

Glasgow Caledonian University			
Records Retention Schedule	Registry – Exams Office		
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Code	Record series	Examples of records	Retention Trigger	Department Action	Records Centre (if used)	Retention Action (Total)	Notes/Citation
EX1.0	Assessment Boards						
EX1.1	Assessment Board Reps training and guidance	Training materials for AA reps, programme assessment documents, hand-out notes and guidance	When superseded	Electronic master held in Exams shared drive for current year +1 then deleted		Current year +1 then delete	
EX1.2	Assessment board timetabling and rep allocation	Documents relating to assessment board timetabling and registry representative allocation	End of assessment session for Academic Year	Electronic masters held in Exams shared drive for current year +1 then deleted		Current year +1 then delete	
EX2.0	Examination Scheduling						
EX2.1	Examination scheduling documents – pre scheduling and scheduling of exam diets	Specifications/instructions for scheduling each exam diet. Data transfers for each exam diet and TTCMIS files for each exam diet	End of current Exam diet	All files held per exam diet in Exams shared drive for current year +3 then deleted		Current year +3 then delete	
EX2.2	Outputs from scheduling exam diets	Student timetable, internal timetable, submission of exam papers document, room set-ups, lab exams, GCU London exam dates, record of collection of worked exam scripts	End of current Exam diet	All files held per exam diet in Exams shared drive for current year +3 then deleted		Current year +3 then delete	

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EX2.3	Attendance lists and certificate of invigilation	Record of attendance at exams and signed copies of certificate of invigilation	End of current Exam diet	Paper records filed in secure storage for 1 year after each exam diet then shredded		1 year then shred	
EX3.0	Invigilation						
EX3.1	Appointment of Invigilators	Casual worker profiles, right to work documents, letters of engagement	At the end of each exam diet when documents have been scanned and sent to People Services	Scanned & emailed to People Services. Electronic copy held in Exams shared drive for 1 year then deleted		1 year then delete	Masters held by People Services as per general RRS
EX3.2	Allocation of invigilation duties	Room usage documents, invigilation rotas, covering letters per exam diet	End of current Exam diet	Electronic masters held in Exams shared drive for current diet + 3 years then deleted.		Current diet + 3 years then delete	
EX3.3	Invigilators correspondence	Acceptance of duties pro forma, availability questionnaires	End of Academic Session	Working paper copies held for use during session then shredded		1 year then shred/delete	

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EX3.4	Invigilators applications forms	Waiting list with invigilator applicant details	Once applicants have attended training session and been added to the active pool of Invigilators	Application forms held until applicant is removed from waiting list. Maximum retention 3 years.		Once applicant joins current active pool, requests removal or 3 years whichever is first then delete/shred.	
EX3.5	Invigilators contact details	Database of invigilator contact details, addresses, phone numbers, email.	When invigilator ceases post.	Held in Exams shared drive for current year +2 then deleted		Current year + 2 then delete.	
EX3.6	Invigilators restrictions	Database/grid of invigilator restrictions	End of Academic Year	Held in Exams shared drive for current year +2 then deleted		Current year + 2 then delete.	
EX3.7	Attendance and payment	Signing in book , payment spreadsheets	End of Academic Year	Retained for 3 years after end of current tax year then deleted/shredded		Current year +3 then delete/shred	
EX3.8	Invigilation instructions	Schemes, Scripts, guidance notes, training materials.	When superseded.	Held in Exams shared drive.		Deleted when superseded.	
EX4.0	Exams with Alternative Arrangements						

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EX4.1	Alternative Arrangement forms	Electronic forms emailed to limited access shared Alt_Exams inbox.	End of current exams diet	Uploaded to Sharepoint and archived in Exams shared drive for current year + 3 then deleted		Current year + 3 then delete	
EX4.2	Email correspondence	Email correspondence regarding students held in limited access shared Alt_Exams inbox	End of current exams diet	Electronically stored in limited access mail folder for current year + 3 then deleted		Current year + 3 then delete	
EX4.3	Exam scheduling and monitoring	Master exam spreadsheet with all alternative arrangement details and exam dates, all exam set up details, lab information and exam memos	End of current exams diet	Electronic masters held in Exams shared drive for current diet + 3years then deleted.		Current year + 3 then delete	
EX4.4	Alternate arrangement worked script log	Attendance/absence log per diet	End of current exams diet	Paper file held in secure storage for current diet + 1 year then shredded.		Current diet + 1 year then shred	
EX5.0	Exams Abroad						
EX5.1	Email correspondence	Email correspondence with students, staff and host institutions	End of Academic Year	Held in limited access mail box for current diet + 1 year then delete		Current diet + 1 then delete	
EX5.2	Payments	Receipts of payments for students sitting exams overseas at August diet	End of August resit diet	Held in limited access mail box for current		Current diet + 1 then delete	Master Data held by Finance

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				diet + 1 year then delete			Office as per Finance RRS
EX5.3	Student sitting exams overseas in August documentation	Student application forms, correspondence with internal staff, confirmation of host institutions, invigilation records,	End of August resit diet	Paper copies held in secure storage for current diet + 1 year then delete		Current diet + 1 then shred	
EX5.4	Database	Database of student and exam details, progress of application/ process /generation of letters	End of August resit diet	Access database held in Exams shared drive for current diet + 1 year then deleted		Current diet + 1 then delete	
EX6.0	Examination/Assessment Results						
EX6.1	Older results	Master signed copies of Assessment/Exam results from Glasgow College of Technology 1971-1991 (CNAA), Glasgow Polytechnic 1991-1993, Queens College Ledgers, Glasgow Caledonian University 1993 onwards			Records Centre	Retain for Archives Closed for 80 years	Results from SQA (1976-1991) courses are held by SQA and have not been retained in the University.
EX6.2	Current	Notice Board Reports, Chairs actions	End of current Academic Year	Retained in department for current Academic Year then sent for bulk scanning. Hard copies to Records Centre. Electronic copy held in Exams shared drive.	Records Centre	Retain for Archives Closed for 80 years	

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6.3	Assessment Board Registry Rep profiles	Registry Rep annotated copy of assessment board profiles	End of current Academic Year	Retained in department for current Academic Year then shredded		Current Academic Year then shred.	
6.4	Record of Exam results held in Archive	Lists of older documents and their location in Archive		Held in Exam only shared drive		80+years	
7.0	Professional exams						
7.1	Invigilation	NCTJ Exam Admissions letter, Attendance lists provided by NCTJ Invigilation reports	End of current exams diet	Current session + 1 year then shredded		2 years then shred.	
7.3	Guidance	Rules for candidates, Invigilation instructions for NCTJ	End of current exams diet	Current session then destroy.		Current session then destroy.	
8.0	Senate disciplinary						
8.1	Reports	Details of exam infringements, covering pro-forma, invigilation reports	End of current Academic Year	Held in Exams shared drive Current year + 2 years then deleted		Current session + 2 years then delete.	Master copies held in Governance as per Governance RRS.