

Appendix 4 – Archive Plan

This plan is reviewed and updated annually to ensure that records are archived/retained in accordance with current requirements. References in this plan 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.

The purpose of this plan 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 and 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 Watford Grammar School for Girls, this is indicated.

1. Access arrangements information

Any hard copy information kept by the EO relating to an access arrangement candidate to be returned to the SENDCo as records owner at the end of the candidate's final exam series. It will then be put into confidential waste.

2. Alternative site arrangements

Documents submitted to the awarding body requesting alternative site arrangements will be held with the exam document for that particular season in the secure room facility. Once the end of the Post Results Enquiry period has passed the documents will be put into the confidential waste system along with other exam documentation (registers, seating plans etc.).

3. Attendance register copies

Awarding Body duplicate registers and MIS produced internal registers will be kept in secure storage until the end of the Post Results Enquiry period. Usually disposed of into the confidential waste after the October half term break.

4. Awarding body exams administration information

Delivery notes, despatch notes and any hardcopy publication issued to the centre will be kept in secure storage until the end of the Post Results Enquiry period. Usually disposed of into the confidential waste after the October half term break.

5. Candidates' scripts

Electronic copy of scripts, MFL oral exam notes, Artwork, video evidence (PE and Drama) and English Speaking & Listening. Kept in secure storage until the end of Post Results Enquiry period. Departments are responsible for their own retention unless given to the Exams office. Artwork is returned to the student after the October half term organised by the department.

6. Candidates' work

NEA work is given back to departments after the October half term break. Departments give work back to students. They make an effort to contest students who have left school.

7. Centre consortium arrangements for centre assessed work

Consortium application made by other Centre. Hardcopy printed off and kept in Exam office. Retained until the end of Post Results Review period. Disposed of confidentially with other exam season paperwork.

8. Certificates

Candidate certificates issued by Awarding Bodies are kept in Exam storage facility. We do not destroy certificates. They are kept secure in our exam storage and are requested regularly.

9. Certificate destruction information

We do not destroy candidate certificates as we are regularly asked for them. We have a log of each exam season with signatures when certificates are taken away from school.

10. Certificate issue information

A record of certificates that have been issued is kept in Exam storage facility.

11. Confidential materials: initial point of delivery logs

Delivery logs for each Exam season period are kept in the secure facility and put into confidential waste after October half term break.

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

Logs for the Exam season period are kept in the secure facility and put into confidential waste after October half term.

13. Conflicts of interest records

Microsoft form kept digitally until the end of the Post Results review period and deleted from digital storage.

14. Dispatch logs

Dispatch logs are kept until the end of the Post Results review period and then put into confidential waste after the October half term break.

15. Entry information

Entry lists and hardcopy emails are kept until the end of the Post Results review period and then put into confidential waste after the October half term break.

16. Exam question papers

Hardcopy exam question papers are available for teaching staff to collect from Exams office once all the entered candidates have completed the exam, including any overnight supervision candidates. Any papers not collected at the end of the exam season are then given to staff or if not wanted, put into confidential waste.

17. Exam room checklists

Front Sheet and seating plans are kept in secure storage facility until the end of the Post Results review period and then put into confidential waste after the October half term break.

18. Exam room incident logs

Front Sheet and seating plans are kept until the end of the Post Results review period and then put into confidential waste after the October half term break.

19. Exam stationery

Exam stationery provided by Awarding body is kept in exam storage facility and we roll over year to year.

20. Examiner reports

Examiner Reports are downloaded and sent to Heads of Department to decide on retention.

21. Finance information

Invoices are all held electronically on our in-house system. Finance Department decides on retention.

22. Handling secure electronic materials

Secure material is kept in a secure 'Team' with only the Exams staff able to access it. The material will be moved to an Archive folder and deleted after one year.

23. Invigilation arrangements

Front Sheet and seating plans are kept until the end of the Post Results review period then put into confidential waste after the October half term break.

24. Invigilator and facilitator training records

PowerPoint presentation and any hardcopy notes kept in exam office. TEO online training certificates kept in exam office. Retained ad infinitum.

25. Moderator reports

Moderator reports given to Head of Department who decides how long to keep them.

26. Moderation return logs

A log of moderation samples is kept in the secure storage facility and put into confidential waste after the October half term.

27. Overnight supervision information

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, parent/carer and Head of Centre. This is kept with other exam season documentation until the end of the Post Results review period and then put into confidential waste after the October half term break.

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

Hard copy kept in exam storage facility until following summer exam season then put into confidential waste.

29. Post-results services: request/outcome information

Hard copy request kept with consent form in exam storage facility. Normal practice is to send the outcome letter electronically and it is stored in a secure area in Teams. Deleted after end of Post Results period

30. Post-results services: tracking logs

Excel Spreadsheet maintained of all applications and retained until after certificates have been issued to students. Deleted from Teams.

31. Private candidate information

Private candidates not accepted

32. Proof of postage - candidates' work

A on-going manual log is kept in the Exam Office and when full retained in the secure storage facility.

33. Resolving timetable clashes

Hard copy of candidate timetable where clashes occur is retained until end of exam period and then put into confidential waste.

34. Results information

Selection of documents provided by awarding bodies and from internal sources are held digitally in secure area and at the end of the Post Results period moved into an archive folder in a secure 'Team'.

35. Seating plans

Front sheet and seating plans are retained until after certificates have been issued to students and then confidentially destroyed.

36. Second pair of eyes check forms

Our working timetable is used to sign as second pair of eyes and this is retained until after certificates have been issued to students then put into confidential waste.

37. Special consideration information

Hard copy kept in exam storage facility until following summer exam season when it is then confidentially destroyed

38. Suspected malpractice reports/outcomes

Hard copy kept in exam storage facility until following summer exam season then put into confidential waste.

39. Transferred candidate arrangements

Applications submitted online via CAP and copy kept until the end of the Post Results review period then put into confidential waste.

40. Very late arrival reports/outcomes

If this were to happen a report would be submitted online via CAP, kept until the end of the Post Results review period then put into confidential waste.

41. Any other records/documentation/materials

Any other paperwork relating to an exam season not already mentioned is kept until the end of the Post Results review period then put into confidential waste.