



**CHELTENHAM  
BOURNSIDE  
SCHOOL**

## **Exam Archiving Policy**

Cheltenham Bournside School

## Exam Archiving Policy

Centre name	Cheltenham Bournside School
Centre number	57309
Date policy first created	04/10/2023
Current policy approved by	K Hanley
Current policy reviewed by	F Brown
Date of review	25/09/2024
Date of next review	01/10/2025

### Key staff involved in the policy

Role	Name
Head of centre	S Jefferies
Senior leader(s)	K Hanley
Exams officer	F Brown
SEnCo (or equivalent role)	V Weir
IT manager	J Wood
Finance manager	M Kwok
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 Cheltenham Bournside School, this is indicated.

### **1. Access arrangements information**

#### **Record(s) description**

Any hard copy information pertaining to Access Arrangements is returned to V Weir or securely destroyed.

#### **Retention information/period**

Not retained in Exams dept - all records held with SENCO/ALS lead.

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

Hard copies are securely destroyed.

### **2. Alternative site arrangements**

#### **Record(s) description**

Documents relating to this regarding Hospital Education or students taking exams at home.

#### **Retention information/period**

All documents retained until certificates produced and there are no outstanding Enquiries about Results.

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

Hard copies are securely destroyed.

### **3. Attendance register copies**

#### **Record(s) description**

All attendance registers; both the Bromcom copies and the Exam Board copies are kept.

#### **Retention information/period**

We retain all registers until certificates are issued and all Enquiries about Results are resolved. We understand that Exam Boards may need to inspect or see copies of these at any time.

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

Confidential waste disposal.

### **4. Awarding body exams administration information**

#### **Record(s) description**

Any hard copy publications from Exam Boards regarding administration.

#### **Retention information/period**

Records retained until the current academic year update is provided.

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

Securely disposed of if it contains any confidential material, otherwise disposed of in the usual way.

### **5. Candidates' scripts**

#### **Record(s) description**

Any unwanted copies of scripts returned to the centre through the Access to Scripts service.  
Any copies of word processed scripts.

### **Retention information/period**

To be retained securely until the awarding body's earliest date for confidential disposal of unwanted scripts in accordance with the requirements of GR, section 3.15. We 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.

### **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**

Records logged on return to the centre and either immediately returned to subject staff as records owner or stored securely by the exams department. To be stored safely and securely along with work that did not form part of the moderation sample (including materials stored electronically) in accordance with the requirements of GR, section 3.15 which states we must 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.

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

Returned to candidates/departments or securely destroyed.

## **7. Centre consortium arrangements for centre assessed work**

### **Record(s) description**

Not applicable

### **Retention information/period**

Not applicable

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

Not applicable

## **8. Certificates**

### **Record(s) description**

Candidate certificates issued by awarding bodies.

### **Retention information/period**

Records retained in accordance with the requirements of GR, section 5.14 which is that we retain all unclaimed certificates under secure conditions for a minimum of 12 months from the date of issue. In practice, we usually retain certificates for 5 years.

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

Confidential disposal following making a log of all certificates which are destroyed.

## **9. Certificate destruction information**

### **Record(s) description**

A record of unclaimed certificates that have been destroyed.

**Retention information/period**

Records retained in accordance with the requirements of GR, section 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 will issue a Certifying Statement of Results.

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

Confidential destruction.

**10. Certificate issue information**

**Record(s) description**

A record of certificates that have been issued.

**Retention information/period**

Records retained in accordance with the requirements of GR, section 5.14: obtain and maintain accurate candidate contact information to ensure the correct and secure despatch of certificates.

We will 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)**

We retain the record of certificates that have been issued for ten years and then save it electronically and destroy the hard copy confidentially.

**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.

**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)**

Destroyed.

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

**Record(s) description**

Logs recording the secure movement of awarding body confidential exam materials packages by an authorised member of staff to the secure room for transferal to the centre's secure storage facility.

**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)**

Destroyed.

**13. Conflicts of interest records**

**Record(s) description**

Records demonstrating the management of conflicts of interest.

**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)**

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 (England only).

**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)**

Destroyed.

**15. Entry information**

**Record(s) description**

Any hard copy information relating to candidates' entries.

**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)**

Confidential disposal.

**16. Exam question papers**

**Record(s) description**

Question papers for timetabled written exams.

**Retention information/period**

Records retained in accordance with the requirements of ICE, section 31 (Releasing question papers) and GR, section 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**

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)**

Destroyed.

**18. Exam room incident logs****Record(s) description**

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

**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)**

Confidentially destroyed.

**19. Exam stationery****Record(s) description**

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

**Retention information/period**

Records retained in accordance with the requirements of ICE, section 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.

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

Confidential destruction



## **20. Examiner reports**

### **Record(s) description**

Reports from the Exam Board's examiners.

### **Retention information/period**

Records immediately provided to head of department as records owner.

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

Head of department can destroy after certificates issued.

## **21. Finance information**

### **Record(s) description**

Copy of invoice for exam fees in the case of private candidates.

Copy of invoice for fees to Review of Marking an exam paper.

### **Retention information/period**

Records 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 may destroy confidentially.

## **22. Handling secure electronic materials logs**

### **Record(s) description**

N/A

### **Retention information/period**

N/A

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

N/A

## **23. Invigilation arrangements**

### **Record(s) description**

Checklists confirming exam room conditions and invigilation arrangements for each exam session.

### **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)**

Confidentially destroyed.

## **24. Invigilator and facilitator training records**

### **Record(s) description**

Hard copies of training records.

**Retention information/period**

All hard copies to be scanned and transferred to electronic copies.

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

Confidentially destroyed.

**25. Moderator reports****Record(s) description**

Moderator reports

**Retention information/period**

Where printed from electronic copies, all moderator reports are immediately given to Heads of Department.

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

N/A

**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**

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)**

Destroyed.

**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**

Records retained in accordance with the requirements of ICE, section 8: 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)**

Confidentially destroyed.

**28. Post-results services: confirmation of candidate consent information****Record(s) description**

Hard copy or email record of required candidate consent.

**Retention information/period**

Records retained in accordance with the requirements of PRS, section 4 plus appendix A and B (Consent forms or emails 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.).

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

Confidentially destroyed

**29. Post-results services: request/outcome information**

**Record(s) description**

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.

**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)**

Confidentially destroy.

**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**

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)**

Confidentially destroy.

**31. Private candidate information**

**Record(s) description**

Any hard copy information relating to private candidates' entries.

**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)**

Confidentially destroyed.

**32. Proof of postage - candidates' work**

**Record(s) description**

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

**Retention information/period**

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

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

Confidentially destroyed.

**33. Resilience arrangements: Evidence of candidate performance****Record(s) description**

The collection of evidence in the students' performance to ensure resilience in the qualifications system.

**Retention information/period**

The centre retains an electronic copy of all mock exam scripts. Students may be given the hard copy for them to study from.

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

At the end of the retention period, the files may be deleted.

**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**

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)**

Confidentially destroyed.

**35. Results information****Record(s) description**

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

**Retention information/period**

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

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

Confidentially destroyed.

**36. Seating plans****Record(s) description**

Plans showing the seating plans for the current year for every exam taken.

**Retention information/period**

We retain the hard copies as amended by the invigilators for each exam of the seating plans, invigilation

arrangements and registers until the deadline for any appeal or review.

**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)**

Confidential disposal.

**38. Special consideration information**

**Record(s) description**

Any hard copy information relating to a special consideration application which has been submitted to an awarding body for a candidate and appropriate evidence signed by a senior leader.

**Retention information/period**

Records retained in accordance with the requirements of SC, section 6 (All applications must be supported by appropriate evidence signed by a member of the senior leadership team. The centre must retain this evidence until after the publication of results.)

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

Confidentially destroyed.

**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**

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)**

Confidentially destroyed.

**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**

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)**

Confidentially destroyed.

**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**

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)**

Confidential disposal.

**42a. Any other records/documentation/materials****Record(s) description****Retention information/period****Action at the end of retention period (method of disposal)****42b. Any other records/documentation/materials****Record(s) description****Retention information/period****Action at the end of retention period (method of 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**

This policy applies to all GCSEs, A levels, BTEC Nationals, BTEC Technicals, OCR Cambridge Nationals and Technicals, WJEC and AQA level 3 qualifications and FSMQ qualifications.