Chace Community School

DATA PROTECTION and EXAMS ARCHIVING POLICY (Exams)

2025/26

This policy is reviewed annually to ensure compliance with current regulations

Approved/reviewed by	
Tanya Douglas / Carly Lynch	
Date of next review	September 2026

Key staff involved in the policy

Role	Name(s)
Head of centre	Tanya Douglas
Exams officer	Julia Cousins
Senior leader(s)	Krysia Sosin, Natalie Slade, Alex Greig, Barbara Terziyski, Carly Lynch, Amanda Roper, Gamze Sahin
IT manager	Justin Wing
Data, Assessment and Systems Manager	Julie Marshall

Contents

Key staff involved in the policy 2

Purpose of the policy 4

Section 1 – Exams-related information 4

Section 2 – Informing candidates of the information held 5

Section 3 – Hardware and software 5

Section 4 – Dealing with data breaches 5

Section 5 – Candidate information, audit and protection measures 6

Section 6 – Data retention periods 7

Section 7 – Access to information 7

Section 8 – Table recording candidate exams-related information held 9

Purpose of the policy

This policy details how Chace Community, in relation to exams management and administration, ensures compliance with the regulations as set out by the Data Protection Act 2018 (DPA 2018) and UK General Data Protection Regulation (GDPR).

The delivery of examinations and assessments involve centres and awarding bodies processing a significant amount of personal data (i.e. information from which a living individual might be identified). It is important that both centres and awarding bodies comply with the requirements of the UK General Data Protection Regulation and the Data Protection Act 2018 or law relating to personal data in any jurisdiction in which the awarding body or centre are operating.

In JCQ's General Regulations for Approved Centres (section 6.1) reference is made to 'data protection legislation'. This is intended to refer to UK GDPR, the Data Protection Act 2018 and any statutory codes of practice issued by the Information Commissioner in relation to such legislation.

Students are given the right to find out what information the centre holds about them, how this is protected, how this can be accessed and how data breaches are dealt with.

All exams office staff responsible for collecting and sharing candidates' data are required to follow strict rules called 'data protection principles' ensuring the information is:

- used fairly and lawfully
- used for limited, specifically stated purposes
- used in a way that is adequate, relevant and not excessive
- accurate
- kept for no longer than is absolutely necessary
- handled according to people's data protection rights
- kept safe and secure

To ensure that the centre meets the requirements of the DPA 2018 and UK GDPR, all candidates' exam information – even that which is not classified as personal or sensitive – is covered under this policy.

Section 1 – Exams-related information

There is a requirement for the exams office(r) to hold exams-related information on candidates taking external examinations. For further details on the type of information held please refer to Section 5 below.

Candidates' exams-related data may be shared with the following organisations:

- Awarding bodies
- Joint Council for Qualifications (JCQ)
- Department for Education; Local Authority; the Press

This data may be shared via one or more of the following methods:

- hard copy
- email
- secure extranet site(s) – AQA Centre Services; OCR Interchange; Pearson Edexcel Online; WJEC Secure Website
- Management Information System (MIS) provided by Arbor sending/receiving information via electronic data interchange (EDI) using A2C (https://www.jcq.org.uk/about-a2c) to/from awarding body processing systems

This data may relate to exam entries, access arrangements, the conduct of exams and non-examination assessments, special consideration requests and exam results/post-results/certificate information.

Section 2 – Informing candidates of the information held

Chace Community ensures that candidates are fully aware of the information and data held.

All candidates are:

- informed via website
- given access to this policy via www.chace.enfield.sch.uk

Candidates are made aware of the above at the start of their course of study leading to an externally accredited qualification.

At this point, the centre also brings to the attention of candidates the annually updated JCQ document **Information for candidates** – **Privacy Notice** which explains how the JCQ awarding bodies process their personal data in accordance with the DPA 2018 and UK GDPR (or law relating to personal data in any jurisdiction in which the awarding body or centre are operating).

Candidates eligible for access arrangements which require awarding body approval using *Access arrangements online* are also required to provide their consent by signing the GDPR compliant JCQ candidate personal data consent form before approval applications can be processed online.

Section 3 – Hardware and software

The table below confirms how IT hardware, software and access to online systems is protected in line with DPA & GDPR requirements.

Hardware	Date of purchase and protection measures	Warranty expiry
Desktop computers	July 2015 Protection measures: Smoothwall, LGFL web filtering	N/A

Software/online system	Protection measure(s)
Arbor	Strict password rules involving numbers and capital letters. Regular forced password resets. Administrator has to approve creation of new user accounts.
Awarding body secure intranet	Strict password rules involving numbers and capital letters. Regular forced password resets. Administrator has to approve creation of new user accounts.
A2C	Only installed on the Exam Officer's computer. Strict password rules involving numbers and capital letters. Regular forced password resets. Administrator has to approve creation of new user accounts.

Section 4 – Dealing with data breaches

Although data is handled in line with DPA/GDPR regulations, a data breach may occur for any of the following reasons:

- loss or theft of data or equipment on which data is stored
- inappropriate access controls allowing unauthorised use
- equipment failure
- human error
- unforeseen circumstances such as a fire or flood
- hacking attack
- 'blagging' offences where information is obtained by deceiving the organisation who holds it
- cyber-attacks involving ransomware infections

If a data protection breach is identified, the following steps will be taken:

1. Containment and recovery

Julie Marshall, Data, Assessment & Systems Manager will lead on investigating the breach.

It will be established:

- who needs to be made aware of the breach and inform them of what they are expected to do to assist in the containment exercise. This may include isolating or closing a compromised section of the network, finding a lost piece of equipment and/or changing the access codes
- whether there is anything that can be done to recover any losses and limit the damage the breach can cause. As well as the physical recovery of equipment, this could involve the use of back-up hardware to restore lost or damaged data or ensuring that staff recognise when someone tries to use stolen data to access accounts
- which authorities, if relevant, need to be informed

2. Assessment of ongoing risk

The following points will be considered in assessing the ongoing risk of the data breach:

- What type of data is involved?
- How sensitive is it?
- If data has been lost or stolen, are there any protections in place such as encryption?
- What has happened to the data? If data has been stolen, it could be used for purposes which are harmful to the individuals to whom the data relates; if it has been damaged, this poses a different type and level of risk
- Regardless of what has happened to the data, what could the data tell a third party about the individual?
- How many individuals' personal data are affected by the breach?
- Who are the individuals whose data has been breached?
- What harm can come to those individuals?
- Are there wider consequences to consider such as a loss of public confidence in an important service we provide?

3. Notification of breach

Notification will take place to enable individuals who may have been affected to take steps to protect themselves or to allow the appropriate regulatory bodies to perform their functions, provide advice and deal with complaints.

4. Evaluation and response

Once a data breach has been resolved, a full investigation of the incident will take place. This will include:

- reviewing what data is held and where and how it is stored
- identifying where risks and weak points in security measures lie (for example, use of portable storage devices or access to public networks)

- reviewing methods of data sharing and transmission
- increasing staff awareness of data security and filling gaps through training or tailored advice
- reviewing contingency plans

Section 5 – Candidate information, audit and protection measures

For the purposes of this policy, all candidates' exam-related information – even that not considered personal or sensitive under the DPA/GDPR – will be handled in line with DPA/GDPR guidelines.

An information audit is conducted termly (as all the data is held on Arbor. The termly CENSUS is an audit of the information).

The table below details the type of candidate exams-related information held, and how it is managed, stored and protected.

Protection measures may include:

- password protected area on the centre's intranet
- secure drive accessible only to selected staff
- information held in secure area
- updates undertaken every 12 months (this may include updating antivirus software, firewalls, internet browsers etc.)

Section 6 – Data retention periods

Details of retention periods, the actions taken at the end of the retention period and method of disposal are contained in the centre's Exams archiving policy in Appendix A of this document.

Section 7 – Access to information

(With reference to ICO information https://ico.org.uk/your-data-matters/schools/exam-results/)

The GDPR gives individuals the right to see information held about them. This means individuals can request information about them and their exam performance, including:

- their mark
- comments written by the examiner
- minutes of any examination appeals panels

This does not however give individuals the right to copies of their answers to exam questions.

Requesting exam information

Requests for exam information can be made to Julia Cousins, Exam Officer in an email and a request of ID will need to be confirmed if a former candidate is unknown to current staff.

The GDPR does not specify an age when a child can request their exam results or request that they aren't published. When a child makes a request, those responsible for responding should take into account whether:

- the child wants their parent (or someone with parental responsibility for them) to be involved; and
- the child properly understands what is involved.

The ability of young people to understand and exercise their rights is likely to develop or become more sophisticated as they get older. As a general guide, a child of 12 or older is expected to be mature enough to understand the request they are making. A child may, of course, be mature enough at an earlier age or may lack sufficient maturity until a later age, and so requests should be considered on a case by case basis.

A decision will be made by Julie Marshall as to whether the student is mature enough to understand the request they are making, with requests considered on a case by case basis.

Responding to requests

If a request is made for exam information before exam results have been published, a request will be responded to:

- within five months of the date of the request, or
- within 40 days from when the results are published (whichever is earlier).

If a request is made once exam results have been published, the individual will receive a response within one month of their request.

Third party access

Permission should be obtained before requesting personal information on another individual from a third-party organisation.

Candidates' personal data will not be shared with a third party, please contact Julie Marshall to verify the ID of both parties.

In the case of looked-after children or those in care, agreements may already be in place for information to be shared with the relevant authorities (for example, the Local Authority). The centre's Data Protection Officer will confirm the status of these agreements and approve/reject any requests.

Sharing information with parents

The centre will take into account any other legislation and guidance regarding sharing information with parents (including non-resident parents), as example guidance from the Department for Education (DfE) regarding parental responsibility and school reports on pupil performance:

- Understanding and dealing with issues relating to parental responsibility www.gov.uk/government/publications/dealing-with-issues-relating-to-parental-responsibility/understanding-and-dealing-with-issues-relating-to-parental-responsibility
- School reports on pupil performance www.gov.uk/guidance/school-reports-on-pupil-performance-guide-for-headteachers

Publishing exam results

When considering publishing exam results, Chace Community will make reference to the ICO (Information Commissioner's Office) https://ico.org.uk/your-data-matters/schools/exam-results/ Can schools give my exam results to the media for publication?

OR

Chace Community will publish exam results to the media or within the centre (e.g. on an honours board) in line with the following principles:

- Refer to guidelines as published by the Joint Council for Qualifications
- Act fairly when publishing results, and where people have concerns about their or their child's information being published, taking those concerns seriously
- Ensure that all candidates and their parents/carers are aware as early as possible whether examinations results will be made public and how this will be done
- Explain how the information will be published. For example, if results will be listed alphabetically, or in grade order

As Chace Community will have a legitimate reason for publishing examination results, consent is not required from students or their parents/carers for publication. However, if a student or their parents/carers have a specific concern about publication of their results, they have the right to object. This objection must be made in writing to Chace Community / Tanya Douglas, who will consider the objection before making a decision to publish and reply with a good reason to reject the objection to publish the exam results.

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 Appendix A and Section 6 of this policy (**Data retention periods**)

Information type	What personal/sensitive data is/may be contained in the information	Where information is stored	How information is protected	Retention period
Access arrangements information	Candidate name Candidate DOB Gender Data protection notice (candidate signature) Diagnostic testing outcome(s) Specialist report(s) (may also include candidate address) Evidence of normal way of working	Access Arrangements Online Arbor Lockable metal filing cabinet	Secure username and password In secure office (SENCo)	
Alternative site arrangements	Candidate name Candidate DOB Gender Address	Exam board extranet Lockable cabinet	Secure username and password In secure office (Exam officer)	Until all remarks have been actioned
Attendance registers copies	Candidate name Candidate number	Exam secure storage	In locked secure storage	Until all remarks have been actioned
Candidates' scripts	Candidate name Candidate DOB Candidate number	Posted to exam board as soon as possible	Secure and tracked Parcelforce	n/a
Candidates' work	Candidate name Candidate DOB Candidate number	Kept securely by teacher		

Centre consortium arrangements for centre assessed work	Candidate name Candidate DOB Candidate number	In secure storage. See NEA materials log	See NEA materials log	Until all remarks have been actioned
Certificates	Candidate name Candidate DOB Candidate number Results	Distributed to students. If not collected, stored in secure and locked cupboard	Students must sign a form on collection of certificates.	12 months to 4 years
Certificate destruction information	Candidate name Candidate DOB Candidate number Results	On a secure network. (no certificates have been destroyed)	On a secure network. (no certificates have been destroyed)	4 years
Certificate issue information	Candidate name	Hard copy in folder in secure cupboard in locked exam officer's office	Hard copy in folder in secure cupboard in locked exam officer's office	1 year
Conflicts of Interest records	Candidate name Candidate DOB Candidate number Staff details	On secure network	Secure username and password	1 year
Entry information	Candidate name Candidate number Subjects	Arbor On secure network Hard copy in folder in secure cupboard in locked exam officer's office	Secure username and password Hard copy in folder in secure cupboard in locked exam officer's office	Until all remarks have been actioned
Exam room incident logs	Candidate name and number	Hard copy Filed with attendance registers	Hard copy in folder in secure cupboard in locked exam officer's office	Until all remarks have been actioned
Invigilator and facilitator training records	Name Address Date of birth	On secure network Hard copy in folder in secure cupboard in locked exam officer's office	Secure username and password Hard copy in folder in secure cupboard in locked exam officer's office	Until end of exam period
Overnight supervision information	Name Address Date of birth	On secure network Hard copy in folder in secure cupboard in locked exam officer's office	Secure username and password Hard copy in folder in secure cupboard in locked exam officer's office	Until all remarks have been actioned

	Candidate number			
Post-results services: confirmation of candidate consent information	Name Candidate number Email address Phone number	On secure network Hard copy in folder in secure cupboard in locked exam officer's office	Secure username and password Hard copy in folder in secure cupboard in locked exam officer's office	Until all remarks have been actioned
Post-results services: requests/outcome information	Name Candidate number Email address Phone number	On secure network Hard copy in folder in secure cupboard in locked exam officer's office	Secure username and password Hard copy in folder in secure cupboard in locked exam officer's office	Until all remarks have been actioned
Post-results services: scripts provided by ATS service	Name Candidate number Email address Phone number	On secure network Hard copy in folder in secure cupboard in locked exam officer's office	Secure username and password Hard copy in folder in secure cupboard in locked exam officer's office	Until all remarks have been actioned
Post-results services: tracking logs	Name Candidate number Email address Phone number	On secure network Hard copy in folder in secure cupboard in locked exam officer's office	Secure username and password Hard copy in folder in secure cupboard in locked exam officer's office	Until all remarks have been actioned
Private candidate information	Name Candidate number Email address Phone number	On secure network Hard copy in folder in secure cupboard in locked exam officer's office	Secure username and password Hard copy in folder in secure cupboard in locked exam officer's office	Until all remarks have been actioned
Resolving timetable clashes information	Name Candidate number	On secure network Hard copy in folder in secure cupboard in locked exam officer's office	Secure username and password Hard copy in folder in secure cupboard in locked exam officer's office	Until end of exam period

Results information	Name Candidate number DOB	On secure network Hard copy in folder in secure cupboard in locked exam officer's office	Secure username and password Hard copy in folder in secure cupboard in locked exam officer's office	Until all remarks have been actioned
Seating plans	Candidate number	Hard copy filed with attendance register	Secure username and password Hard copy in folder in secure cupboard in locked exam officer's office	Until all remarks have been actioned
Special consideration information	Name Candidate number DOB Potential medical/emotional information	On secure network Hard copy in folder in secure cupboard in locked exam officer's office	Secure username and password Hard copy in folder in secure cupboard in locked exam officer's office	Until all remarks have been actioned
Suspected malpractice reports/outcomes	Name Candidate number	On secure network Hard copy in folder in secure cupboard in locked exam officer's office	Secure username and password Hard copy in folder in secure cupboard in locked exam officer's office	Until all remarks have been actioned
Transferred candidate arrangements	Name Candidate number DOB Potential medical/emotional information Address	On secure network Hard copy in folder in secure cupboard in locked exam officer's office	Secure username and password Hard copy in folder in secure cupboard in locked exam officer's office	Until all remarks have been actioned
Very late arrival reports/outcomes	Name Candidate number	On secure network Hard copy in folder in secure cupboard in locked exam officer's office	Secure username and password Hard copy in folder in secure cupboard in locked exam officer's office	Until all remarks have been actioned

Appendix A - Exams archiving 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

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 record owner at the end of the candidate's final exam series.	**Confidential shredding**
Alternative site arrangements	Any hard copy information generated on an alternative site arrangement. Notifications submitted online via CAP.		Confidential waste/shredding
Attendance register copies		*…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. You 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…* [Reference ICE 12, 22]	Confidential waste/shredding
Awarding body exams administration information	Any hard copy publications provided by awarding bodies.	To be retained until the current academic year update is provided.	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. *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.* [Reference PRS 6] *… 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…* [Reference GR 3]	Confidential disposal
Candidates' work	Non-examination assessment work returned to the centre by the	To be logged on, return to the centre and immediately return 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)	Returned to HoS/HoD to give to candidates or safe disposal

	awarding body at the end of the moderation period.	*…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. See paragraph 4.8 of the JCQ publication Instructions for conducting non - examination assessments* *https://www.jcq.org.uk/exams-office/non-examination-assessments* [Reference GR 3]	
Certificates	Candidate certificates issued by awarding bodies.	*…retain all unclaimed certificates under secure conditions for a minimum of 12 months from the date of issue* [Reference GR 5]	Confidential destruction
Certificate destruction information	A record of unclaimed certificates that have been destroyed.	*… 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. However, candidates should 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… (Where an awarding body issues a replacement certificate, or a Certifying Statement of Results, this will provide an accurate and complete record of results for all qualifications covered by the original certificate… return any certificates requested by the awarding bodies. Certificates remain the property of the awarding bodies at all times.* [Reference GR 5]	Confidential destruction
Certificate issue information	A record of certificates that have been issued.	*… 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…* [Reference GR 5] Candidates sign and date on receipt of certificates.	
Confidential materials: initial point of delivery logs	Logs recording awarding body confidential exam materials received by an authorised member of staff at the initial point of delivery and the secure movement of packages by an authorised member of staff to the secure room for transfer to the centre's secure storage facility.	**Until review of scripts is completed**	**Confidential shredding**
Confidential materials: receipt, secure movement and secure storage logs	Logs recording confidential exam materials received (including encrypted materials received via email or downloaded from an awarding body's secure extranet site), checked and placed in the secure storage facility by the exams officer (or other authorised member of centre staff) throughout the	**Until review of scripts is completed**	**Confidential shredding**

	period the materials are confidential		
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]	**Confidential shredding**
Entry information	Any hard copy information relating to candidates' entries.	**Until review of scripts is completed**	**Confidential shredding**
Exam question papers	Question papers for timetabled written exams.	*(Reference ICE 31: 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.* *For CCEA examinations question papers must not be released until 24 hours after the published finishing time for the examination.)* *…For confidentiality purposes question papers must not be released to centre personnel for use in accordance with the above licence 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…* [Reference GR 6]	Issued to Subject staff
Exam room checklists	Checklists confirming exam room conditions and invigilation arrangements for each exam session.	**Until review of scripts is completed**	**Safe disposal**
Exam room incident logs	Logs recording any incidents or irregularities in exam rooms for each exam session.	**Until review of scripts is completed**	**Safe disposal**
Exam stationery	Awarding body exam stationery provided solely for the purpose of external exams.	*…return unused stationery to the secure storage facility or secure room until needed for a future examination. Surplus stationery must not be used for internal school tests, mock examinations and non-examination assessments… destroy confidentially any out-of-date stationery.* [Reference ICE 30]	Restore securely until needed for another examination. Confidential destruction for any out-of-date stationery
Examiner reports		(Where/if provided) To be immediately provided to the head of department as records owner.	**Safe disposal**
Finance information	Copy invoices for exams-related fees.	Held in the EO's office	**Safe disposal**

Invigilation arrangements	See *Exam room checklists*	Held in the EO's office	**Safe disposal**
Invigilator and facilitator training records	In Invigilator's folder	*A record of the content of the training given to invigilators 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.* *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.* [Reference ICE 12, 13]	**Safe disposal**
Moderator reports		(Where printed from electronic copy). To be immediately provided to the Head of Department as records owner.	**Safe disposal**
Moderation returns logs	Logs recording the return of candidates' work to the centre by the awarding body at the end of the moderation period		**Confidential shredding**
Overnight supervision information	JCQ form *Timetable variation and confidentiality declaration for overnight supervision* for any candidate eligible for these arrangements.	*…keep all completed forms available in your centre 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…* [Reference ICE 8]	**Confidential shredding**
Post-results services: confirmation of candidate consent information	Hard copy or email record of required candidate consent	(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 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.	In the ROM folder and in Drive	**Confidential shredding**
Post-results services: tracking logs	Logs tracking to resolution all post-results service requests submitted to awarding bodies.	In the ROM folder and in Drive	**Confidential shredding**

Private candidate information	Any hard copy information relating to private candidates' entries.		**Confidential shredding**
Proof of postage – candidates' work	Proof of postage of sample of candidates' work submitted to awarding body moderators. (Proof of postage of candidates' scripts to awarding body examiners/markers)	*Centres not involved in the secure despatch of exam scripts service… must obtain proof of postage/despatch for each packet of scripts, which must be retained on the centre's files until the results are published, in case of loss or damage. (Proof of postage will provide evidence that the candidates' scripts have left the centre. This is taken to indicate that the scripts were written at the appointed time and that, should the scripts not be received by the awarding body/examiner, then special consideration may be possible.)…* [Reference ICE 29]	
Resolving timetable clashes information	Any hard copy information relating to the resolution of a candidate's clash of timetabled exam papers		**Confidential shredding**
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.	
Seating plans	Plans showing the seating arrangements of all candidates for every exam taken.	*…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. You 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.* [Reference ICE 12]	**Safe disposal**
Special consideration information	Any hard copy information relating to a special consideration request and supporting evidence submitted to an awarding body for a candidate.	*Where a candidate is present but disadvantaged for a timetabled written examination a proportion of cases will be sampled by an awarding body for quality assurance purposes. A centre may be asked by an awarding body to provide signed evidence, produced by a member of the senior leadership team, in support of an application. The centre must retain evidence supporting an on-line special consideration application until after the publication of results.* *Where a candidate is absent from an examination for an acceptable reason a proportion of cases will be sampled by an awarding body for quality assurance purposes. A centre may be asked by an awarding body to provide signed evidence, produced by a member of the senior leadership team, in support of an application. The centre must retain evidence supporting a candidate's absence from an examination until after the publication of results.* [Reference SC 6]	**Confidential 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.	In the Malpractice folder	**Confidential shredding**

Transferred candidate arrangements	Any hard copy information relating to a transferred candidate arrangement. Applications submitted online via CAP.		**Confidential shredding**
Very late arrival reports/ outcomes	Any hard copy information relating to a candidate arriving very late to an exam. Reports submitted online via CAP.		**Confidential shredding**