

EXAMS ARCHIVING POLICY

2025/26

This policy is annually reviewed to ensure that records are archived/retained in accordance with current requirements

Approved/reviewed by	
M Cousins	
Date of next review	November 2026

Key staff involved in the policy

Role	Name(s)
Exams officer	Mr G Pyle
Exams officer line manager (Senior leader)	Mr M Cousins
Head of centre	Mrs S Howell
IT manager	Mr G Barton
SENCo (or equivalent role)	Miss A MacKay
Finance manager	Mrs C Capaldi
Head of department(s)	HODs

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 SENCo (or equivalent role) as records owner at 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.	To be retained until the current academic year update is provided.	Confidential Shredding
Attendance register copies	Copies held in case of board queries	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.	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 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. (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 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	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)
		<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 CAP.	To be retained until the current academic year update is provided.	Confidential Shredding
Certificates	Candidate certificates issued by awarding bodies.	Retention policy in line with JCQ regulations at a minimum.	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 list shows the candidate number, the awarding body, the qualification(s) and the examination series.	Confidential destruction
Certificate issue information	A record of certificates that have been issued.	(Retained in line with current JCQ guidelines. We aim to 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 is kept of the certificates that are issued	Confidential Shredding
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.	Exam log book in Exams Officers office Reception log book still in reception – keep until the end of the exam period then archived for 12 months	Confidential Shredding

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, securely moved, 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. (Including for example, the handling of confidential MFL Listening materials)	Kept until results have been certified and then archived for 12 months	Confidential Shredding
Conflicts of interest records	Records demonstrating the management of conflicts of interest.	Kept until results have been certified and then archived for 12 months	Confidential Shredding
Dispatch logs	Proof of dispatch of exam script packages to awarding body examiners covered by the DFE (Standards & Testing Agency) yellow label service (England only).	Kept until results have been certified and then archived for 12 months	Confidential Shredding
Entry information	Any hard copy information relating to candidates' entries.	Kept until results have been certified and then archived for 12 months	Confidential Shredding
Exam question papers	Question papers for timetabled written exams.	Held in exams office until 24 hours after the end of the exam in question	Issued to subject staff
Exam room checklists	Checklists confirming exam room conditions and invigilation arrangements for each exam session.	Kept until results have been certified and then archived for 12 months	Confidential Shredding
Exam room incident logs	Logs recording any incidents or irregularities in exam rooms for each exam session.	Kept until results have been certified and then archived for 12 months	Confidential Shredding
Exam stationery	Awarding body exam stationery provided solely for the purpose of external exams.	Kept in secure storage in exams office safe. Any that is out of date is confidentially destroyed	Confidential destruction
Examiner reports		(Where/if provided) To be immediately provided to head of department as records owner.	Confidential Shredding
Finance information	Copy invoices for exams-related fees.	Held by Trust Finance	Confidential Shredding
Handling secure electronic materials logs	(Where used by the centre) Logs recording the arrangements applied when handling secure electronic materials provided to the centre and	Kept until results have been certified and then archived for 12 months	Confidential Shredding

Record type	Record(s) description (where required)	Retention information/period	Action at end of retention period (method of disposal)
	accessed by the exams officer (or other authorised member of centre staff)		
Invigilation arrangements	See <i>Exam room checklists</i>	Kept until results have been certified and then archived for 12 months	Confidential Shredding
Invigilator and facilitator training records		Kept until results have been certified and then archived for 12 months	Confidential Shredding
Malpractice reports and outcomes	Any hard copy information relating to candidate or centre staff alleged, suspected or actual malpractice.	A permanent record is kept by HOC 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.	Confidential Shredding
Moderator reports		(Where printed from electronic copy) To be immediately provided to head of department as records owner.	Confidential Shredding
Moderation returns logs	Logs recording the return of candidates' work to the centre by the awarding body at the end of the moderation period.	Kept until results have been certified and then archived for 12 months	Confidential Shredding
Overnight supervision information	The JCQ <i>Overnight Supervision</i> form is completed online using CAP. The JCQ <i>Overnight Supervision Declaration</i> form is downloaded from CAP) for signing by the candidate, the supervisor and the head of centre. Any hard copy information relating to overnight supervision arrangements. Reports submitted online via CAP.	Kept until results have been certified and then archived for 12 months	Confidential Shredding
Post-results services: confirmation of candidate consent information	Hard copy or email record of required candidate consent.	Kept until results have been certified and then archived for 12 months	Confidential Shredding

Record type	Record(s) description (where required)	Retention information/period	Action at end of retention period (method of disposal)
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.	Kept until results have been certified and then archived for 12 months	Confidential Shredding
Post-results services: tracking logs	Logs tracking to resolution all post-results service requests submitted to awarding bodies.	Kept until results have been certified and then archived for 12 months	Confidential Shredding
Private candidate information	Any hard copy information relating to private candidates' entries.	Not applicable	Not Applicable
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)	Kept until results have been certified and then archived for 12 months	Confidential Shredding
Resilience arrangements: Evidence of candidate performance	The collection of evidence of student performance to ensure resilience in the qualifications system	Kept until results have been certified and then archived for 12 months	Confidential Shredding
Resolving timetable clashes information	Any hard copy information relating to the resolution of a candidate's clash of timetabled exam papers	Kept until results have been certified and then archived for 12 months	Confidential Shredding
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.	Kept until results have been certified and then archived for 12 months	Confidential Shredding
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.	Kept until results have been certified and then archived for 12 months	Confidential Shredding

Record type	Record(s) description (where required)	Retention information/period	Action at end of retention period (method of disposal)
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 appropriate evidence signed by a senior leader.	Kept until results have been certified and then archived for 12 months	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.	Kept until results have been certified and then archived for 12 months	Confidential Shredding
Transferred candidate arrangements	Any hard copy information relating to a transferred candidate arrangement. Applications submitted online via CAP.	Kept until results have been certified and then archived for 12 months	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.	Kept until results have been certified and then archived for 12 months	Confidential Shredding