



# CHALLNEY HIGH SCHOOL FOR GIRLS

## RETENTION OF EXAMINATION INFORMATION POLICY

### Legal

- To meet the requirements of the Joint Qualifications Council (JCQ)
- To meet the requirements of awarding organisations used by the school

### Monitoring and Review

- This procedure will be subject to continuous review, monitoring, refinement and audit by the Examinations Officer and reviewed by the Senior Leadership Team

**Prepared by:** Examinations Officer

**Reviewed by:** Assistant Headteacher

**Approved by:** SLT

RECORD TYPE	RECORD DESCRIPTION	RETENTION PERIOD / INFORMATION	ACTION AT END OF RETENTION PERIOD & METHOD OF DISPOSAL
ACCESS ARRANGEMENTS	Hard copies of access arrangement evidence, information and approvals for candidates within files for a particular cohort / year group.	2 years following the cohort's final examination series. Information may be required by a candidate's new education provider.	Confidential disposal.
ALTERNATIVE SITE ARRANGEMENTS	Hard copies of all information relating to alternative site arrangements. Kept within the examination entries file for the relevant series.	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.
ATTENDANCE REGISTER COPIES	Copy of signed examination registers.	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 ADMINISTRATION INFORMATION & GUIDES	Any hard copy publications provided by awarding bodies.	To be retained until the current academic year update is provided.	Not confidential material so general disposal.
CANDIDATE SCRIPTS	Any unwanted copies of scripts returned to the centre through the Access to Scripts service.	To be retained securely until the awarding body's earliest date for confidential disposal of unwanted scripts. Where teachers have used copies of candidates' scripts for teaching and learning purposes but no longer wish to retain them, they must ensure that the scripts are disposed of in a confidential manner.	Confidential disposal.
CANDIDATE WORK	Non-examination assessment work returned to the centre by the awarding body at the end of the moderation period.	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.	Returned to candidates or confidential disposal.
CERTIFICATES	Candidate certificates issued by awarding bodies.	Retain all unclaimed certificates under secure conditions for a minimum of 3 years from the date of issue.	Confidential disposal.

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CERTIFICATE DESTRUCTION INFORMATION	A record of unclaimed certificates that have been destroyed.	Certificates must be destroyed in a confidential manner. A record of certificates that have been destroyed should be retained for 4 years from their date of destruction.	Confidential disposal.
CERTIFICATE S ISSUED	A record of certificates that have been issued to candidates (usually a 'signed for' list).	A record should be kept of the certificates that are issued. Kept on file as an ongoing record in case of candidate enquiries.	n/a
CONFIDENTIAL MATERIALS: INITIAL POINT OF DELIVERY LOGS	Logs recording awarding body confidential examination materials received at the initial point of delivery in the centre to the point where materials are securely issued to The Examinations Officer.	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 MOVEMENT & STORAGE LOGS	Logs recording the receipt, checking, secure movement and secure storage of confidential examination materials.	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.
DISPATCH LOGS	Proof of dispatch of examination script packages to awarding body examiners covered by the DfE / Parcelforce 'yellow label service'.	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.
EXAMINATION ENTRY INFORMATION	Hard copy information relating to candidate's entries e.g. marksheets, checking exercise, submissions and amendments. Kept within the examination entries file for the relevant series.	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.
EXAMINATION QUESTION PAPERS	Question papers for timetabled written examinations.	Given to teaching staff no sooner than 24 hours after the exam.	Any unwanted examination papers will be disposed of confidentially.
EXAMINATION STATIONERY	Awarding body exam stationery provided solely for the purpose of external exams.	Unused stationery will be returned to the secure storage facility until next needed.	Any out of date stationery will be disposed of confidentially.
EXAMINER REPORTS	Awarding body issued feedback reports for specific examinations within a series.	Forwarded to the relevant department heads.	Confidential disposal as the report may not yet be available on the on awarding body's public website.

RECORD TYPE	RECORD DESCRIPTION	RETENTION PERIOD / INFORMATION	ACTION AT END OF RETENTION PERIOD & METHOD OF DISPOSAL
FINANCIAL INFORMATION	Invoices related to examination related fees and costs.	Invoices are sent directly to CLT finance staff.	Financial retention rules.
INVIGILATION ARRANGEMENTS	Lists of invigilator availability and bookings.	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.
INVIGILATOR CHECKLISTS & INCIDENT LOGS	Logs confirming exam room conditions, invigilation arrangements, completion of key tasks and any incidents for each examination session.	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.
INVIGILATOR & FACILITATOR TRAINING RECORDS	All records of training content and attendees for the current academic year.	A record of the content of the training given to invigilators and access arrangement facilitators must be 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.	Confidential disposal.
JCQ PUBLICATIONS	Any hard copy publications provided by JCQ.	To be retained until the current academic year update is provided.	Not confidential material so general disposal.
MODERATION LOGS	A log recording the input of marks, sample requests, dispatch and postage details for all work being sent to moderators. Kept within the coursework file for the relevant series.	A record of the content of the training given to invigilators and access arrangement facilitators must be 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.	Confidential disposal.
MODERATOR REPORTS	Awarding body issued feedback reports for specific moderated non-examination units within a series.	Forwarded to the Head of Centre, some SLT members and relevant department heads.	Confidential disposal.
POST RESULTS SERVICES: CONFIRMATION OF CANDIDATE CONSENT	Declaration from a candidate that they understand that a remark could result in marks / grades going up or down. Permission from a candidate to request scripts for teaching purposes.	Consent forms or e-mails must be retained for at least 6 months following the final outcome / appeal. Access to script consent must be retained for at least 6 months.	Confidential disposal.

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POST RESULTS SERVICES: LOG OF REQUESTS	A log recording all requests, costs, payees, progress and outcomes of all post-results service requests submitted for a specific examination series.	At least 6 months following the final outcomes / appeals.	Confidential disposal.
POST RESULTS SERVICES: REQUESTS & OUTCOMES	Any hard copy information relating to post-results service requests submitted and subsequent outcome information.	At least 6 months following the final outcome / appeal.	Confidential disposal.
RESOLVING TIMETABLE CLASHES	Any hard copy information relating to the resolution of a candidate's clash of timetabled examinations. Kept within the examination entries file for the relevant series.	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	All reports and information relating to examinations results for a specific series.	Most information relating to examination results is downloaded and held electronically. This information will be kept as a historic record of that specific examination series.	n/a
SEATING PLANS	Plans showing the seating arrangements of all candidates for every exam taken.	Signed seating plans will be kept for each examination. The awarding bodies may need to refer to these records. They will be kept 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.
SPECIAL CONSIDERATION INFORMATION	Any hard copy information relating to a special consideration request and supporting evidence submitted to an awarding body for a candidate. Kept within the examination entries file for the relevant series.	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.
SUSPECTED MALPRACTICE INFORMATION	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.	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.

RECORD TYPE	RECORD DESCRIPTION	RETENTION PERIOD / INFORMATION	ACTION AT END OF RETENTION PERIOD & METHOD OF DISPOSAL
TRANSFERRED CANDIDATE ARRANGEMENTS	Any hard copy information relating to a transferred candidate arrangement. Kept within the examination entries file for the relevant series.	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.
VERY LATE ARRIVAL REPORTS & OUTCOMES	Any hard copy information relating to a candidate arriving very late to an exam.	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.