



Policy/Procedure creator: Owais Ahmed

Centre Name	Edgbaston College
Centre Number	N/A
Date policy first created (dd/mm/yyyy)	12/12/2020
Current policy approved by	Owais Ahmed
Date of next review (dd/mm/yyyy)	August 2021
Current policy reviewed by	Umar Ahmed

Key staff involved in the policy

Role	Name
Exams officer	Umar Ahmed
Senior leader(s)	Not Applicable
Head of centre	Owais Ahmed
IT manager	N/A
ALS lead/SENCo	N/A
Finance manager	N/A
Head(s) of department	N/A
Other staff (if applicable)	N/A

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 publications **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

1. Access arrangements information

Record(s) description

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

Retention information/period

To be retained until the end of the current examination series or until after the deadline for EARs or the resolutions of any outstanding enquiries, appeals or malpractice investigations.

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

To be archived in exams storage

2. Alternative site arrangements

Record(s) description

Not Applicable

Retention information/period

Not Applicable

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

Not Applicable

3. Attendance register copies

Record(s) description

Not Applicable

Retention information/period

To be retained until the deadline for EARs or the resolution of any outstanding enquiries/appeals for the relevant exams series.

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

Confidential waste/shredding

4. Awarding body administrative 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)

To be recycled

5. Candidates' scripts**Record(s) description**

Not Applicable

Retention information/period

Not Applicable

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

Not Applicable

6. Candidates' work**Record(s) description**

Non-examination assessment work (cwk) returned to the centre after awarding body moderation.

Retention information/period

To be stored safely and securely until after the deadline for EARs or the resolution of any outstanding enquiries/appeals or malpractice investigations for the exam series.

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**

Not Applicable

Retention information/period

Not Applicable

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

Not Applicable

8. Certificates

Record(s) description

Not Applicable

Retention information/period

Unclaimed/uncollected certificates to be retained securely for 4 years from month of exam series.

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

Confidential destruction

9. Certificate destruction information

Record(s) description

Not Applicable

Retention information/period

Not Applicable

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

Not Applicable

10. Certificate issue information

Record(s) description

A record of certificates that have been issued to candidates

Retention information/period

To be archived in exams storage.

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

Not Applicable

11. Confidential materials: initial point of delivery logs

Record(s) description

By awarding bodies to the centre and issued to authorised staff

Retention information/period

Stored electronically on secure Microsoft 365 folder indefinitely.

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

Not Applicable

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

Record(s) description

A log to track materials taken from or returned to secure storage throughout the time the material is confidential

Retention information/period

Log book stored in Exam safe room

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

Not Applicable

13. Conflict of Interest records

Record(s) description

Not Applicable

Retention information/period

Not Applicable

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

Not Applicable

14. Dispatch logs

Record(s) description

Proof of despatch of exam script packages to awarding body examiners covered by the DfE (Standards & Testing Agency) yellow label service

Retention information/period

To be stored safely and securely until after the deadline for EARs or the resolution of any outstanding enquiries/appeals or malpractice investigations for the exam series.

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

Archived in exams storage

15. Entry information

Record(s) description

Any hard copy information relating to candidates' entries

Retention information/period

Digital copies stored on the exams area indefinitely

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

Hard copies to be archived in the exam safe room for 1 year then confidentially destroyed

16. Exam question papers

Record(s) description

Question papers for timetabled written exams

Retention information/period

Stored in the exams secure storage after exam and issued to teaching staff 24 hours after the published exam time in case of any clashes and only when all the candidates in the centre have completed the exam.

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

Any spare papers placed in staff room for a term. Any uncollected papers are then confidentially destroyed

17. Exam room checklists

Record(s) description

Checklists confirming room conditions and invigilation arrangements for each exam room

Retention information/period

To be retained until the deadline for EARs or the resolution of any outstanding enquires/appeals for the relevant exams series

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

Archived in exams storage

18. Exam room incident logs

Record(s) description

Logs recording any incidents or irregularities in exam rooms

Retention information/period

To be retained and accessible for EARs or the resolution of any outstanding enquiries/appeals for the relevant exams series

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

Archived in exam storage

19. Exam stationery

Record(s) description

Not Applicable

Retention information/period

When awarding body or JCQ common stationery is considered surplus or is out of date it will be disposed of

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

Confidential disposal

20. Examiner reports

Record(s) description

Not Applicable

Retention information/period

To be immediately provided to Owais Ahmed. A copy to stay in the Exams safe room

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

If a hard copy is taken this is to be archived in exams storage

21. Finance information

Record(s) description

Copy invoices for exams related fees

Retention information/period

To be returned to Finance department as records owner once agreed and signed as signed authorisation to make payment

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

Digital copies to be stored securely by Owais Ahmed

22. Invigilation arrangements

Record(s) description

See Exam room checklists

Retention information/period

Not Applicable

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

Not Applicable

23. Invigilator and facilitator training records

Record(s) description

Not Applicable

Retention information/period

Not Applicable

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

Not Applicable

24. Moderator reports

Record(s) description

Not Applicable

Retention information/period

Not Applicable

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

Not Applicable

25. Moderation return logs

Record(s) description

Not Applicable

Retention information/period

Not Applicable

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

Not Applicable

26. Overnight supervision information

Record(s) description

Copy of JCQ form Timetable variation and confidentiality declaration for overnight supervision for any candidate eligible for these arrangements

Retention information/period

To be retained for JCQ inspection purposes

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

Not Applicable

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

Record(s) description

Hard copy or email record of candidate consent for an EAR or ATS request to be submitted to an awarding body

Retention information/period

EAR consent to be retained for at least 6 months following the outcome of the enquiry or any subsequent appeal. ATS consent to be retained for at least 6 months from the date consent given

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

Archived in exams safe room

28. Post-results services: request/outcome information

Record(s) description

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

Retention information/period

To be retained for at least 6 months

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

Archived in exams storage

29. Post-results services: tracking logs

Record(s) description

A log tracking to resolution all post-results service requests submitted to awarding bodies

Retention information/period

Not Applicable

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

Archived in exams storage

30. 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

31. Proof of postage - candidates' work

Record(s) description

Proof of postage of sample of candidates' work to awarding body moderators

Retention information/period

Hard copy saved for finance and exam board related requests

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

Archived in exams storage

32. Resolving timetable clashes

Record(s) description

Any hard copy information relating to a resolution of a candidate's clash of exam papers or a timetable variation

Retention information/period

To be retained on file until the end of the exam series or to be retained and accessible for EARs or the resolution of any outstanding enquiries/appeals for the relevant exams series

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

Archived in exam storage

33. Results information

Record(s) description

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

Retention information/period

Records to be retained for 7 years as a minimum

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

Archived in exam storage

34. Seating plans

Record(s) description

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

Retention information/period

To be kept until the deadline for EARs and the resolution of any outstanding enquiries/appeals for the relevant exams series

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

Archived in exams storage

35. 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

Retention information/period

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

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

Digital copy to be retained on the exams area. Hard copies to be archived in exams storage.

36. Suspected malpractice reports/outcomes**Record(s) description**

Any hard copy information relating to a suspected malpractice investigation/report submitted to an awarding body and outcome information from the awarding body

Retention information/period

Digital copies to store on the exams area. Hard copies to be stored in Exams safe room

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

Digital copies to store on the exams area. Hard copies to be stored in Exams safe room

37. Transferred candidate arrangements**Record(s) description**

Any hard copy information relating to an application for a transferred candidate arrangement submitted to an awarding body for a candidate

Retention information/period

To be retained until the transfer arrangements are confirmed by the awarding body

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

Digital copies to store on the exams area. Hard copies to be archived in exams storage.

38. Very late arrival reports/outcomes**Record(s) description**

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

Retention information/period

To be retained until the end of the current examination series or until the deadline for EARs or the resolutions of any outstanding enquiries appeals or malpractice investigations

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

Digital copies to store on the exams area. Hard copies to be archived in exams storage.

39. Any other records/documentation/materials

Record(s) description

Not Applicable

Retention information/period

Not Applicable

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

Not Applicable

40. Any other records/documentation/materials

Record(s) description

Not Applicable

Retention information/period

Not Applicable

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

Not Applicable