



BREDON
SCHOOL

Exams Archiving Policy

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

Approved/reviewed by	
N. Oldham	
Date of next review	30/11/2026

Key staff involved in the exams archiving process

Role	Name(s)
Exams officer	C. Cambridge-Harrison
Exams officer line manager (Senior leader)	J. Grant
Head of centre	N. Oldham
IT manager	J. Clark
ALS lead/SENCo	J. Grant
Bursar	S. Giles

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 disposal after student reaches 25
Alternative site arrangements	Any hard copy information generated on an alternative site arrangement. Notifications submitted online via CAP.		Confidential disposal
Attendance register copies		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. 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.	Confidential disposal
Awarding body exams administrative information	Any hard copy publications provided by awarding bodies.	To be retained until the current academic year update is provided.	Confidential disposal
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 Deletion from downloads
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) until the deadline for a review of moderation has passed or	Returned to candidates or safe disposal

		until a review of moderation, an appeal or a malpractice investigation has been completed, whichever is later.	
Certificates	Candidate certificates issued by awarding bodies.	All unclaimed certificates kept under secure conditions for a minimum of 12 months from the date of issue.	Confidential destruction/return to exam board
Certificate destruction information	A record of unclaimed certificates that have been destroyed.	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.	Confidential destruction
Certificate issue information	A record of certificates that have been issued.	Certificates are issued once all received and sent via recorded delivery, or signed for if collected by student. Record of certificates sent kept in Exams Office.	Confidential disposal
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.	Log kept in Bursary office to be signed upon receipt. Logs kept till exam season finished and retention period for Appeals has passed.	Confidential disposal
Confidential materials: receipt, secure movement, checking and secure storage logs	Logs recording confidential exam materials, 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 e.g. confidential MFL materials)	Log kept in Exam Secure Store until retention period for Appeals has passed.	Confidential disposal
Conflicts of interest records	Records demonstrating the management of conflicts of interest.	The records are 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.	Confidential disposal

Dispatch logs	Proof of dispatch of exam script packages to awarding body examiners covered by the DfE (Standards & Testing Agency) yellow label service	Log kept in Bursary Office to be signed upon collection and kept for 12 months. Receipts/confirmation of alternative dispatch to be kept on record.	Confidential disposal
Entry information	Any hard copy information relating to candidates' entries.	Information regarding entries kept until completion of qualification.	Confidential disposal
Exam question papers	Question papers for timetabled written exams.	Unused question papers must not be released to any individual until 24 hours after the awarding body's published finishing time for the examination. Where a candidate is sitting an examination scheduled for the afternoon session on the following morning under an overnight supervision arrangement, unused question papers for that examination must not be released to any individual until the candidate has completed that examination.	Issued to subject staff
Exam room incident logs	Logs recording any incidents or irregularities in exam rooms for each exam session.	Kept until retention date for Appeals has passed.	Confidential disposal
Exam stationery	Awarding body exam stationery provided solely for the purpose of external exams.	unused stationery is 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 examinations and non-examination assessments. Any out of date stationary will be destroyed confidentially.	Confidential disposal
Examiner reports		To be immediately provided to head of department as records owner.	Confidential disposal
Finance information	Copy invoices for exams-related fees.	To be returned to Finance department as records owner.	
Handling secure electronic materials logs	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)		

Invigilator and facilitator training records		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.	Confidential disposal
Moderator reports		To be immediately provided to head of department as records owner.	Confidential disposal
Overnight supervision information	<p>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.</p> <p>Any hard copy information relating to overnight supervision arrangements. Reports submitted online via CAP.</p>	Kept 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.	Confidential disposal
Post-results services: confirmation of candidate consent information	Hard copy or email record of required candidate consent.	Consent forms or e-mails from candidates retained for at least six months following the outcome of the clerical re-check or review of marking or any subsequent appeal.	Confidential 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 with results and filed for minimum of 6 years	Confidential disposal
Proof of postage – candidates' work	<p>Proof of postage of sample of candidates' work submitted to awarding body moderators.</p> <p>(Proof of postage of candidates' scripts to awarding body examiners/markers)</p>	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.	Confidential disposal

Resilience arrangements: Evidence of candidate performance	The collection of evidence of student performance to ensure resilience in the qualifications system	Student work can be retained digitally or physically. Students may be given copies, or the original work, where this would support their study	Confidential disposal
Resolving timetable clashes information	Any hard copy information relating to the resolution of a candidate's clash of timetabled exam papers	Retained until deadline for appeals has passed	Confidential 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.	Confidential disposal
Seating plans	Plans showing the seating arrangements of all candidates for every exam taken.	Signed records of the seating plan, the invigilation arrangements and the centre's copies of the attendance registers for each examination 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.	Confidential disposal
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.	A member of centre staff, additional to the person removing the question paper packets from secure storage (e.g. an invigilator) 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.	Evidence by SLT requested from Exam boards to be retained until after the publication of results. Signed evidence may be requested by an awarding body.	Confidential disposal
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.	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.	Confidential disposal

Very late arrival reports/outcomes	Any hard copy information relating to a candidate arriving very late to an exam. Reports submitted online via CAP.	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.	Confidential disposal
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