



Ark John Keats  
Academy

# Exams Archiving Policy

## Key Staff

<b>Role</b>	<b>Names</b>
Head of Centre	William Mackintosh
Exams Officer line manager	Adele Barward-Symmons
Exams Officer	Naleni Naidoo
SEnCo	Natasha Socrates
Secondary SLT Members	Nathaniel Nabarro, Victoria Henderson, Frances Freeman, Sean Mullarkey, Natasha Socrates, Emma Dickson

## 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)
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	See <i>Exam room checklists</i>		
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	
Overnight supervision information	Copy of JCQ form <i>Timetable variation and confidentiality declaration for overnight supervision</i> for any candidate eligible for these arrangements	To be retained for JCQ inspection purposes for the relevant exam series	Confidential disposal
Post-results services: confirmation of candidate consent information	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 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 (EARs, appeals, ATS) submitted to an awarding body for a candidate and outcome information from the awarding body		
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	A log tracking to resolution all post-results service requests submitted to awarding bodies		
Private candidate information	Any hard copy information relating to private candidates' entries		

Proof of postage – candidate work	Proof of postage of sample of candidates' work to awarding body moderators		
Resolving clashes information	Any hard copy information relating to the resolution of a candidate's clash of exam papers or a timetable variation		
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 candidates for every exam taken	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
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 malpractice investigation/report submitted to an awarding body and outcome information from the awarding body		
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 information	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	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		