

Malmesbury table recording candidate exams-related information held

(Exams)

2022/23

Section 8 – Table recording candidate exams-related information held

For details of how to request access to information held, refer to section 7 of this policy (**Access to information**)

For further details of how long information is held, refer to section 6 of this policy (**Data retention periods**)

Information type	Record(s) description (where required)	Retention information / period	Action at the end of retention period
Access arrangements information	Any hard copy information kept by the EO relating to an access arrangement candidate.	To be returned to ALS lead/SENCo as records owner at end of the candidate's final exam series +1 year. Keep in locked storage until 25 years from candidate's date of birth.	Confidential waste/shredding
Attendance registers copies	Both a copy of awarding body register and school produced register	To be retained until after the deadline for RoRs or until any appeal, malpractice or other results enquiry has been completed, whichever is later.	Confidential waste/shredding
Candidates' scripts	Any unwanted copies of scripts returned to the centre through the Access to Scripts (ATS) service.	To be retained securely until the awarding body's earliest date for confidential disposal of unwanted scripts. <i>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.</i> [Reference PRS 6] <i>... ensure that when scripts that have been returned under access to scripts arrangements are no longer required, they are disposed of in a confidential manner, but no earlier than the dates specified by the awarding bodies...</i> [Reference GR 3.15]	Confidential waste/shredding
Candidates' work	To be logged on return to the centre and immediately returned to subject staff as records owner.	To be stored safely and securely along with work that did not form part of the moderation sample (including materials stored electronically) until after the deadline for review of moderation or the resolution of any outstanding enquiry/appeal or malpractice investigations for the exam series. [Reference GR 3.15]	Returned to candidates or safe disposal
Certificates	Candidate certificates issued by awarding bodies.	Unclaimed/uncollected certificates to be retained securely for a minimum of 12 months from date of issue. [Reference GR5.14] Prior to 2018 unclaimed certificates stored in schools records archive until candidate reaches 25th years of age.	Confidential destruction – keep a record of any certificates destroyed.
Certificate destruction information	A record of unclaimed certificates that have been destroyed.	To be retained for at least 4 years from the date of certificate destruction. Certificates must be destroyed in a confidential manner. Centres that do not have a means of destroying certificates confidentially may return them to the respective awarding body. A record of certificates that have been destroyed should be retained for four years from their date of destruction. However, candidates should	Confidential waste/shredding

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		<p>be informed that some awarding bodies do not offer a replacement certificate service. In such circumstances the awarding body will issue a Certifying Statement of Results. [Reference GR 5.14]</p> <p>Certificates always remain the property of the awarding bodies. (Reference GR 5.14)</p>	
Certificate issue information	A record of certificates that have been issued to candidates	<p>Certificates must be given to all candidates without delay and regardless of any disputes (such as non-payment of fees). Certificates must not be withheld without prior permission from an awarding body which will only be given in very exceptional circumstances.</p> <p>A record should be kept of the certificates that are issued; this is to be retained for at least 4 years from the date of certificate destruction.</p> <p>[Reference GR 5.14]</p>	Confidential waste/shredding
Conflicts of interest records	Records demonstrating the management of conflicts of interest	The records may be inspected by a JCQ Centre Inspector and/or awarding body staff. They might be requested in the event of concerns being reported to an awarding body. The records must be retained until the deadline for reviews of marking has passed or until any appeal, malpractice or other results enquiry has been completed, whichever is later. [Reference GR 5.3]	Confidential waste/shredding
Entry information	Any hard copy information relating to candidates' entries.	To be retained until after the deadline for RoRs, review of moderation or until any appeal, malpractice or other results enquiry has been completed, whichever is later.	Confidential waste/shredding
Exam room incident logs	Logs recording any incidents or irregularities in exam rooms, including abnormal environmental conditions.	To be retained until after the deadline for RoRs, review of moderation or until any appeal, malpractice or other results enquiry has been completed, whichever is later.	Confidential waste/shredding
Invigilator and facilitator training records	Written record of all Invigilator training and attendance register. Currently kept electronically and in hard copy by EO	A record of the content of the training given to invigilators and those facilitating an access arrangement for a candidate under examination conditions must be retained on file until the deadline for reviews of marking, moderation has passed or until any appeal, malpractice or other results enquiry has been completed, whichever is later.	shredding
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	Keep all completed forms available for inspection until the deadline for reviews of marking has passed or until any appeal, malpractice or other results enquiry has been completed, whichever is later. Forms may be stored electronically or in hard copy paper format and must not be sent to an awarding body, unless specifically requested...	Confidential waste/shredding

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	candidate, the supervisor and the head of centre.		
Post-results services: confirmation of candidate consent information	Hard copy or email record of candidate consent for an RoR or ATS request to be submitted to an awarding body	Consent forms or e-mails from candidates must be retained by the centre and kept for at least six months following the outcome of the clerical re-check or review of marking or any subsequent appeal. The awarding bodies reserve the right to inspect such documentation. This form should be retained on the centre's files for at least six months following the outcome of the clerical re-check, review of marking or any subsequent appeal. This form should be retained on the centre's files for at least six months.	Confidential waste/shredding
Post-results services: requests/outcome information	Any hard copy information relating to a post-results service request (RoRs, appeals, ATS) submitted to an awarding body for a candidate and outcome information from the awarding body.	To be retained for at least six months following the outcome of the enquiry or any subsequent appeal	Confidential waste/shredding
Post-results services: scripts provided by ATS service	Copies of exam scripts (or an electronic image of the script) returned to the centre by the awarding body/copies downloaded by the centre where the awarding body provides online access to scripts.	Where copies of scripts are retained by the centre for education purposes, they must be securely stored (including any electronic versions) until they are no longer required.	Confidential disposal
Post-results services: tracking logs	A log tracking to resolution all post-results service requests submitted to awarding bodies.	Kept on file electronically by EO	Confidential waste/shredding
Private candidate information	Any hard copy information relating to private candidates' entries.	To be retained for at least six months following the outcome of any enquiry or subsequent appeal	Confidential waste/shredding
Resolving timetable clashes information	Any hard copy information relating to the resolution of a candidate's clash of timetabled exam papers or a timetable variation.	To be retained for at least six months following the outcome of any enquiry or subsequent appeal	Confidential waste/shredding
Results information	Broadsheets of public examination results summarising candidate final grades by subject by exam series.	Broadsheet, hard copy results for current year plus previous 6 years to be retained as a minimum. Electronic results will be on students files and held on schools SIMs system.	Confidential waste/shredding

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		Prior to 2012 results information stored in schools records archive until candidate reaches 25 th birthday.	
Seating plans	Plans showing the seating arrangements of all candidates for every exam taken.	To be retained until after the deadline for RoRs, moderation or until any appeal, malpractice or other results enquiry has been completed, whichever is later.	Confidential waste/shredding
Special consideration information	Any hard copy information relating to candidates' special consideration	To be retained until after the deadline for RoRs, moderation or until any appeal, malpractice or other results enquiry has been completed, whichever is later.	Confidential waste/shredding
Suspected malpractice reports/outcomes	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.	To be retained for at least 4 years or until any time penalty imposed has expired.	Confidential waste/shredding
Transferred candidate arrangements	Any hard copy information relating to an application for a transferred candidate arrangement submitted to an awarding body on line via CAP.	To be retained until after the deadline for RoRs or until any appeal, malpractice or other results enquiry has been completed, whichever is later	Confidential waste/shredding
Very late arrival reports/outcomes	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; reports submitted on line via CAP.	To be retained until after the deadline for RoRs or until any appeal, malpractice or other results enquiry has been completed, whichever is later	Confidential waste/shredding
Word processed candidates' scripts	Scripts produced by candidates using word processors	To be deleted immediately following receipt of hard copy by exam office	Deletion