be archived in exams storage.
<b>Very late arrival reports/outcomes</b>	Any hard copy information relating to a very late arrival report submitted to an awarding body for a candidate and outcome information from the awarding body	To be retained until the end of the current examination series or until the deadline for EARs or the resolutions of any outstanding enquiries appeals or malpractice investigations	Digital copies to store on the exams area. Hard copies to be archived in exams storage.