



# **The Oxford Academy**

## **Exams Archiving Policy**

**2020/21**

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

## Key staff involved in the exams archiving process

<b>Role</b>	<b>Name(s)</b>
Exams officer	<b>Miss Shannon West</b>
Exams officer line manager (Senior leader)	<b>Mrs Abi Banks</b>
Head of centre	<b>Mrs Nora Ward</b>
IT manager	<b>Via Dataspire and School Business manager</b>
ALS lead/SENCo	<b>Mrs Katherine Radcliffe</b>
Finance manager	<b>Mrs Louise Masters</b>

## **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

Record type	Record(s) description (where required)	Retention information/period
Access arrangements information	Any hard copy information kept by the EO relating to an access arrangement candidate.	To be returned to ALS lead/SENCo as records owner at end of the candidate's final exam series.
Alternative site arrangements	Any hard copy information generated on an alternative site arrangement. Notifications submitted online via CAP.	To be kept until all the post results information has come through.
Attendance register copies	Any attendance registers completed by the invigilators and a copy of the register to return to exam boards	The Examinations Officer is to 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... (Reference ICE 12, 22)
Awarding body administrative 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.	<p>To be retained securely until the awarding body's earliest date for confidential disposal of unwanted scripts.</p> <p>Where teachers have used copies of candidates' scripts for teaching and learning purposes but no longer wish to retain them, they must ensure that the scripts are disposed of in a confidential manner. (Reference PRS 6)</p> <p>The Examinations officer or heads of departments must 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...</p> <p>(Reference GR 3.15)</p>
Candidates' work	Non-examination assessment work returned to the centre by the awarding body at the end of the moderation period.	<p>To be logged on return to the centre and immediately returned to subject staff as records owner.</p> <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>The Examinations officer is to store safely and securely all non-examination assessments, including controlled assessments, coursework or portfolios, retained in, or returned to, the centre</p>

		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 Instructions for conducting non - examination assessments <a href="https://www.jcq.org.uk/exams-office/non-examination-assessments">https://www.jcq.org.uk/exams-office/non-examination-assessments</a> (Reference GR 3.15)
Centre consortium arrangements for centre assessed work	Any hard copy information generated or relating to consortium arrangements for centre assessed work. Applications submitted online via CAP.	To be kept until all the post results information has come through.
Certificates	Candidate certificates issued by awarding bodies.	The Exams office stores the certificates for a maximum of 7 years and then destroy.
Certificate destruction information	A record of unclaimed certificates that have been destroyed.	Certificate destruction information is kept for a maximum of 3 years after the destroy date of 7 years.
Certificate issue information	A record of certificates that have been issued.	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 for a year.
Confidential materials: initial point of delivery logs	Logs recording awarding body confidential exam 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.	Delivery logs are kept until the very end of the season once all the post results information has come through.
Confidential materials: receipt, secure movement and secure storage logs	Logs recording confidential exam materials received (including encrypted materials received via email or downloaded from an awarding body's secure extranet site), checked and placed in the secure storage facility by the exams officer (or other authorised member of centre staff) throughout the period the materials are confidential	Storage logs are kept until the very end of the season once all the post results information has come through
Conflicts of Interest records	Records demonstrating the management of Conflicts of Interest	The records are retained until any appeal, malpractice or other results enquiry has been completed.
Dispatch logs	Proof of dispatch of exam script packages to awarding body examiners covered by the DfE (Standards & Testing Agency) yellow label service	Dispatch logs are kept until the very end of the season once all the post results information has come through
Entry information	Any hard copy information relating to candidates' entries.	Entry information is kept until the end of the examination series once any post results services have been completed.

Exam question papers	Question papers for timetabled written exams.	The examination papers are given to the subject departments 24 hours after the examination as taken place.
Exam room checklists	Checklists confirming exam room conditions and invigilation arrangements for each exam session.	Checklists are kept until the end of the exam season when all the post results services have been completed
Exam room incident logs	Logs recording any incidents or irregularities in exam rooms for each exam session.	The exam room logs are kept until the end of the exam season when all post results services have been completed and then archived.
Exam stationery	Awarding body exam stationery provided solely for the purpose of external exams.	Exam stationery is kept in the secure room when examinations have finished and are kept until the stationary is damaged or out of date.
Examiner reports		Immediately provided to head of department as records owner.
Finance information	Copy invoices for exams-related fees.	Given to the finance department as records owner at the end of the academic year.
Invigilation arrangements	See Exam room checklists	Exam access arrangements for the season are kept until the end when all post results services have been completed. Access arrangements kept by the SECO are secured in a filing cabinet and are kept until the child has left the school and then archived
Invigilator and facilitator training records	Stored on the computer drive or invigilator folder	Training records are kept until the deadline for reviews of marking has passed or until any appeal, malpractice or other results enquiry has been completed, whichever is later.
Moderator reports	Kept on a computer drive for reference	Immediately provided to head of department as records owner.
Moderation returns logs	Logs recording the return of candidates' work to the centre by the awarding body at the end of the moderation period	Logs for the moderation reports are kept for a year and then destroyed
Overnight supervision information	Any hard copy information relating to overnight supervision arrangements. Reports submitted online via CAP.	All record for overnight supervision are kept until the deadline for reviews of marking has passed or until any appeal, malpractice or other results enquiry has been completed, whichever is later. Fo
Post-results services: confirmation of candidate consent information	Hard copy or email record of required candidate consent	Consent forms or e-mails from candidates are 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.
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	Post results service information is kept with the candidates consent form until 6

	candidate and outcome information from the awarding body.	months after the post result service is completed and then destroyed
Post-results services: tracking logs	Logs tracking to resolution all post-results service requests submitted to awarding bodies.	Post results service tracking log is kept with the candidates consent form until 6 months after the post result service is completed and then destroyed
Private candidate information	Any hard copy information relating to private candidates' entries.	Any information regarding a private candidate is destroyed after any post results services have been completed.
Proof of postage – candidates' work	Proof of postage of sample of candidates' work submitted to awarding body moderators.  (Proof of postage of candidates' scripts to awarding body examiners/markers)	Proof of postage is retained on the centre's files until the results are published, in case of loss or damage.
Resolving timetable clashes information	Any hard copy information relating to the resolution of a candidate's clash of timetabled exam papers	Any information regarding timetable clashes are destroyed after any post results services have been completed.
Results information	Broadsheets of results summarising candidate final grades by subject by exam series.	Records for current year plus previous 6 years to be retained as a minimum.
Seating plans	Plans showing the seating arrangements of all candidates for every exam taken.	Seating plan are kept until the deadline for reviews of marking has passed or until any appeal, malpractice or other results enquiry has been completed, whichever is later
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.	Special consideration information is kept until after the results have been released to candidates.
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.	Malpractice information is kept until the deadline for reviews of marking has passed or until any appeal, malpractice or other results enquiry has been completed, whichever is later
Transferred candidate arrangements	Any hard copy information relating to a transferred candidate arrangement. Applications submitted online via CAP.	Transferred candidate arrangements are kept until the deadline for reviews of marking has passed or until any appeal, malpractice or other results enquiry has been completed, whichever is later
Very late arrival reports/outcomes	Any hard copy information relating to a candidate arriving very late to an exam. Reports submitted online via CAP.	Very late arrival information is kept until the deadline for reviews of marking has passed or until any appeal, malpractice or other results enquiry has been completed, whichever is later