

# **Handsworth Grange Community Sports College Exams Archiving/General Data Protection Regulations Policy**

*This Policy is current as at September 2023 but is a Work in Progress Document and will be continually assessed.*

*Please note that any or all of this policy may be over-ridden/revisited/amended should there be any national or international situations, that dictate extreme circumstance, which is out of our control, and this will be communicated via various mediums if and when necessary.*

| Role                                | Name(s)                |
|-------------------------------------|------------------------|
| Exams Officer                       | Kate Truelove          |
| Exams Officer LM<br>(Senior Leader) | Suzy Mattock           |
| Head of Centre                      | Suzy Mattock           |
| SENDCo                              | Chris Bateson          |
| GDPR Point of<br>Contact            | Linsey Clarke          |
| Head of<br>Department(s)            | As current school list |

Purpose of the policy

The purpose of this policy is to:

- ▶ identify exams-related information/records held by the exams office and comply with GDPR
- ▶ identify the retention period and inform by placing on school website
- ▶ 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

**Certificates and Results relating to Handsworth Grange Community Sports College**  
**are kept for 10 years plus current year**

**By September 30th 2019 ALL certificates and results from 2008 and before will be destroyed, this will be a rolling programme. (2009 to 2018 archived)**

**By September 30<sup>th</sup> 2020 ALL certificates and results from 2009 and before will be destroyed and so forth (2010 to 2019 archived)**

**By September 30<sup>th</sup> 2021 ALL certificates and results from 2010 and before will be destroyed and so forth (2011 to 2020 archived)**

**By September 30 2022 ALL certificates and results from 2011 and before will be destroyed and so forth (2012 to 2021 archived)**

**By September 2023 ALL certificates and results from 2012 and before will be destroyed and so forth (2013 to 2022 archived)**



| Record type                              | Record(s) description (where required)                                                                                                              | Retention information/period                                                                                                                                                                                                                                                                                                                                                   | Action at end of retention period (method of disposal)                                         |
|------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------|
| Access arrangements information          | Any hard copy information kept by the EO relating to an access arrangement candidate.                                                               | To be returned to SENCo as records owner at end of the candidate's final exam series.                                                                                                                                                                                                                                                                                          | To form part of SENCo plan                                                                     |
| Attendance register copies               |                                                                                                                                                     | To be retained until after the deadline for EARs or until any appeal, malpractice or other results enquiry has been completed, whichever is later<br>[Reference ICE 6,15]                                                                                                                                                                                                      | Confidential destruction by Exam Officer each March following the previous Summer Series       |
| Awarding body administrative information | Any hard copy publications provided by awarding bodies.                                                                                             | To be retained until the current academic year update is provided.                                                                                                                                                                                                                                                                                                             | Disposed of by Exam Officer                                                                    |
| Candidates' work                         | Non-examination assessment work (inc. controlled assessment, coursework, portfolios) returned to the centre after awarding body moderation.         | To be immediately returned to subject staff as records owner.<br><br>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 EARs or the resolution of any outstanding enquiry/appeal or malpractice investigations for the exam series. [Reference GR 3, 5] | Returned to candidates or safe disposal by subject leaders                                     |
| Certificates                             |                                                                                                                                                     | Unclaimed/uncollected certificates to be retained securely for a minimum of 12 months from date of issue.<br>[Reference GR 5]                                                                                                                                                                                                                                                  | <b>Certificates and Results are kept for 10 years.</b><br><b>See also Results Information</b>  |
| Certificate Destruction Archive Record   | A record of unclaimed certificates that have been destroyed.<br><br>Access to this document: Exam Officer, Business Support Manager, Headteacher PA | To be retained for 4 years from the date of certificate destruction.<br>[Reference GR 5]                                                                                                                                                                                                                                                                                       | Confidential destruction by Exam Officer                                                       |
| Certificate issue information            | A record of certificates that have been issued to candidates.                                                                                       | [Reference GR 5]                                                                                                                                                                                                                                                                                                                                                               | Copy of exams results attached to SIMS record for as long as record is valid –Part of MIS Plan |

| Record type                                         | Record(s) description (where required)                                                                                                                        | Retention information/period                                                                                                                                                                 | Action at end of retention period (method of disposal)                                                                                          |
|-----------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------|
| Certificates – request by candidates for collection | A Microsoft Form detailing initial requests made for certificates to be made available<br><br>A signed proof of collection form                               |                                                                                                                                                                                              | Copy of Form kept indefinitely as proof of request and by whom<br><br>Proof of collection form kept indefinitely as proof in case of challenges |
| Confidential materials delivery logs                | A log recording confidential materials delivered by awarding bodies to the centre and issued to authorised staff.                                             | To be retained until the current academic year is completed.                                                                                                                                 | Confidential destruction by Exam Officer each September                                                                                         |
| Confidential materials tracking logs                | A log to track materials taken from or returned to secure storage throughout the time the material is confidential.                                           | To be retained until the current academic year is completed.                                                                                                                                 | Confidential destruction by Exam Officer each September                                                                                         |
| Conflict of Interest Declarations and Logs          | A declaration of any conflict of interest for each examination series                                                                                         | To be retained until after the deadline for EARs or until any appeal, malpractice or other results enquiry has been completed, whichever is later.<br><br>[Reference <a href="#">ICE 6</a> ] | Confidential destruction by Exam Officer at the appropriate time for each individual series                                                     |
| Dispatch logs                                       | Proof of dispatch of exam script packages to awarding body examiners covered by the <a href="#">DfE (Standards &amp; Testing Agency) yellow label service</a> | To be retained until the current academic year is completed.                                                                                                                                 | Confidential destruction by Exam Officer each September                                                                                         |
| Entry information                                   | Any hard copy information relating to candidates' entries.                                                                                                    | To be retained until the current academic year is completed.                                                                                                                                 | Confidential destruction by Exam Officer each September                                                                                         |
| Exam question papers                                | Question papers for timetabled written exams.                                                                                                                 | Issued to teaching staff after the published finishing time of the exam and only when all candidates in the centre have completed the exam.                                                  | To form part of Subject Leader Plan                                                                                                             |

| Record type                                                                     | Record(s) description (where required)                                                                                                                   | Retention information/period                                                                                                                                                                                               | Action at end of retention period (method of disposal)                                                                |
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|                                                                                 |                                                                                                                                                          | Instructions issued by an individual awarding body relating to the use of question papers for vocational qualifications after the examination has taken place are followed.<br>[Reference <u>ICE</u> 16 and <u>GR</u> 5,6] |                                                                                                                       |
| Exam room checklists/Seating plans/Exam room incident logs/Invigilation records | Checklists confirming room conditions and invigilation arrangements for each exam room.                                                                  | To be retained until after the deadline for EARs or until any appeal, malpractice or other results enquiry has been completed, whichever is later.<br>[Reference <u>ICE</u> 6]                                             | Confidential destruction by Exam Officer each March following the previous Summer Series                              |
| Exam stationery                                                                 |                                                                                                                                                          | When awarding body or JCQ common stationery is considered surplus or is out-of-date it will be disposed of.<br>[Reference <u>ICE</u> page 4 and <u>ICE</u> 23]                                                             | Confidential disposal by Exam Officer as and when needed                                                              |
| Examiner reports                                                                |                                                                                                                                                          | To be immediately provided to head of department as records owner.                                                                                                                                                         | To form part of Subject Leader Plan                                                                                   |
| Finance information                                                             | Copy invoices for exams-related fees.                                                                                                                    | Kept indefinitely by Cover and Exam Manager as forms part of Annual Exam Review                                                                                                                                            | Kept indefinitely by Exam Officer as forms part of Annual Exam Review                                                 |
| JCQ publications                                                                | Any hard copy publications provided by JCQ.                                                                                                              | To be retained until the current academic year update is provided.                                                                                                                                                         | Disposed of by Exam Officer on receipt of new copy                                                                    |
| Moderator reports/BTEC SV Reports                                               |                                                                                                                                                          | To be immediately provided to head of department as records owner.                                                                                                                                                         | Moderator Reports -To form part of Subject Leader Plan<br>BTEC SV – kept indefinitely as part of exam officer reviews |
| Overnight supervision information                                               | Copy of JCQ form <i>Timetable variation and confidentiality declaration for overnight supervision</i> for any candidate eligible for these arrangements. | To be retained for JCQ inspection purposes for the relevant exam series.                                                                                                                                                   | Confidential destruction by Exam Officer each September                                                               |

| Record type                                                          | Record(s) description (where required)                                                                                                                                                               | Retention information/period                                                                                                                                                                                                                                      | Action at end of retention period (method of disposal)                                                                                |
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|                                                                      |                                                                                                                                                                                                      |                                                                                                                                                                                                                                                                   |                                                                                                                                       |
| Post-results services: confirmation of candidate consent information | Hard copy or email record of candidate consent for an EAR or ATS request to be submitted to an awarding body                                                                                         | EAR consent to be retained for at least <b>six months</b> following the outcome of the enquiry or any subsequent appeal.<br><br>ATS consent to be retained for at least six months from the date consent given.<br><br>[Reference <u>PRS</u> 4, appendix A and B] | <b>Confidential destruction by Exam Officer each March following the previous Summer Series</b>                                       |
| Post-results services: requests/outcome information                  | Any hard copy information relating to a post-results service request (EARs, appeals, ATS) submitted to an awarding body for a candidate and outcome information from the awarding body.              |                                                                                                                                                                                                                                                                   | <b>Confidential destruction by Exam Officer each March following the previous Summer Series, together with the candidate consents</b> |
| 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, they must be securely stored (including any electronic versions) until they are no longer required.<br><br>[Reference <u>PRS</u> 6]                                                                           | Confidential disposal or deletion by Subject Leaders when no longer required for Teaching and Learning purposes                       |
| Post-results services: tracking logs                                 | A log tracking to resolution all post-results service requests submitted to awarding bodies.                                                                                                         | Kept indefinitely on school network for data analysis                                                                                                                                                                                                             | Kept indefinitely on school network for data analysis                                                                                 |
| Private candidate information                                        | This centre does not accept private candidates                                                                                                                                                       |                                                                                                                                                                                                                                                                   |                                                                                                                                       |
| Proof of postage – candidate work                                    | Proof of postage of sample of candidates' work to awarding body moderators.                                                                                                                          | To be retained until the current academic year is completed.                                                                                                                                                                                                      | Confidential destruction by Exam Officer each September                                                                               |
| Resolving clashes information                                        | Any hard copy information relating to the resolution of a candidate's clash of exam papers or a timetable variation.                                                                                 | To be retained until the current academic year is completed.                                                                                                                                                                                                      | Confidential destruction by Exam Officer each September                                                                               |

| Record type                            | Record(s) description (where required)                                                                                                                           | Retention information/period                                                                                                                                                                                 | Action at end of retention period (method of disposal)                                             |
|----------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------|
| Results information                    | Broadsheets of results summarising candidate final grades by subject by exam series.                                                                             | Records for current year plus previous 6 years to be retained as a minimum.<br>[Reference <u>Records Management Toolkit for Schools</u> ]                                                                    | <b>Certificates and Results are kept for 10 years.</b><br><b>See also Certificates Information</b> |
| Special consideration information      | Any hard copy information relating to a special consideration request and supporting evidence submitted to an awarding body for a candidate.                     | Evidence supporting an on-line special consideration application and evidence supporting a candidate's absence from an exam must be kept until after the publication of results.<br>[Reference <u>SC 6</u> ] | Confidential destruction by Exam Officer each September                                            |
| Suspected malpractice reports/outcomes | Any hard copy information relating to a suspected malpractice investigation/report submitted to an awarding body and outcome information from the awarding body. | To be retained until the current academic year is completed.                                                                                                                                                 | Confidential destruction by Exam Officer each September                                            |
| Transferred candidate information      | Any hard copy information relating to an application for a transferred candidate arrangement submitted to an awarding body for a candidate.                      | To be retained until the transfer arrangements are confirmed by the awarding body.                                                                                                                           | Confidential destruction by Exam Officer each September                                            |
| 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.   | To be retained until the current academic year is completed.                                                                                                                                                 | Confidential destruction by Exam Officer each September                                            |