



ISAAC NEWTON
ACADEMY

Isaac Newton Academy

Exams archiving policy

2018/2019

Key Staff

Role	Names
Head of Centre	Jo Spencer
Exams Officer line manager (Assistant Principal: data and assessment)	Mark Crowther-Green
Data and Exams Manager	Aidan Rothnie
SENCo	David Wilson
SLT Members	Sugra Alibhai; Helen Chamberlain; Tam Broadway; Eva McEvoy; Leanne Abbott-Jones; Gareth Marshall-Jones; Nichola West; Alex Clift-Matthews; Patrick Ball; Greg Coughlin; and David Beattie

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	Action at end of retention period (method of disposal)
Access arrangements information	Any hard copy information kept by the EO relating to an access arrangement candidate	To be returned to SENCo as records owner at the end of the candidate's final exam series	
Alternative site arrangements	Any hard copy information on an alternative site arrangement. Notifications submitted online via CAP		
Attendance register copies		To 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	Confidential disposal
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	To be retained securely until the awarding body's earliest date for the confidential disposal of unwanted scripts	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. To be stored safely and securely along with work that did not form part of the moderation sample (including materials stored electronically) 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 (for the exam series)	Returned to candidates or safe disposal
Certificates	Candidate certificates issued by awarding bodies	Two years from the date of issue	Confidential disposal
Certificate destruction information	A record of unclaimed certificates that have been destroyed	Four years from the date of destruction of the certificates	
Confidential materials: Initial point of delivery logs	Logs recording awarding body confidential exam materials received at the initial point of delivery in the centre to the point where materials are securely issued to an authorized member of staff	To 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	Confidential disposal
Confidential materials: receipt, secure	Logs recording the receipt, checking, secure movement, and secure storage of confidential	To be retained until the deadline for reviews of marking has passed or until any appeal, malpractice,	Confidential disposal

movement, and secure storage logs	exam materials	or other results enquiry has been completed, whichever is later	
Dispatch logs	Proof of dispatch of exam script packages to awarding body examiners covered by the DfE (Standards & Testing Agency) yellow label service	To 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	Confidential disposal
Entry information	Any hard copy information relating to candidates' entries	To 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	Confidential disposal
Exam question papers	Question papers for timetabled written exams	To be held by exams staff until the day after the published date of the exam, whereupon it shall be sent to subject staff	Issued to subject staff
Exam room checklists	Checklists confirming exam room conditions and invigilation arrangements for each exam session	To 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	Confidential disposal
Exam room incident logs	Logs recording any incidents or irregularities in exam rooms for each exam session	To 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	Confidential disposal
Exam stationery	Awarding body exam stationery provided solely for the purpose of external exams	Unused stationery will be returned to the centre's secure storage facility until needed for a future examination. Surplus stationery must not be used for internal school tests, mock examinations, and non-examination assessments. Surplus or out-of-date stationery will be confidentially destroyed	Confidential disposal
Examiner reports		To be immediately provided to head of department as records owner	
Finance information	Copy invoices for exams-related fees	To be filed immediately by the Finance department as part of usual invoice file storage	
Invigilation arrangements	<i>See Exam room checklists</i>		
Invigilator and facilitator training records	Records of the content of the training provided to invigilators and facilitators of access arrangements	To 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	Confidential disposal
JCQ publications	Any hard copy publications provided by JCQ	To be retained until the current academic year update is provided	Paper recycling

Moderator reports		To be immediately provided to head of department as records owner. Exams officer to hold copies on file	
Moderation returns logs	Logs recording the return of candidates' work to the centre by the awarding body at the end of the moderation period		
Overnight supervision information	JCQ form <i>Timetable variation and confidentiality declaration for overnight supervision</i> for any candidate eligible for these arrangements	To 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	Confidential disposal
Post-results services: confirmation of candidate consent information	Hard copy or email record of required candidate consent	EAR consent to be retained for at least six months following the outcome of the enquiry or any subsequent appeal. ATS consent to be retained for at least six months from the date consent given	Confidential disposal
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	To be retained for at least six months following the outcome of the enquiry or any subsequent appeal.	Confidential disposal
Post-results services: scripts provided by ATS service	Copies of exam scripts (or an electronic image of the script) returned to the centre by the awarding body/copies downloaded by the centre where the awarding body provides online access to scripts	Where copies of scripts are retained by the centre, they must be securely stored (including any electronic versions) until they are no longer required	Confidential disposal
Post-results services: tracking logs	Logs tracking to resolution all post-results service requests submitted to awarding bodies	To be retained for at least six months following the outcome of the enquiry or any subsequent appeal.	Confidential disposal
Proof of postage – candidate work	Proof of postage of sample of candidates' work submitted to awarding body moderators	To 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	Confidential disposal
Resolving timetable clashes information	Any hard copy information relating to the resolution of a candidate's clash of exam papers or a timetable variation	To 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	Confidential disposal
Results information	Broadsheets of results summarizing candidate final grades by subject by exam series	Records for current year plus previous six years to be retained as a minimum	
Seating plans	Plans showing the seating arrangements of all	To be retained until after the deadline for EARs or	Confidential disposal

	candidates for every exam taken	until any appeal, malpractice, or other results enquiry has been completed, whichever is later	
Attendance registers	Copies of the attendance registers received from the awarding bodies, filled in, and returned	To be retained until after the deadline for EARs or until any appeal, malpractice, or other results enquiry has been completed, whichever is later	Confidential disposal
Special consideration information	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	Confidential disposal
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	To be retained until after the deadline for EARs or until any appeal, malpractice, or other results enquiry has been completed, whichever is later	Confidential disposal
Transfer of credit information	Any hard copy information relating to a GCE AS transfer of credit arrangements (for a legacy unitized GCE AS specification) application submitted to an awarding body for a candidate	To be retained until the issue of the GCSE A level result for the candidate	Confidential disposal
Transferred candidate arrangements	Any hard copy information relating to an application for a transferred candidate arrangement. Applications submitted online via CAP	To be retained until the transfer arrangements are confirmed by the awarding body	Confidential disposal
Very late arrival reports/outcomes	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 after the deadline for EARs or until any appeal, malpractice, or other results enquiry has been completed, whichever is later	Confidential disposal