



Exams Archiving Policy

Oakfield Short Stay School

Exams Archiving Policy

Centre name	Oakfield Short Stay School
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Current policy approved by	Victoria Edwards
Current policy reviewed by	Victoria Edwards / Victoria Palmer
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Key staff involved in the policy

Role	Name
Head of centre	Victoria Edwards
Senior leader(s)	Richard Doyle - Head of Secondary
Exams Officer	Victoria Palmer
SENCo (or equivalent role)	Helen Masoum
IT manager	Daniel Pattinson
Finance manager	Emma Collin
Head(s) of department	
Other staff (if applicable)	Nikki Northern - Data Manager

This policy is reviewed and updated annually to ensure that records are archived/retained in accordance with current requirements and reflects centre practice.

References in this policy to GR, ICE, SC and PRS refer to the JCQ documents **General Regulations for Approved Centres**, **Instructions for conducting examinations**, **A guide to the special consideration process** and **Post-Results Services**.

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

Where a particular record or information type is not held in, or not applicable to Oakfield Short Stay School, this is indicated.

1. Access arrangements information

Record(s) description

- All records relating to Access arrangements are held online in our MIS and Sharepoint

Retention information/period

- The retention period is 6 years

Action at the end of retention period (method of disposal)

- Electronic records are manually deleted

2. Alternative site arrangements

Record(s) description

- Notifications will be submitted online via CAP.
- Paperwork will be reviewed and either confidentially shredded or retained if deemed appropriate

Retention information/period

- Information will be retained until after the deadline for reviews or results (or other results enquiries), or the resolution of any outstanding reviews/appeals or malpractice investigations for the relevant exam series

Action at the end of retention period (method of disposal)

- Paperwork will be removed for shredding by a confidential service
- Electronic documents will be deleted after 3 years

3. Attendance register copies

Record(s) description

- Exam attendance registers will be hard copies completed by the invigilators

Retention information/period

- Records are kept in accordance with the requirements of ICE, sections 12, 22 and will be kept until the deadline for reviews of marking has passed, or until any appeal, malpractice or other results enquiry has been completed, whichever is later.

Action at the end of retention period (method of disposal)

- Paperwork will be disposed of by a confidential shredding service

4. Awarding body exams administration information

Record(s) description

- Hard copy publications provided by awarding bodies

Retention information/period

- Records will be kept until the update for the current academic year is provided

Action at the end of retention period (method of disposal)

- Paper copies will be disposed of by a confidential shredding service

5. Candidates' scripts

Record(s) description

- Any unwanted copies of scripts returned to the centre through the ATS (Access to Scripts) service

Retention information/period

- To be retained securely until the awarding body's earliest date for confidential disposal of unwanted scripts in accordance with the requirements of GR, section 3.15; no earlier than the dates specified by the awarding bodies

Action at the end of retention period (method of disposal)

- Scripts will be disposed of by a confidential shredding service

6. Candidates' work

Record(s) description

- Non-examination assessment returned by the moderator at the end of the assessment cycle

Retention information/period

- Records will be logged on return to the centre and the work immediately returned to the appropriate subject staff as records owner. Work will be stored safely and securely along with work that did not form part of the moderation sample in accordance with the requirements of GR, section 3.15; until the deadline for review of moderation has passed or until any appeal or malpractice investigation has been completed, whichever is later.

Action at the end of retention period (method of disposal)

- Work will be returned to candidates at the end of the exam cycle

7. Centre consortium arrangements for centre assessed work

Record(s) description

- Not applicable

Retention information/period

- Not applicable

Action at the end of retention period (method of disposal)

- Not applicable

8. Certificates

Record(s) description

- Candidate certificates issued by awarding bodies

Retention information/period

- Candidate certificates will be retained if unclaimed for a period of 12 months from the date of issue, in line with the requirements of GR, section 5.14

Action at the end of retention period (method of disposal)

- Certificates will be disposed of by a confidential shredding service

9. Certificate destruction information

Record(s) description

- A record of unclaimed certificates that have been destroyed

Retention information/period

- An electronic record of unclaimed certificates that have been destroyed will be kept for a period of 4 years after the date of their destruction

Action at the end of retention period (method of disposal)

- The records will be deleted

10. Certificate issue information

Record(s) description

- A record of certificates that have been issued

Retention information/period

- Records will be retained in accordance with GR, section 5.14; certificates will be distributed to 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 will be kept of certificates issued.

Action at the end of retention period (method of disposal)

- Electronic records will be deleted after a period of 3 years

11. Confidential materials: initial point of delivery logs

Record(s) description

- Logs recording the delivery of confidential materials delivered to site via awarding bodies and signed for by the authorised person(s)

Retention information/period

- Where specific retention information is not provided by JCQ or another authorised organisation, exams-related information that is held in the centre is retained until after the deadline for reviews of results or other results enquiries (or the resolution of any outstanding review/appeals or malpractice investigations) for the relevant exam series.

Action at the end of retention period (method of disposal)

- Logs will be disposed of by a confidential shredding service

12. Confidential materials: receipt, secure movement, checking and secure storage logs

Record(s) description

- Logs recording the secure movement of awarding body confidential exam material packages by an authorised member of staff to the secure room for transferral to the centre's secure storage facility

Retention information/period

- Where specific retention information is not provided by JCQ or another authorised organisation, exams-related information that is held in the centre is retained until after the deadline for reviews of results or other results enquiries (or the resolution of any outstanding review/appeals or malpractice investigations) for the relevant exam series.

Action at the end of retention period (method of disposal)

- Logs will be disposed of by a confidential shredding service

13. Conflicts of interest records

Record(s) description

- Records detailing any conflicts of interest amongst school staff in relation to public examinations

Retention information/period

- Where specific retention information is not provided by JCQ or another authorised organisation, exams-related information that is held in the centre is retained until after the deadline for reviews of results or other results enquiries (or the resolution of any outstanding review/appeals or malpractice investigations) for the relevant exam series.

Action at the end of retention period (method of disposal)

- Logs will be disposed of by a confidential shredding service

14. Dispatch logs

Record(s) description

- Proof of dispatch of exam scripts packages to awarding body examiners covered by the DfE (Standards and Testing Agency) yellow label service

Retention information/period

- Where specific retention information is not provided by JCQ or another authorised organisation, exams-related information that is held in the centre is retained until after the deadline for reviews of results or other results enquiries (or the resolution of any outstanding review/appeals or malpractice investigations) for the relevant exam series.

Action at the end of retention period (method of disposal)

- Paperwork will be disposed of by a confidential shredding service

15. Entry information

Record(s) description

- Hard copies of information relating to candidate entries

Retention information/period

- Where specific retention information is not provided by JCQ or another authorised organisation, exams-related information that is held in the centre is retained until after the deadline for reviews of results or other results enquiries (or the resolution of any outstanding review/appeals or malpractice investigations) for the relevant exam series.

Action at the end of retention period (method of disposal)

- Paperwork will be disposed of by a confidential shredding service

16. Exam question papers

Record(s) description

- Question papers for timetabled public examinations

Retention information/period

- Records will be retained in accordance with ICE, section 31 (releasing question papers) and GR, section 6.13; question papers must not be released to centre personnel until 24 hours after the examination. This does not restrict access to question papers by authorised centre personnel for the purpose of conducting examinations

Action at the end of retention period (method of disposal)

- Paperwork will be disposed of by a confidential shredding service

17. Exam room checklists

Record(s) description

- Checklists confirming exam room conditions and invigilation arrangements for each exam session

Retention information/period

- Where specific retention information is not provided by JCQ or another authorised organisation, exams-related information that is held in the centre is retained until after the deadline for reviews of results or other results enquiries (or the resolution of any outstanding review/appeals or malpractice investigations) for the relevant exam series.

Action at the end of retention period (method of disposal)

- Checklists will be disposed of by a confidential shredding service

18. Exam room incident logs

Record(s) description

- Logs recording any incidents of irregularities in exam rooms for each exam session

Retention information/period

- Where specific retention information is not provided by JCQ or another authorised organisation, exams-related information that is held in the centre is retained until after the deadline for reviews of results or other results enquiries (or the resolution of any outstanding review/appeals or malpractice investigations) for the relevant exam series.

Action at the end of retention period (method of disposal)

- Logs will be disposed of by a confidential shredding service

19. Exam stationery

Record(s) description

- Awarding body exam stationery provided solely for the purposes of conducting examinations

Retention information/period

- Records retained in accordance with the requirements of ICE, section 30; unused stationery will be returned 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 exams and/or non-examination assessments

Action at the end of retention period (method of disposal)

- Exam stationery will be disposed of by a confidential shredding service after the exams cycle

20. Examiner reports

Record(s) description

- Reports written by an examiner

Retention information/period

- Where/if provided by an awarding body, reports will be immediately passed to the Head of Department as record owner and kept for a period of 1 year.

Action at the end of retention period (method of disposal)

- Paper copies will be disposed of by a confidential shredding service

21. Finance information

Record(s) description

- Invoices for exam-related fees

Retention information/period

- Invoices are received by Leicestershire County Council's central scanning service and allocated through the finance system to the appropriate finance administrator for processing. The invoices are stored for a period of X years

Action at the end of retention period (method of disposal)

- Invoices will be deleted

22. Handling secure electronic materials logs

Record(s) description

- Logs recording the arrangements applied when handling secure electronic materials provided to the centre and accessed by the exams officer (or other authorised member of centre staff)

Retention information/period

- Where specific retention information is not provided by JCQ or another authorised organisation, exams-related information that is held in the centre is retained until after the deadline for reviews of results or other results enquiries (or the resolution of any outstanding review/appeals or malpractice investigations) for the relevant exam series.

Action at the end of retention period (method of disposal)

- Paperwork will be disposed of by a confidential shredding service

23. Invigilation arrangements

Record(s) description

- Checklists confirming invigilation arrangements kept by centre staff

Retention information/period

- Where specific retention information is not provided by JCQ or another authorised organisation, exams-related information that is held in the centre is retained until after the deadline for reviews of results or other results enquiries (or the resolution of any outstanding review/appeals or malpractice investigations) for the relevant exam series.

Action at the end of retention period (method of disposal)

- Paperwork will be disposed of by a confidential shredding service

24. Invigilator and facilitator training records

Record(s) description

- Records and certificates confirming invigilator training

Retention information/period

- Records will be retained in accordance with the requirements of ICE, section 12; records of the content of 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.

Action at the end of retention period (method of disposal)

- Electronic records will auto-delete after 3 years. Paper copies will be disposed of at the end of each academic year

25. Moderator reports

Record(s) description

- Written reports by moderators

Retention information/period

- Printed copies will be immediately passed the the head of department as records owner

Action at the end of retention period (method of disposal)

- Printed documents will be disposed of by a confidential scanning service

26. Moderation return logs

Record(s) description

- Logs recording the return of candidate's work to the centre at the end of the moderation period

Retention information/period

- Where specific retention information is not provided by JCQ or another authorised organisation, exams-related information that is held in the centre is retained until after the deadline for reviews of results or other results enquiries (or the resolution of any outstanding review/appeals or malpractice investigations) for the relevant exam series.

Action at the end of retention period (method of disposal)

- Printed copies will be disposed of by a confidential shredding service

27. Overnight supervision information

Record(s) description

- The JCQ Overnight Supervision form is completed online using CAP. The JCQ Overnight Supervision Declaration form is downloaded from CAP for signing by the candidate, the supervisor, and the head of centre

Retention information/period

- Records will be retained in accordance with the requirements of ICE, section 8; keep all completed forms available for inspection until the deadline for reviews of marking has passed, or until an appeal, malpractice or other results enquiry

has been completed (whichever is later).

Action at the end of retention period (method of disposal)

- Paper copies will be disposed of by a confidential shredding service

28. Post-results services: confirmation of candidate consent information

Record(s) description

- Hard copy or email record of required candidate consent

Retention information/period

- Records will be retained in accordance with the requirements of PRS, section 4 plus appendices A and B; consent forms or emails from candidates must be retained by the centre and kept for at least 6 months following the outcome of the clerical re-check or reviews of marking or any subsequent appeal. The awarding bodies reserve the right to inspect such documentation.

Action at the end of retention period (method of disposal)

- Electronic copies will auto-delete after 3 years. Paper copies will be disposed of by a confidential scanning service after 6 months.

29. Post-results services: request/outcome information

Record(s) description

- 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

Retention information/period

- Where specific retention information is not provided by JCQ or another authorised organisation, exams-related information that is held in the centre is retained until after the deadline for reviews of results or other results enquiries (or the resolution of any outstanding review/appeals or malpractice investigations) for the relevant exam series.

Action at the end of retention period (method of disposal)

- Paper copies will be disposed of by a confidential shredding service

30. Post-results services: tracking logs

Record(s) description

- Logs tracking to resolution all post-results service requests submitted to awarding bodies

Retention information/period

- Where specific retention information is not provided by JCQ or another authorised organisation, exams-related information that is held in the centre is retained until after the deadline for reviews of results or other results enquiries (or the resolution of any outstanding review/appeals or malpractice investigations) for the relevant exam series.

Action at the end of retention period (method of disposal)

- Electronic files will be auto-deleted after 3 years. Paper copies will be disposed of by a confidential shredding service.

31. Private candidate information

Record(s) description

- Any hard copy information relating to private candidate entries

Retention information/period

- Where specific retention information is not provided by JCQ or another authorised organisation, exams-related information that is held in the centre is retained until after the deadline for reviews of results or other results enquiries (or the resolution of any outstanding review/appeals or malpractice investigations) for the relevant exam series.

Action at the end of retention period (method of disposal)

- Paper copies will be disposed of by a confidential scanning service

32. Proof of postage - candidates' work

Record(s) description

- Proof of postage/dispatch of candidates' scripts to awarding body examiners/markers. Proof of postage/dispatch of samples of candidate's work submitted to awarding body moderators.

Retention information/period

- Records of proof of postage/dispatch of candidate's scripts to awarding body examiners/markers will be retained in accordance with the requirements of ICE, section 29; proof of postage for centres not involved in the secure dispatch of exam scripts services. Proof of postage will be kept until the results are published.

Action at the end of retention period (method of disposal)

- Paper copies will be disposed of by a confidential shredding service

33. Resilience arrangements: Evidence of candidate performance

Record(s) description

- The collection of evidence of student performance to ensure resilience in the qualifications system.

Retention information/period

- Ofqual provides the following information; retention of 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.

Action at the end of retention period (method of disposal)

- Electronic copies will auto-delete after 3 years. Hard copies will be disposed of by a confidential shredding service, unless (e.g. in the case of art work) the student has given permission for the school to display the item indefinitely.

34. Resolving timetable clashes

Record(s) description

- Any hard copy information relating to the resolution of a candidate's clash of timetabled exam papers.

Retention information/period

- Where specific retention information is not provided by JCQ or another authorised organisation, exams-related information that is held in the centre is retained until after the deadline for reviews of results or other results enquiries (or the resolution of any outstanding review/appeals or malpractice investigations) for the relevant exam series.

Action at the end of retention period (method of disposal)

- Paperwork will be disposed of by a confidential shredding service

35. Results information

Record(s) description

- Broadsheets of public examination results summarising candidate final grades by subject and exam series

Retention information/period

- Records for the current year, plus the previous 6 years, will be retained as a minimum

Action at the end of retention period (method of disposal)

- Information will be manually deleted after 6 years

36. Seating plans

Record(s) description

- Plans showing the seating arrangements of all candidates for exam taken

Retention information/period

- Records will be kept in accordance with ICE, section 12; signed records of the seating plan, the invigilation arrangements and the centre's copies of the attendance registers for each examination. The centre must keep them until the deadline for reviews of marking as passed or until an appeal, malpractice or other results enquiry has been completed (whichever is later).

Action at the end of retention period (method of disposal)

- Electronic records will auto-delete after 3 years. Hard copies will be disposed of by a confidential shredding service.

37. Second pair of eyes check records/forms

Record(s) description

- Records of the check that must take place by a second person (additional to the person removing the question paper packets from secure storage) immediately before a question paper packet is opened.

Retention information/period

- Where specific retention information is not provided by JCQ or another authorised organisation, exams-related information that is held in the centre is retained until after the deadline for reviews of results or other results enquiries (or the resolution of any outstanding review/appeals or malpractice investigations) for the relevant exam series.

Action at the end of retention period (method of disposal)

- Paperwork will be disposed of by a confidential shredding service

38. Special consideration information

Record(s) description

- 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.

Retention information/period

- Records will be retained in accordance with the requirements of SC, section 6; all applications must be supported by

appropriate evidence signed by a member of the senior leadership team. The centre must retain this evidence until after the publication of results.

Action at the end of retention period (method of disposal)

- Paper copies will be disposed of by a confidential shredding service

39. Suspected malpractice reports/outcomes

Record(s) description

- Any hard copy information relating to a suspected or actual malpractice investigation/report submitted to an awarding body and the outcome information from the awarding body

Retention information/period

- Information is kept by the awarding body as detailed in SMPP 7; a permanent record will be kept of the impact of any actions on an individual candidate's results. All other information relating to a specific instance of malpractice or irregularities will be destroyed following the expiry of the awarding body's retention period.

Action at the end of retention period (method of disposal)

- Paper copies will be disposed of by a confidential shredding service

40. Transferred candidate arrangements

Record(s) description

- Any hard copy information relating to a transferred candidate arrangement.

Retention information/period

- Where specific retention information is not provided by JCQ or another authorised organisation, exams-related information that is held in the centre is retained until after the deadline for reviews of results or other results enquiries (or the resolution of any outstanding review/appeals or malpractice investigations) for the relevant exam series.

Action at the end of retention period (method of disposal)

- Paper copies will be disposed of by a confidential shredding service.

41. Very late arrival reports/outcomes

Record(s) description

- Any hard copy information relating to a candidate arriving very late to an exam.

Retention information/period

- Where specific retention information is not provided by JCQ or another authorised organisation, exams-related information that is held in the centre is retained until after the deadline for reviews of results or other results enquiries (or the resolution of any outstanding review/appeals or malpractice investigations) for the relevant exam series.

Action at the end of retention period (method of disposal)

- Paper copies will be disposed of by a confidential shredding service

42a. Any other records/documentation/materials

Record(s) description

- Any other hard copy information not stated in the points above.

Retention information/period

- Where specific retention information is not provided by JCQ or another authorised organisation, exams-related information that is held in the centre is retained until after the deadline for reviews of results or other results enquiries (or the resolution of any outstanding review/appeals or malpractice investigations) for the relevant exam series.

Action at the end of retention period (method of disposal)

- Paper copies will be disposed of by a confidential shredding service

42b. Any other records/documentation/materials**Record(s) description**

- Any electronic material not specified above

Retention information/period

- Where specific retention information is not provided by JCQ or another authorised organisation, exams-related information that is held in the centre is retained until after the deadline for reviews of results or other results enquiries (or the resolution of any outstanding review/appeals or malpractice investigations) for the relevant exam series.

Action at the end of retention period (method of disposal)

- Electronic copies will auto-delete after 3 years

Changes effective from 1 September 2026

In terms of JCQ regulations (effective from 1 September 2026), no changes are applicable to this policy.

Some insert field prompts have been slightly amended to reflect wording changes in ICE (5.2,12.5,12.8, 31)

Centre-specific changes

Not applicable