



HamiltonSchool

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Exams Archiving Policy

Hamilton School

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Centre name	Hamilton School
Centre number	51334
Date policy first created	10/01/2024
Current policy approved by	Sarah Concannon, Headteacher
Current policy reviewed by	Hannah Wilson
Date of review	
Date of next review	01/12/2024

Key staff involved in the policy

Role	Name
Head of centre	Sarah Concannon
Senior leader(s)	Sarah Concannon, Headteacher Crispian Woolford, Assistant Headteacher
Exams officer	Hannah Wilson
SENCo (or equivalent role)	Jill Corfield
IT manager	Turn It On
Finance manager	Emma Conroy, School Business 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 Hamilton School, this is indicated.

1. Access arrangements information

Record(s) description

Any hard copy information kept by the EO relating to an access arrangement candidate.

Retention information/period

To be returned to SENCo as records owner at end of the candidate's final exam series.

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

Confidential disposal.

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

Kept until after deadline for review has passed.

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

Confidential disposal.

3. Attendance register copies

Record(s) description

Retention information/period

As per JCQ ICE 12.6.e) - 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. The deadlines for GCE and GCSE examinations are stated in the JCQ document: Post-Results Services, Information and guidance to centres:<http://www.jcq.org.uk/exams-office/post-results-services>

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

Confidential waste/shredding

4. Awarding body exams administration information

Record(s) description

Any hard copy publications provided by awarding bodies.

Retention information/period

To be retained until the current academic year update is provided.

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

Recycled.

5. Candidates' scripts

Record(s) description

Any unwanted copies of scripts returned to the centre through the Access to Scripts (ATS) service.

Retention information/period

To be retained securely until the awarding body's earliest date for confidential disposal of unwanted scripts.

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

Confidential disposal.

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

To be 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)

JQC GR 3.15.b) 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 document Instructions for conducting non-examination assessments:

<https://www.jcq.org.uk/exams-office/non-examination-assessments>

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

Returned to candidates or safe disposal

7. Centre consortium arrangements for centre assessed work**Record(s) description**

Any hard copy information generated or relating to consortium arrangements for centre assessed work. Applications submitted online via CAP

Retention information/period

Kept until after deadline for review has passed

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

Confidential disposal

8. Certificates**Record(s) description**

Candidate certificates issued by awarding bodies.

Retention information/period

JQC GR 5.14.c) 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)

Confidential destruction

9. Certificate destruction information

Record(s) description

A record of unclaimed certificates that have been destroyed.

Retention information/period

JCQ GR 5.14d) 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.)

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

Confidential disposal

10. Certificate issue information

Record(s) description

A record of certificates that have been issued.

Retention information/period

JCQ GR 5.14b) 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)

Confidential disposal

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 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.

Retention information/period

Keep until after deadline for reviews has passed.

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

Recycled

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

Record(s) description

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

Retention information/period

Kept until after deadline for reviews has passed

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

Recycled

13. Conflicts of interest records**Record(s) description**

Records demonstrating the management of Conflicts of Interest

Retention information/period

JCQ GR 5.3.j) ...The head of centre must ensure that the records include details of the measures taken to mitigate any potential risk to the integrity of the qualifications affected. 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 later.

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

Confidential disposal.

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

Retention information/period

Kept until after deadline for reviews has passed.

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

Recycled

15. Entry information**Record(s) description**

Any hard copy information relating to candidates' entries.

Retention information/period

Kept until after deadline for reviews has passed.

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

Confidential disposal.

16. Exam question papers**Record(s) description**

Question papers for timetabled written exams.

Retention information/period

JCQ ICE 31.1) 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.

For CCEA examinations, question papers must not be released until 24 hours after the published finishing time for the examination....

JCQ 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.

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

Kept until after deadline for reviews has passed.

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

Confidential disposal.

18. Exam room incident logs

Record(s) description

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

Retention information/period

Kept until after deadline for reviews has passed.

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

Confidential disposal.

19. Exam stationery

Record(s) description

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

Retention information/period

JCQ GR 30.2 The exams officer must:

- a) 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;
- b) destroy confidentially any out-of-date stationery

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

Confidential destruction.

20. Examiner reports

Record(s) description

Retention information/period

Where/if provided) To be immediately provided to head of department as records owner.

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

Confidential disposal.

21. Finance information

Record(s) description

Copy invoices for exams-related fees.

Retention information/period

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

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

Finance Dept responsibility.

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

Where specific retention information is not provided by JCQ or 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 (or the resolution of any outstanding reviews/appeals or malpractice investigations) for the relevant exams series).

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

Electronic deletion.

23. Invigilation arrangements

Record(s) description

See Exam Room Checklists

Retention information/period

Kept until after deadline for reviews has passed.

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

Confidential disposal.

24. Invigilator and facilitator training records

Record(s) description

Retention information/period

JCQ ICE 12.3) 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)

Confidential disposal

25. Moderator reports

Record(s) description

Retention information/period

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

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

Confidential disposal.

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

Kept until after deadline for reviews has passed.

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

Confidential disposal.

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

JCQ ICE 8.4.c) 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)

Confidential disposal.

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

Record(s) description

Hard copy or email record of required candidate consent.

Retention information/period

Consent forms or e-mails 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. [Reference PRS 4.2, appendix A and B]

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

Confidential disposal.

29. Post-results services: request/outcome information

Record(s) description

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

Retention information/period

Kept until after deadline for reviews has passed.

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

Confidential disposal.

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

Kept until after deadline for reviews has passed.

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

Confidential disposal.

31. Private candidate information

Record(s) description

Not applicable.

Retention information/period

Not applicable.

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

Not applicable.

32. Proof of postage - candidates' work

Record(s) description

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

Retention information/period

JCQ ICE 29.4) Centres not involved in the secure despatch of exam scripts service: a) 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. Centres not involved in the secure despatch of exam scripts service,

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

Confidential disposal

33. Resilience arrangements: Evidence of candidate performance

Record(s) description

Mock Exam papers are downloaded from exam board websites and kept in the secure room prior to the exams being taken.

Completed Mock Exams and Functional Skills papers will be kept in the secure room until the review period for the Summer 2025 period is completed.

Retention information/period

Student work, either the original or a copy, must always 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)

Confidential disposal

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

Kept until after deadline for reviews has passed.

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

Confidential disposal.

35. Results information

Record(s) description

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

Retention information/period

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

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

Confidential disposal.

36. Seating plans

Record(s) description

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

Retention information/period

JCQ ICE 12.6.e) 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. The deadlines for GCE and GCSE examinations are stated in the JCQ document: Post-Results Services, Information and guidance to centres: <http://www.jcq.org.uk/exams-office/post-results-services>

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

Confidential disposal.

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

Where specific retention information is not provided by JCQ or 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 (or the resolution of any outstanding reviews/appeals or malpractice investigations) for the relevant exams series).

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

As per document second pair of eyes check is recorded on.

38. Special consideration information

Record(s) description

Any hard copy information relating to a special consideration request and supporting evidence submitted to an awarding body for a candidate and signed evidence produced by a senior leader in support of the application.

Retention information/period

All applications must be supported by signed evidence produced by a member of the senior leadership team. The centre must retain this evidence until after the publication of results. (Reference SC 6)

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

Confidential disposal.

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

Kept until after deadline for reviews has passed.

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

Confidential disposal.

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

Kept until after deadline for reviews has passed.

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

Confidential disposal.

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

Kept until after deadline for reviews has passed.

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

Confidential disposal.

42a. Any other records/documentation/materials

Record(s) description

Any other records/documents/materials

Retention information/period

Where specific retention information is not provided by JCQ or other authorised organisation, 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 (or the resolution of any outstanding reviews/appeals or malpractice investigations) for the relevant exams series.

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

Where specific retention information is not provided by JCQ or other authorised organisation, confidential disposal.

42b. Any other records/documentation/materials

Record(s) description

Any other records/documents/materials

Retention information/period

Where specific retention information is not provided by JCQ or other authorised organisation, 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 (or the resolution of any outstanding reviews/appeals or malpractice investigations) for the relevant exams series.

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

Where specific retention information is not provided by JCQ or other authorised organisation, confidential 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 updates or changes were applicable to this document.