

Policy/Procedure creator: Lynne Freeland

Policy/Procedure created/reviewed: 30/10/2023

Centre Name	Weston Favell Academy
Centre Number	27248
Date policy first created	04/10/2021
Current policy approved by	Todd Johnson
Current policy reviewed by	Lynne Freeland
Date of next review	01/11/2024

Key staff involved in the policy

Role	Name
Exams officer	Lynne Freeland
Senior leader(s)	Ian Craig
Head of centre	Todd Johnson
IT manager	Junaid ALi
ALS lead/SENCo	Richard Collier
Finance manager	Sarah Denton
Head(s) of department	AP English - Wendy Howard AP Maths - Bunmi Olatunji AP Science - John Barker AP Ebacc - Rebecca Cool AP Open - Helen Nicol AP - Open - Helen Furniss
Other staff (if applicable)	As nominated by the AP's

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/data retention policy

Where a particular record or information type is not held in, or not applicable to Weston Favell Academy, this is indicated.

1. Access arrangements information

Record(s) description

Not Applicable as kept by the Senco. Documents showing exam access arrangement use in exams provided to Senco at the end of each academic year.

Retention information/period

N/A

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

Not Applicable

2. Alternative site arrangements

Record(s) description

N/A

Retention information/period

N/A

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

N/A

3. Attendance register copies

Record(s) description

N/A

Retention information/period

N/A

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

N/A

4. Awarding body exams administration information

Record(s) description

Hard copy information/booklets are disposed of and any personal information is shredded at the end of each academic year or after review of results outcomes.

Retention information/period

Information is retained until the new academic year versions are provided.

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

As above

5. Candidates' scripts

Record(s) description

No scripts are held in exams, everything is sent to the exam boards and passed onto teachers/students as appropriate.

Retention information/period

As above.

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

As above.

6. Candidates' work

Record(s) description

NEA work returned to the centre is logged and stored securely in the exams store until the awarding body access to scripts completion deadline is met. Students work is then returned to AP's to distribute/use.

Retention information/period

As above

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

Work is returned to the teaching teams once the deadline date is reached.

7. Centre consortium arrangements for centre assessed work

Record(s) description

N/A

Retention information/period

N/A

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

N/A

8. Certificates

Record(s) description

Students examination certificates are kept securely in the exams store, using the space available.

Retention information/period

As above.

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

Confidential destruction is considered when storage space is no longer available.

9. Certificate destruction information

Record(s) description

N/A

Retention information/period

As above.

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

As above

10. Certificate issue information

Record(s) description

Certificate issue information is kept with the certificates and destroyed with them when storage space is needed.

Retention information/period

Certificates are issued to students in accordance with the requirements of GR, section 5.14, signed for by candidates and this log is kept with any unclaimed certificates.

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

As above.

11. Confidential materials: initial point of delivery logs

Record(s) description

Confidential material logs are destroyed at the end of each academic year.

Retention information/period

N/A

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

N/A

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

Record(s) description

Confidential material logs are destroyed at the end of each access to scripts deadline.

Retention information/period

As above

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

As above and binned.

13. Conflicts of interest records

Record(s) description

Conflict of Interest information is retained in a folder in the exams office and kept indefinitely.

Retention information/period

As above.

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

As above.

14. Dispatch logs

Record(s) description

Dispatch logs are kept for the academic year and once results appeals deadline met, they are binned.

Retention information/period

As above.

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

As above.

15. Entry information**Record(s) description**

Hard copies of students entries are kept until the results access to scripts deadline, then securely disposed of.

Retention information/period

As above

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

As above

16. Exam question papers**Record(s) description**

All exam question papers are either returned to the exam board or to the teaching teams. Nothing is stored in the exams office.

Retention information/period

As above.

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

As above.

17. Exam room checklists**Record(s) description**

Checklists are held until the results access to scripts deadline then securely disposed of.

Retention information/period

As above

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

As above

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

Exam room incident logs are held until the results access to scripts deadline then securely disposed of.

Retention information/period

As above.

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

As above.

19. Exam stationery

Record(s) description

All exam stationery provided by the exam boards is securely stored in the exams secure store.

Retention information/period

Spare copies are removed periodically, when space dictates and securely shredded.

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

As above.

20. Examiner reports

Record(s) description

Examiner reports are forwarded onto teaching teams and not kept in the exams office.

Retention information/period

N/A

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

N/A

21. Finance information

Record(s) description

Copy invoices and purchase requisitions are kept for the two year period within the exams office in a folder for ease of reference.

Retention information/period

N/A

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

N/A

22. Handling secure electronic materials logs

Record(s) description

Not Applicable

Retention information/period

Not Applicable

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

Not Applicable

23. Invigilation arrangements

Record(s) description

As previously stated.

Retention information/period

N/A

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

N/A

24. Invigilator and facilitator training records

Record(s) description

Invigilator and Facilitator training records are kept for the current and previous academic year and then securely disposed of.

Retention information/period

As above.

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

As above.

25. Moderator reports

Record(s) description

Moderators reports are passed to the teaching teams and nothing is kept in the exams office.

Retention information/period

As above.

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

As above.

26. Moderation return logs

Record(s) description

N/A

Retention information/period

N/A

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

N/A

27. Overnight supervision information

Record(s) description

Kept for the current academic year then securely disposed.

Retention information/period

As above.

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

As above.

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

Record(s) description

Exam related PRS material and students forms are held until the results access to scripts deadline has passed and then securely disposed.

Retention information/period

As above

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

As above.

29. Post-results services: request/outcome information

Record(s) description

Exam related PRS material and students forms/outcome letters are held until the results access to scripts deadline has passed and then securely disposed.

Retention information/period

As above

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

As above

30. Post-results services: tracking logs

Record(s) description

Spreadsheet held centrally and cleared bi-annually.

Retention information/period

As above.

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

As above.

31. Private candidate information

Record(s) description

N/A

Retention information/period

N/A

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

N/A

32. Proof of postage - candidates' work

Record(s) description

Proof of posting material is held until the results access to scripts deadline has passed and then securely disposed.

Retention information/period

As above.

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

As above.

33. Resolving timetable clashes

Record(s) description

Timetable clash letters are held until the results access to scripts deadline has passed and then securely disposed.

Retention information/period

N/A

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

N/A

34. Results information

Record(s) description

These are held centrally and cleared down bi-annually.

Retention information/period

N/A

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

N/A

35. Seating plans

Record(s) description

Seating plans are kept whilst the students are in school as we use a same seat per exam setup.

Retention information/period

Records are securely disposed of once student's year group have completed school.

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

As above.

36. Second pair of eyes check records/forms

Record(s) description

Not Applicable

Retention information/period

Not Applicable

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

Not Applicable

37. Special consideration information

Record(s) description

Special consideration material and copies of exam board documents are stored securely until space dictates they are securely destroyed.

Retention information/period

As above.

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

N/A

38. Suspected malpractice reports/outcomes

Record(s) description

These are kept for a period of 2 years in case of repeat offenders then securely destroyed.

Retention information/period

As above.

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

As above.

39. Transferred candidate arrangements

Record(s) description

N/A

Retention information/period

N/A

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

N/A

40. Very late arrival reports/outcomes

Record(s) description

Documents are held until the results access to scripts deadline has passed and then securely disposed.

Retention information/period

As above.

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

As above

41a. Any other records/documentation/materials

Record(s) description

N/A

Retention information/period

N/A

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

N/A

41b. Any other records/documentation/materials

Record(s) description

N/A

Retention information/period

N/A

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

N/A

CHANGES 2023/2024

New record types added - **22. Handling secure electronic materials logs** and **36. Second pair of eyes check records/forms**

CENTRE-SPECIFIC CHANGES

Reviewed Autumn 2023, no significant changes identified.