

## STCG EXAMS RETENTION OF RECORDS

Department	GLT Lead	Record	Location of Records (pre archive)	Funding Body or Institutions driving retention
Exams	Principal	<b>Exam Day Management - Attendance register copies/Invigilator arrangements/Seating plans/Incident reports</b>	Hard copies completed by invigilators filed in the Exams Office	JCQ (on behalf of AQA, Pearson, OCR, WJEC, C&G)
Exams	Principal	<b>Candidates' scripts</b>	Unwanted copies of scripts returned to the centre through the Access to Scripts service stored in Exams Office	JCQ (on behalf of AQA, Pearson, OCR, WJEC, C&G)

Exams	Principal	<b>Candidates' work e.g. non-exam assessments</b>	Non-examination assessment work returned to the centre by the awarding body at the end of the moderation period returned to relevant teaching staff for storage	JCQ (on behalf of AQA, Pearson, OCR, WJEC, C&G)
Exams	Principal	<b>Certificates</b>	Candidate certificates issued by awarding bodies kept in Exams Office storage	JCQ (on behalf of AQA, Pearson, OCR, WJEC, C&G)
Exams	Principal	<b>Certificate destruction records</b>	A record of unclaimed certificates that have been destroyed filed in Exams Office	JCQ (on behalf of AQA, Pearson, OCR, WJEC, C&G)
Exams	Principal	<b>Certificate issue information</b>	A record of certificates that have been issued filed in Exams Office	JCQ (on behalf of AQA, Pearson, OCR, WJEC, C&G)

Exams	Principal	<b>Conflict of interest records</b>	Records demonstrating the management of conflicts of interest filed in the Exams Office, declarations on Cascade	JCQ (on behalf of AQA, Pearson, OCR, WJEC, C&G)
Exams	Principal	<b>Exam question papers</b>	Question papers for timetabled written exams kept in Exams Office secure storage for required period until issued to staff	JCQ (on behalf of AQA, Pearson, OCR, WJEC, C&G)
Exams	Principal	<b>Invigilator and facilitator training records</b>	Training attendance records kept in Exams Office. Copies of training presentations and materials kept in Exams Office or electronically	JCQ (on behalf of AQA, Pearson, OCR, WJEC, C&G)

Exams	Principal	<b>Post-results services: confirmation of candidate consent information</b>	Hard copy or email record of required candidate consent filed in Exams Office	JCQ (on behalf of AQA, Pearson, OCR, WJEC, C&G)
Exams	Principal	<b>Post-results services: requests/ outcome information</b>	Any hard copy information relating to a post-results service request (RoRs, ATS, Appeals) submitted to an awarding body for a candidate and outcome information from the awarding body filed in the Exams Office	JCQ (on behalf of AQA, Pearson, OCR, WJEC, C&G)
Exams	Principal	<b>Results information</b>	Printed or electronic results summarising candidates' final grades and marks filed in the Exams Office	JCQ (on behalf of AQA, Pearson, OCR, WJEC, C&G)
Exams	Principal	<b>Special consideration information</b>	Any hard copy information relating to a special consideration application which has been submitted to an awarding body for a candidate and signed evidence produced by a senior leader in support of the application filed in the Exams Office	JCQ (on behalf of AQA, Pearson, OCR, WJEC, C&G)
Exams	Principal	<b>Suspected malpractice: reports/ outcomes</b>	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 filed in the Exams Office following investigation and reporting by member of senior management	JCQ (on behalf of AQA, Pearson, OCR, WJEC, C&G)

Inclusive Learning	Director of Inclusive Learning	<b>Copies of the candidate's approved application, appropriate evidence of need (where required), Form 8/Form 9/EHCP, assessment scores, signed candidate personal data consent form</b>	Electronic files on college system	JCQ (on behalf of AQA, Pearson, OCR, WJEC, C&G)
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NB: Details above are based on JCQ Regulations. Where other awarding body rules differ, their rules supersede those of the JCQ.

**Key to Documents:**

GR	General Regulations
ICE	Instructions for Conducting Exams
SC	A guide to the Special Consideration Process
PRS	A guide to Post-Results Services
AA	Access Arrangements and Reasonable Adjustments

## Appendix 7

Retention date	Archive rules	Disposal method
Four months from the end of each exam series	Reference ICE 12.8 e: keep signed records of the seating plan, the invigilation arrangements and the centre's copies of the attendance registers for each examination. The awarding bodies may need to refer to these records. The centre must keep them 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 waste/shredding
As specified by awarding body	To be retained securely until the awarding body's earliest date for confidential disposal of unwanted scripts. Reference GR 3.15: ... 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	Confidential disposal

To 31 October each year	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). Reference GR 3.15: ...store safely and securely all non-examination assessments, including controlled assessments, coursework or portfolios, retained in, or returned to, the centre 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. This includes materials stored electronically.	Returned to candidates or safe disposal
12 months minimum	Reference GR 5.14: ...retain all unclaimed certificates under secure conditions for a minimum of 12 months from the date of issue	Confidential destruction
Four years from date of destruction	Reference GR 5.14: ...destroy any unclaimed certificates after retaining them for a minimum of 12 months. They 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.	Confidential destruction
Certificate lists are often records of results therefore kept for current year plus 6 years	Reference GR 5.14: ...distribute certificates 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. A record should be kept of the certificates that are issued	Confidential disposal

<p>By 31 October for the year they apply to</p>	<p>Reference GR 5.3: ...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.</p>	<p>Confidential disposal</p>
<p>Retained in Exams Offices for 24 hours from the exam end time for organisational reasons</p>	<p>(Reference ICE 31.1: Question papers must not be released to centre personnel until after the awarding body's published finishing time for the examination or, in the case of a timetable variation, until all candidates within the centre have completed the examination. Reference GR 6.13: ...For confidentiality purposes question papers must not be released to centre personnel for use in accordance .. until after the awarding body's published finishing time for the examination or, in the case of a timetable variation, until all candidates within the centre have completed the examination. This does not restrict access to question papers by authorised centre personnel for the purpose of conducting examinations ..</p>	<p>Issued to subject staff to support teaching</p>
<p>To 31 October for the year they apply to</p>	<p>Reference ICE 12.5: 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 available for inspection and 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.</p>	<p>Training records destroyed, training presentations updated for use the following year</p>

6 months following outcomes	Reference PRS 4.2, plus appendix A and B: 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.	Confidential disposal
To 31 October in the year they apply to	Must be kept by the centre 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
Current year plus 6 years minimum	Records for current year plus previous 6 years to be retained as a minimum	Confidential disposal
To 31 August in the year they apply to	Reference SC 6: All applications must be supported by appropriate evidence signed by a member of senior management whenever possible. The centre must retain this evidence until after the publication of results.	Confidential waste/shredding
3 months following the outcome decision and any appeals	Not applicable	Confidential disposal

Current year plus 3 years	Reference AA (multiple references) e.g. The SENCo <i>equivalent</i> must keep detailed records, whether electronically or in hard copy paper format, of all the essential information on file ..... for inspection by the JCQ Centre Inspection Service.	Confidential disposal
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