



Examinations

ARCHIVING POLICY

This policy is reviewed annually to ensure compliance with current regulations

Reviewing Member of Staff: Mrs H Green **Examinations Officer**

Date Updated: 02/10/2025

Review Date: Autumn Term 2026

Key staff involved in the policy

Role	Name(s)
Exams Officer	Mrs H Green
Exams Officer line manager (Senior Leader)	Mrs A Lungley / Mrs M Wall
Head of Centre	Dr A Evans
IT manager	Mr D Pilling
SENDCO	Mrs S Nolan
Chief Finance Officer	Mr M Brunt
Head of Department(s)	As Listed

HEADS OF DEPARTMENT (HoD) LIST:

Department	Name
Art & Art Textiles	Mrs J Aitken
Business Studies & Economics	Mr N Dick
Careers	Mr J Martin
Citizenship	Mrs S Gallagher
Classic Civilisation	Mrs H Parnell - maternity leave cover - Mrs A Lee
Design & Technology	Mrs J Aitken
Design & Technology, Food	Mrs D Cox
Drama	Mrs M Cook
English	Mrs A Lee
Geography	Miss D Price
Health & Social Care	Mrs E McNally
History	Mrs E-O'Connell
ICT	Mr M Brant
Languages	Mrs D Couliou
Law	Mr B Bornoff
Learning Resource Centre	Mrs E Loverock
Learning Support	Mrs S Nolan
Mathematics	Mrs B Summers
Music	Mr P Bullas
PE	Mr M Thompson
Politics	Mrs E Griffiths
PSHRE	Miss S Thomas
Psychology	Mrs T Lancaster – mat leave cover – Mrs E McNally
RE	Miss S Thomas
Science	Ms A Ford
Chemistry	Ms D Martin
Physics	Mr M Pethybridge
Biology	Mrs C Ray

Purpose of the 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/data retention 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 SENDCO (or equivalent role) as records owner at end of the candidate's final exam series.	Retain for 7 years Shred to Confidentially destroy
Alternative site arrangements	Any hard-copy information generated on an alternative site arrangement. Notifications submitted online via the Centre Admin Portal (CAP).		Delete at the end of post-results for the specific series
Attendance register copies		(Reference ICE 12... 22: ...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 them. 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... keep a copy of the attendance register until the deadline for reviews of marking has passed or until any appeal, malpractice or other results enquiry has been completed, whichever is later)	Keep until all post-results have been completed for the relevant series 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.	Shred to confidentially destroy
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 bodies' earliest date for confidential disposal of unwanted scripts. (Reference GR 3.15: ... ensure that when scripts that have been accessed using the awarding body's access to scripts service are no longer required, they are disposed of in a confidential manner.	Confidential disposal
Candidates' work	Non-examination assessment work returned to the Centre by the awarding body at the end of the moderation period.	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	Returned to candidates or safe disposal

Record type	Record(s) description (where required)	Retention information/period	Action at end of retention period (method of disposal)
		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 <i>Instructions for conducting non - examination assessments</i> https://www.jcq.org.uk/exams-office/non-examination-assessments)	
Centre consortium arrangements for Centre-assessed work	Any hard-copy information generated or relating to consortium arrangements for centre assessed work. Applications submitted online via the CAP.		Review data stored and delete as required at the end of post-results
Certificates	Candidate certificates issued by awarding bodies.	(Reference GR 5.14: ...retain securely all unclaimed certificates under secure conditions for a minimum of 12 months from the date of issue)	Confidential destruction
Certificate destruction information	A record of unclaimed certificates that have been destroyed.	(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. This record should list the candidate number, the awarding body, the qualification(s) and the examination series. 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 always remain the property of the awarding bodies.)	Confidential destruction
Certificate issue information	A record of certificates that have been issued.	(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...)	Certificates are retained by the Centre for 5 years after which time they are confidentially destroyed
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 transferal to the Centre's secure storage facility.		Confidentially destroy after post-results

Record type	Record(s) description (where required)	Retention information/period	Action at end of retention period (method of disposal)
Confidential materials: receipt, secure movement, checking and secure storage logs	Logs recording confidential exam materials received (including encrypted materials received via email or downloaded from an awarding bodies' secure extranet site), checked and placed in the secure storage facility by the exams officer (or other authorised member of Centre staff) throughout the period the materials are confidential		Confidentially destroy at the end of post-results for the specific season
Conflicts of interest records	Records demonstrating the management of conflicts of interest	(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.)	Confidentially destroy once all candidates or the member of staff have left the school
Dispatch logs	Proof of dispatch of exam script packages to awarding body examiners covered by the DfE (Standards & Testing Agency) yellow label service		Confidentially destroy at the end of post-results for the specific season
Entry information	Any hard copy information relating to candidates' entries.		Confidentially destroy at the end of post results for the specific season
Exam question papers	Question papers for timetabled written exams.	(Reference ICE 31: Unused question papers must not be released to any individual until 24 hours after the awarding bodies' 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.) (Reference GR 6.13: ...For confidentiality purposes unused question papers must not be released to any individual for use in accordance with the above licence until 24 hours after the awarding bodies' 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...)	Issued to subject staff the day following the examination, ensuring there are no clashed exams
Exam room checklists	Checklists confirming exam room conditions and invigilation arrangements for each exam session.		Confidentially destroy at the end of post-results for the specific season

Record type	Record(s) description (where required)	Retention information/period	Action at end of retention period (method of disposal)
Exam room incident logs	Logs recording any incidents or irregularities in exam rooms for each exam session.		Confidentially destroy at the end of post-results for the specific season
Exam stationery	Awarding body exam stationery provided solely for the purpose of external exams.	(Reference ICE 30: ...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... confidentially destroy any out-of-date stationery.)	Confidentially destroy at the end of post-results for the specific season
Examiner reports		(Where/if provided) To be immediately provided to head of department as records owner.	Pass to HoD
Finance information	Copy invoices for exams-related fees.	To be returned to Finance Department as records owner at the end of the academic year.	Finance to keep records for 9 years
Invigilation arrangements	See <i>Exam room checklists</i>		Confidentially destroy at the end of post-results for the specific season
Invigilator and facilitator training records		(Reference ICE 12: 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.)	Confidentially destroy at the end of post-results for the specific season
Moderator reports		(Where printed from electronic copy) To be immediately provided to Head of Department as records owner.	Pass to HoD
Moderation returns logs	Logs recording the return of candidates' work to the Centre by the awarding body at the end of the moderation period		Confidentially destroy at the end of post results for the specific season
Overnight supervision information	The JCQ Overnight Supervision form is completed online using the CAP. The JCQ Overnight Supervision Declaration form is downloaded from the CAP) for signing by the candidate, the supervisor and the Head of Centre	(Reference ICE 8: ...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...)	Confidentially destroy physical copies at the end of post-results for the specific season Review CAP for stored data and delete if possible

Record type	Record(s) description (where required)	Retention information/period	Action at end of retention period (method of disposal)
	Any hard-copy information relating to overnight supervision arrangements. Reports submitted online via the CAP.		
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.)	Confidentially destroy at the end of post-results for the specific season
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.		Confidentially destroy at the end of post-results for the specific season
Post-results services: tracking logs	Logs tracking to resolution all post-results service requests submitted to awarding bodies.		Confidentially destroy at the end of post-results for the specific season
Private candidate information	Any hard-copy information relating to private candidates' entries.		Confidentially destroy at the end of post-results for the specific season
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)	(Reference ICE 29 : Centres not involved in the secure despatch of the exam scripts service... must obtain proof of postage or 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 will indicate that the scripts were written at the appointed time and that, should the scripts not be received by the awarding body or examiner, then special consideration may be possible.) ...)	Confidentially destroy at the end of post-results for the specific season
Resilience arrangements: Evidence of candidate performance	The collection of evidence of student performance to ensure resilience in the qualifications system	(Reference Ofqual Guidance on collecting evidence of student performance to ensure resilience in the qualifications system: Retention of the work Student work, either the original or a copy, must always be retained by the centre. Student work can be retained digitally or physically. Students may be given copies, or the original work, where this would support their study.)	
Resolving timetable clashes information	Any hard-copy information relating to the resolution of a candidate's clash of timetabled exam papers		Confidentially destroy at the end of post-results for the specific season

Record type	Record(s) description (where required)	Retention information/period	Action at end of retention period (method of disposal)
Results information	Broadsheets of public examination results summarising candidate final grades by subject by exam series.	Records for current year plus previous 6 years to be retained as a minimum.	Secure disposal
Seating plans	Plans showing the seating arrangements of all candidates for every exam taken.	(Reference ICE 12 : ...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...)	Confidentially destroy at the end of post-results for the specific season
Second-pair-of-eyes check records/forms	Records of the check that must take place by a second person (additional to the person removing question paper packets from secure storage) immediately before a question paper packet is opened.	(Reference ICE 5,18 : In order to avoid potential breaches of security, care must be taken to ensure that the correct question paper packets are opened. In addition to the person removing the question paper packets from secure storage, eg an invigilator, another member of centre staff must check the day, date, time, subject, unit or component and tier of entry (if applicable) immediately before a question paper packet is opened. This second-pair-of-eyes check must be recorded.)	
Special consideration information	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.	(Reference SC 6 : All applications must be supported by signed evidence produced by a member of the senior leadership team. The Centre must retain this evidence until after the publication of results.) A centre may be asked by an awarding body to provide signed evidence.)	SEND to securely store for 7 years
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.	(Reference Suspected Malpractice: Policies and Procedures 7 : The awarding bodies will ... A permanent record will be kept of the impact of any sanctions on an individual candidate's results ... All other information relating to specific instances of malpractice or irregularities will be destroyed, following the expiry of the awarding body's data retention period.	Confidentially destroy at the end of post-results for the specific season
Transferred candidate arrangements	Any hard-copy information relating to a transferred candidate arrangement. Applications submitted online via the CAP.		Confidentially destroy at the end of post-results for the specific season

Record type	Record(s) description (where required)	Retention information/period	Action at end of retention period (method of disposal)
Very late arrival reports/outcomes	Any hard-copy information relating to a candidate arriving very late to an exam. Reports submitted online via the CAP.		Confidentially destroy at the end of post-results for the specific season