



Policy adopted: 1st September 2022

Last review date: 1st September 2023

Signed by: Mrs K. Phillips

Position: Senior Deputy Headteacher

A handwritten signature in black ink, appearing to read 'K. Phillips', is written on a white rectangular background.

EXAMS ARCHIVING POLICY



Saint John Henry

Newman Catholic College

LOVE ONE ANOTHER

SERVICE TO LOVE YOUR NEIGHBOUR AS YOURSELF

COURAGE TO DO THE RIGHT THING

DIGNITY TO TREAT OTHERS AS YOU WOULD LIKE TO BE TREATED

EXCELLENCE THROUGH LEARNING

“We strive to have the courage to celebrate
and live our Christian Faith,
in love and service to all others,
to achieve dignity and excellence”

We monitor the impact of all policies on students, staff, parent and governors with particular reference to the impact on the attainment and wellbeing of students.

As a Roman Catholic College we believe that our policy should reflect our mission statement, which calls us to love and honour the dignity of every individual.

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Key staff involved in the exams archiving process:

Role	Name(s)
Exams Officer	T Burlison
Exams Officer Line Manager (Senior Leader)	K Phillips
Head of Centre	G R Potts
SENCO	A McDonald
Finance Manager	K Parsons
IT Manager	I Worsley
Head of Departments	G White, A Walker, S Butler, D Maxwell, G Kearns, O Perkin, A Hampson, G Quigg, M Roper, M Edwards, L Taylor, J Hughes, R Blair, K Diveney.

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 the end of retention period (method of disposal)
Access Arrangements information	Candidate record/history and evidence and approval to support any applications that have been made.	With EO/SEND for 2 years after candidate leaves.	Confidential waste
Attendance register copies	Copies of registers for all internal/external examination.	Until the deadline for all EARs has passed.	Confidential waste
Awarding body exams administrative information	All exam related information.	Until the deadline for all EARs has passed.	Confidential waste
Candidate's work	Hard Copies/Electronic copies of candidate's work.	Until the deadline for all EARs has passed.	Confidential waste
Certificates	Formal certificates received from relevant boards.	For 2 years after the candidate has left.	Confidential waste – records kept by EO
Certificate destruction information	Formal certificates.	Disposed of 2 years after the candidate has left.	Confidential waste – records kept by EO
Certificate issue information	Formal certificates.	Until the deadline for all EARs has passed.	Confidential waste
Confidential materials delivery logs	Reception log for all deliveries.	Until the deadline for all EARs has passed.	Confidential waste
Confidential materials tracking logs	Postal records/logs.	Until the deadline for all EARs has passed.	Confidential waste
Despatch logs	Signed despatch sheets for all collections.	Until the deadline for all EARs has passed.	Confidential waste
Entry information	Entry mark-sheets	Until the deadline for all EARs has passed.	Confidential waste
Exam question papers	Spares/left over papers	With EO until 24 hours after the official start time of the exam	Handed to relevant subject staff

Exam room checklists	Checks for all rooms prior to start of exam period.	Until the deadline for all EARs has passed.	Confidential waste
Exam room incident logs	Log sheets for any issues/incidents during exams.	Until the deadline for all EARs has passed.	Confidential waste
Exam stationery	Despatch logs to confirm what received.	Until it has expired, or new logs are provided.	Confidential waste
Examiner reports	Feedback sheets from examiners	Until the deadline for all EARs has passed.	Confidential waste
Finance information	Timesheets and all examinations fees.	Retained by Finance Team for 7 years.	Confidential waste
Handling secure electronic material logs	Logs recording the handling of electronic materials; EO or authorised member of staff.	Until the deadline for all EARs has passed.	Confidential waste
Invigilation arrangements	Record of all invigilation sessions.	Until the deadline for all EARs has passed.	Confidential waste
JCQ publications	All regulations and guidance documents	Until updates are released in September.	Confidential waste
Moderator reports	Feedback from moderators	Until the deadline for all EARs has passed.	Confidential waste
Overnight supervision information	JCQ forms and declaration	Until the deadline for all EARs has passed.	Confidential waste
Post results services: Confirmation of candidate consent information	Signed consent forms	Until the deadline for all EARs has passed.	Confidential waste
Post-results services: requests/outcome information	Signed consent forms	Until the deadline for all EARs has passed.	Confidential waste
Post-results services: scripts provided by ATS service	Signed consent forms	Until the deadline for all EARs has passed.	Confidential waste

Post-results services: Tracking logs	Signed consent forms	Until the deadline for all EARs has passed.	Confidential waste
Private candidate information	JCQ forms	Until the deadline for all EARs has passed.	Confidential waste
Proof of postage – candidate work	Despatch logs	Until the deadline for all EARs has passed.	Confidential waste
Resolving clashes information	Pupils statements of entry	Until the deadline for all EARs has passed.	Confidential waste
Results information	Candidates results	Paper documentation disposed of after deadline for all EARs. Electronic data (4Matrix/MIS) is ongoing	Confidential waste
Seating plans	Seating arrangements for all exams	Until the deadline for all EARs has passed.	Confidential waste
Second pair of eyes check records/forms	Records of the check that must take place by a second person, immediately before a Q paper packet is opened.	Until the deadline for all EARs has passed.	Confidential waste
Special consideration information	JCQ forms	Until the deadline for all EARs has passed.	Confidential waste
Suspected malpractice reports/outcomes	JCQ forms	Until the deadline for all EARs has passed.	Confidential waste
Transfer of credit information	Transfer request	Until the deadline for all EARs has passed.	Confidential waste
Transferred candidate information	JCQ forms	Until the deadline for all EARs has passed.	Confidential waste
Very late arrival reports/outcomes	JCQ forms	Until the deadline for all EARs has passed.	Confidential waste

<u>Signed by Head of Centre:</u>		<u>Date:</u> 22.09.23
<u>Signed by Examinations Officer:</u>	T. Burison	<u>Date:</u> 22.09.23

Renewal Date: September 2024



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