



**DISCOVERY**  
EDUCATIONAL TRUST

## **Examinations Archiving Policy 2023/24**

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| Title                            | Examinations Archiving Policy 2023/24   |
| Author/Owner                     | CHS and SMS Examinations Officers   |
| Status                           | Final   |
| Issue Date                       | Nov-23  |
| Senior Leadership Team Review by | CHS - Colin Brodigan - Assistant Headteacher - Examinations and Timetable<br>SMS - John Peacock - Assistant Headteacher - Assessment, Recording and Reporting |
| Review Cycle                     | Annual  |
| Review Date                      | Sep-24  |
| Security Classification          | OFFICIAL  |

## **1. Scope and Purpose**

This is the Discovery Educational Trust (DET) Examinations Archiving Policy for academic year 2023/24 and covers Chase High School (CHS) and St. Martin's School (SMS).

The purpose of this Policy is to:

- identify examination-related information/records held by the Examinations 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 DET Records Management Policy/Retention Schedules.

| Record Type  | Record(s) Description (where required)   | Retention Information/Period  | Action at End of Retention Period (method of disposal) |
|--|--|---|--|
| Access arrangements information                      | Any hard copy information kept by the Examinations Officer relating to an access arrangement candidate.          | To be returned to ALS Lead/SENDCo as records owner at end of the candidate's final examination series.  |  |
| Alternative site arrangements                        | Any hard copy information generated on an alternative site arrangement. Notifications submitted online via CAP.  |   |  |
| Attendance register copies                           |  | (Reference ICE 12... 22: ...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... | Confidential disposal                                  |
| Awarding Body examination administration information | Any hard copy publications provided by Awarding Bodies.  | To be retained until the current academic year update is provided.  |  |
| Candidates' scripts                                  | Any unwanted copies of scripts returned to the centre through the Access to Scripts (ATS) service.               | To be retained securely until the Awarding Body's earliest date for confidential disposal of unwanted scripts.<br><br>(Reference GR 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...)   | Confidential disposal                                  |
| 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 subject staff as records owner.  | Returned to candidates or safe disposal                |

| Record Type                         | Record(s) Description (where required)                       | Retention Information/Period   | Action at End of Retention Period (method of disposal) |
|-------------------------------------|--|--|--|
|                                     |  | <p>To be stored safely and securely along with work that did not form part of the moderation sample (including materials stored electronically).</p> <p>(Reference GR 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. See paragraph 4.8 of the JCQ publication <i>Instructions for conducting non - examination assessments</i> <a href="https://www.jcq.org.uk/exams-office/non-examination-assessments">https://www.jcq.org.uk/exams-office/non-examination-assessments</a>)</p> |  |
| Certificates                        | Candidate certificates issued by Awarding Bodies.            | <p>(Reference GR 5.14: ...retain all unclaimed certificates under secure conditions for a minimum of 12 months from the date of issue)</p> <p>Both CHS and SMS retain for seven-year period;</p>   | Confidential disposal                                  |
| Certificate destruction information | A record of unclaimed certificates that have been destroyed. | <p>(Reference GR 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 issues a Certifying Statement of Results... (Where an Awarding Body issues a replacement certificate, or</p>   | Confidential disposal                                  |

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|--|--|---|--|
|  |  | a Certifying Statement of Results, this provides an accurate and complete record of results for all qualifications covered by the original certificate...   |  |
| Certificate issue information  | A record of certificates that have been issued.  | (Reference GR 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 is only given in very exceptional circumstances. A record should be kept of the certificates that are issued...) |  |
| Confidential materials: initial point of delivery logs                   | Logs recording Awarding Body confidential examination materials received by an authorised member of staff at the initial point of delivery and the secure movement of packages by an authorised member of staff to the secure room for transferal to the Centre's secure storage facility. | Destroy at end of academic year   |  |
| Confidential materials: receipt, secure movement and secure storage logs | Logs recording confidential examination materials received, securely moved, checked and placed in the secure storage facility by the Examinations Officer (or other authorised member of Centre staff) throughout the period the materials are confidential.                               | Destroy at end of academic year   |  |
| Conflicts of interest records  | Records demonstrating the management of conflicts of interest  | (Reference GR 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,  |  |

| Record Type                 | Record(s) Description (where required)   | Retention Information/Period   | Action at End of Retention Period (method of disposal) |
|-----------------------------|--|--|--|
|                             |  | malpractice or other results enquiry has been completed, whichever is later.)  |  |
| Dispatch logs               | Proof of dispatch of examination script packages to Awarding Body examiners covered by the DfE (Standards & Testing Agency) yellow label service | Filed until issue of results   | Confidential disposal                                  |
| Entry information           | Any hard copy information relating to candidates' entries.   | 1 year   | Confidential disposal                                  |
| Examination question papers | Question papers for timetabled written examinations.   | <p>(Reference ICE 31: Question papers must not be released to Centre personnel 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.</p> <p>For CCEA examinations, question papers must not be released until 24 hours after the published finishing time for the examination.)</p> <p>(Reference GR 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...)</p> | Issued to subject staff                                |
| Examination room checklists | Checklists confirming examination room conditions and invigilation arrangements for each examination session.                                    | Retain until the end of the academic year  | Confidential disposal                                  |

| Record Type                                  | Record(s) Description (where required)  | Retention Information/Period   | Action at End of Retention Period (method of disposal) |
|--|---|--|--|
| Examination room incident logs               | Logs recording any incidents or irregularities in examination rooms for each examination session.   | Retain until the end of the academic year  | Confidential disposal                                  |
| Examination stationery                       | Awarding Body examination stationery provided solely for the purpose of external examinations.  | (Reference ICE 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.)  | Confidential disposal                                  |
| Examiner reports                             |   | (Where/if provided) To be immediately provided to Head of Department as records owner.   |  |
| Invigilator and facilitator training records | Online records  | (Reference ICE 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.) |  |
| Handling secure electronic materials logs    | Logs recording the arrangements applied when handling secure electronic materials provided to the Centre and accessed by the Examinations Officer (or other authorised member of Centre staff). |  |  |
| Moderator reports                            |   | (Where printed from electronic copy) To be immediately provided to Head of Department as records owner.  |  |

| Record Type   | Record(s) Description (where required)   | Retention Information/Period   | Action at End of Retention Period (method of disposal)   |
|---|--|--|--|
| Moderation returns logs   | Logs recording the return of candidates' work to the Centre by the Awarding Body at the end of the moderation period   | Records kept electronically  |  |
| Post-results services: confirmation of candidate consent information    | Hard copy or email record of required candidate consent  | (Reference PRS 4.2, plus appendix A and B: Consent forms or emails from candidates <b>must</b> 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.)  |  |
| Overnight supervision information                                       | The JCQ <i>Overnight Supervision</i> form is completed online using CAP.<br>The JCQ <i>Overnight Supervision Declaration</i> form is downloaded (from CAP) for signing by the candidate, the supervisor and the Head of Centre.<br>Any hard copy information relating to overnight supervision arrangements. Reports submitted online via CAP. | (Reference <a href="#">ICE 8</a> : ...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...) |  |
| Post-results services: requests/outcome information                     | 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.   | Retain until the end of the academic year  | Confidential disposal  |
| Post-results services: tracking logs                                    | Logs tracking to resolution all post-results service requests submitted to Awarding Bodies.  | Records kept electronically  |  |
| Private candidate information (includes those candidates unknown to the | Any hard copy information relating to private candidates' entries.   | Where relevant, all records are retained in line with records relating to internal candidates  | Where relevant, all records are disposed of in line with records relating to internal candidates |



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|---|---|---|--|
| Centre (private) and those candidates known to the Centre, i.e. ex-students taking resits (external)) |   |   |  |
| Proof of postage – candidates’ work   | Proof of postage of sample of candidates’ work submitted to Awarding Body moderators.<br>(Proof of postage of candidates’ scripts to Awarding Body examiners/markers) | (Reference ICE 29: Centres not involved in the secure despatch of examination 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.) ...) |  |
| Resolving timetable clashes information   | Any hard copy information relating to the resolution of a candidate’s clash of timetabled examination papers  | Retain until the end of the academic year   | Confidential disposal                                  |
| Results information   | Broadsheets of public examination results summarising candidate final grades by subject by examination series.  | Records for current year plus previous six years to be retained as a minimum.   |  |
| Seating plans   | Plans showing the seating arrangements of all candidates for every examination taken.   | (Reference ICE 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...)  |  |

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|---|---|--|---|
| Special consideration information       | Any hard copy information relating to a special consideration application, which has been submitted to an Awarding Body for a candidate, and signed evidence produced by a senior leader in support of the application. | (Reference SC 6: All applications must be supported by appropriate evidence signed evidence produced by appropriate evidence member of the Senior Leadership Team. The Centre must retain this evidence until after the publication of results.)   |   |
| Second pair of eyes check records/forms | 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.                       | (Reference ICE 5,, 18: In order to avoid potential breaches of security, care must be taken to ensure that the correct question paper packets are opened.<br>A member of centre staff, additional to the person removing the question paper packets from secure storage, e.g. an invigilator, must check the day, date, time, subject, unit/component and tier of entry, if appropriate, immediately before a question paper packet is opened. This second pair of eyes check must be recorded.) |   |
| Suspected malpractice reports/outcomes  | 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.   | Hard copies placed in students' files  | Confidential disposal (at end of statutory retention period for student records (Date of Birth + 25 years)) |
| Transferred candidate arrangements      | Any hard copy information relating to a transferred candidate arrangement. Applications submitted online via CAP.   |  |   |
| Very late arrival reports/outcomes      | Any hard copy information relating to a candidate arriving very late to an examination. Reports submitted online via CAP.   |  |   |