

EXAMS ARCHIVING POLICY

2024/25

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

Approved/reviewed by	
J. Malins/ G. McCluskey	
Date of next review	Oct 2025

Key staff involved in the policy

Role	Name(s)
Exams officer	Jemma Malins
Exams officer line manager (Senior leader)	Steve Livesey
Head of centre	Gareth McCluskey
IT manager	Allan Voo
ALS lead/SENCo	Sue Butler/Cathy Gillman
Finance manager	Jo Wright
Head of department(s)	Art and Design – Connor Hall Drama – Alex Mowatt Maths – Rhiannon Smith (Director) Science – Maz Hurrell Music – Sian Smith MFL – Kim Froggitt PE – Sean Doyle Design Technology – Christine Freeman and Laura Malone Business Studies – Ernest Ocran Computing – Krysia Pttten Geography – Sarah Showunmi History – Chloe Baker RE – Daniel Shaw Life Skills – Kit Rapson English – Greg Seddon Social Science – Leyla Samadi

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 ALS lead/SENCo as records owner at end of the candidate's final exam series.	Hard copies will be securely disposed using the school's secure and confidential shredding service (Restore Data Shred) or be shredded in school at the end of the retention period.
Alternative site arrangements	Any hard copy information generated on an alternative site arrangement. Notifications submitted online via CAP.	Information relating to alternative site arrangements will be kept at least until after the deadline for review of results or other results enquiries has passed (or the resolution of any outstanding reviews/appeals or malpractice investigations)	Hard copies of information relating to alternative site arrangements will be securely disposed using the school's secure and confidential shredding service (Restore Data Shred) or be shredded in school
Attendance register copies	Any electronic or hard copy of information generated relating to candidate attendance for examinations.	Records are kept in accordance with ICE Sections 12 – 22. Shenley Brook End will keep all signed records of the seating plan, the invigilation arrangements and the centre's copies of the attendance registers for each examination will be kept. The awarding bodies may need to refer to these records. These 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.	Hard copies will be securely disposed using the school's secure and confidential shredding service (Restore Data Shred) or be shredded in school at the end of the retention period.
Awarding body exams administration information	Any hard copy publications provided by awarding bodies.	To be retained until the current academic year update is provided.	Hard copies will be securely disposed using the school's secure and confidential shredding service (Restore Data Shred) or be shredded in school at the end of the retention period.
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 in line with the requirement of GR Section 3.15. Shenley Brook End will ensure that when scripts that have been returned under access to scripts arrangements are no longer required, they are disposed of in a confidential manner, but no earlier than the dates specified by the awarding bodies	Confidential disposal. Hard copies will be securely disposed using the school's secure and confidential shredding service (Restore Data Shred) or be shredded in school at the end of the retention period.

Record type	Record(s) description (where required)	Retention information/period	Action at end of retention period (method of disposal)
Candidates' work	Non-examination assessment work returned to the centre by the awarding body at the end of the moderation period.	Records will be logged on return to the centre and immediately returned to subject staff as records owner. These will be stored safely and securely along with work that did not form part of the moderation sample (including materials stored electronically) in accordance with GR section 3.15. Shenley Brook End will 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,	Returned to candidates or safe disposal.
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.	Information relating to centre consortium arrangements for centre assessed work will be kept at least until after the deadline for reviews of results of other results enquiries has passed (or the resolution of any outstanding reviews/appeals or malpractice investigations) for the relevant exams series.	Electronic copies will be deleted and hard copies will be securely disposed using the school's secure and confidential shredding service (Restore Data Shred) or be shredded in school at the end of the retention period.
Certificates	Candidate certificates issued by awarding bodies.	Records relating to certificate of candidates certificates will be retained in accordance with the requirements of GR section 5.14. Shenley Brook End will retain all unclaimed certificates under secure conditions for a minimum of 12 months from the date of issue.	Confidential destruction using the school's secure and confidential shredding service (Restore Data Shred) or be shredded in school at the end of the retention period.

Record type	Record(s) description (where required)	Retention information/period	Action at end of retention period (method of disposal)
Certificate destruction information	A record of unclaimed certificates that have been destroyed.	Records relating to certified destruction will be retained in accordance with GR section 5.14. Shenley Brook End will 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. However, 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 Shenley Brook End return any certificates requested by the awarding bodies. Certificates always remain the property of the awarding bodies.	Confidential destruction using the school's secure and confidential shredding service (Restore Data Shred) or be shredded in school at the end of the retention period.
Certificate issue information	A record of certificates that have been issued.	Information relating to certificate issue information will be retained in accordance with the requirements of GR Section 5.14. Shenley Brook End will 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	Confidential destruction using the school's secure and confidential shredding service (Restore Data Shred) or be shredded in school at the end of the retention period.

Record type	Record(s) description (where required)	Retention information/period	Action at end of retention period (method of disposal)
		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 in the Exams Office.	
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.	Initial point of delivery logs will be kept at least until after the deadline for reviews of results or other results enquiries has passed. Or the resolution of any outstanding reviews, appeals or malpractice investigations, for the relevant exams series.	Confidential destruction using the school's secure and confidential shredding service (Restore Data Shred) or be shredded in school at the end of the retention period.
Confidential materials: receipt, secure movement and secure storage logs	Logs recording confidential exam materials received (including encrypted materials received via email or downloaded from an awarding body's 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	Receipt, secure movement and secure storage logs will be kept at least until after the deadline for reviews of results or other results enquiries has passed. Or the resolution of any outstanding reviews, appeals or malpractice investigations, for the relevant exams series.	Confidential destruction using the school's secure and confidential shredding service (Restore Data Shred) or be shredded in school at the end of the retention period.
Conflicts of interest records	Records demonstrating the management of conflicts of interest	Records relating to conflict of interest records will be retained in accordance with GR section 5.3. Shenley Brook End School will keep all records until after the deadline for reviews of results or other results enquiries has passed. Or the resolution of any outstanding reviews, appeals or malpractice investigations, for the relevant exams series.	Confidential destruction using the school's secure and confidential shredding service (Restore Data Shred) or be shredded in school at the end of the retention period.
Dispatch logs	Proof of dispatch of exam script packages to awarding body examiners covered by the DfE (Standards & Testing Agency) yellow label service	Shenley Brook End School will keep all records until after the deadline for reviews of results or other results enquiries has passed. Or the resolution of any outstanding reviews, appeals or	Confidential destruction using the school's secure and confidential shredding service (Restore Data Shred) or be shredded in school at the end of the retention period.

Record type	Record(s) description (where required)	Retention information/period	Action at end of retention period (method of disposal)
		malpractice investigations, for the relevant exams series.	
Entry information	Any hard copy information relating to candidates' entries.	Shenley Brook End School will keep all records until after the deadline for reviews of results or other results enquiries has passed. Or the resolution of any outstanding reviews, appeals or malpractice investigations, for the relevant exams series.	Confidential destruction using the school's secure and confidential shredding service (Restore Data Shred) or be shredded in school at the end of the retention period.
Exam question papers	Question papers for timetabled written exams.	In accordance GR with section 6.13 and ICE section 31 and for confidentiality purposes Shenley Brook End School will not release question papers to centre personnel for use in accordance with the above licence until after the awarding body's 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. CCEA examinations question papers will not be released until 24 hours after the published finishing time for the examination).	Issued to subject staff or confidentially destroyed.
Exam room checklists	Checklists confirming exam room conditions and invigilation arrangements for each exam session.	Shenley Brook End School will keep all records until after the deadline for reviews of results or other results enquiries has passed. Or the resolution of any outstanding reviews, appeals or malpractice investigations, for the relevant exams series.	Confidential destruction using the school's secure and confidential shredding service (Restore Data Shred) or be shredded in school at the end of the retention period.

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.	Shenley Brook End School will keep all records until after the deadline for reviews of results or other results enquiries has passed. Or the resolution of any outstanding reviews, appeals or malpractice investigations, for the relevant exams series.	Confidential destruction using the school's secure and confidential shredding service (Restore Data Shred) or be shredded in school at the end of the retention period.
Exam stationery	Awarding body exam stationery provided solely for the purpose of external exams.	All 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 examinations and non-examination assessments. Shenley Brook End School will destroy confidentially any out-of-date stationery in accordance with ICE section 30.	Confidential destruction using the school's secure and confidential shredding service (Restore Data Shred) or be shredded in school at the end of the retention period.
Examiner reports	Examiner reports from Awarding Policies.	Where/if provided this data will be immediately provided to head of department as records owner.	Not applicable.
Finance information	Copy invoices for exams-related fees.	Records forwarded to finance or recorded on Access Identity.	Not applicable.
Invigilation arrangements	Checklists confirming exam room conditions and invigilation arrangements for each exam session.	Shenley Brook End School will keep all records until after the deadline for reviews of results or other results enquiries has passed. Or the resolution of any outstanding reviews, appeals or malpractice investigations, for the relevant exams series.	Confidential destruction using the school's secure and confidential shredding service (Restore Data Shred) or be shredded in school at the end of the retention period.
Invigilator and facilitator training records	Records of invigilator and facilitator training records.	Records retained in accordance with ICE section 12. A record of the content of the training given to	Confidential destruction using the school's secure and confidential shredding service

Record type	Record(s) description (where required)	Retention information/period	Action at end of retention period (method of disposal)
		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).	(Restore Data Shred) or be shredded in school at the end of the retention period.
Moderator reports	Moderator reports from Awarding Bodies	Records immediately provided to Head of Department as records owner.	Not applicable.
Moderation returns logs	Logs recording the return of candidates' work to the centre by the awarding body at the end of the moderation period	Shenley Brook End School will keep all records until after the deadline for reviews of results or other results enquiries has passed. Or the resolution of any outstanding reviews, appeals or malpractice investigations, for the relevant exams series.	Confidential destruction using the school's secure and confidential shredding service (Restore Data Shred) or be shredded in school at the end of the retention period.
Overnight supervision information	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 Any hard copy information relating to overnight supervision arrangements. Reports submitted online via CAP.	Records retained in accordance with ICE section 8. Shenley Brook End School will 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.	Confidential destruction using the school's secure and confidential shredding service (Restore Data Shred) or be shredded in school at the end of the retention period.
Post-results services: confirmation of candidate consent information	Hard copy or email record of required candidate consent	Records retained in accordance with PRS section 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	Confidential destruction using the school's secure and confidential shredding service (Restore Data Shred) or be shredded in school at the end of the retention period.

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		re-check or review of marking or any subsequent appeal. The awarding bodies reserve the right to inspect such documentation.)	
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.	Shenley Brook End School will keep all records until after the deadline for reviews of results or other results enquiries has passed. Or the resolution of any outstanding reviews, appeals or malpractice investigations, for the relevant exams series.	Confidential destruction using the school's secure and confidential shredding service (Restore Data Shred) or be shredded in school at the end of the retention period.
Post-results services: tracking logs	Logs tracking to resolution all post-results service requests submitted to awarding bodies.	Shenley Brook End School will keep all records until after the deadline for reviews of results or other results enquiries has passed. Or the resolution of any outstanding reviews, appeals or malpractice investigations, for the relevant exams series.	Confidential destruction using the school's secure and confidential shredding service (Restore Data Shred) or be shredded in school at the end of the retention period.
Private candidate information	Any hard copy information relating to private candidates' entries.	Shenley Brook End School will keep all records until after the deadline for reviews of results or other results enquiries has passed. Or the resolution of any outstanding reviews, appeals or malpractice investigations, for the relevant exams series.	Confidential destruction using the school's secure and confidential shredding service (Restore Data Shred) or be shredded in school at the end of the retention period.
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)	Proof of postage/dispatch of candidates' scripts to awarding body examiners and markers will be retained in accordance with ICE section 29: Centres not involved in the secure despatch of exam scripts service must obtain 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 destruction using the school's secure and confidential shredding service (Restore Data Shred) or be shredded in school at the end of the retention period.

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		(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/examiner, then special consideration may be possible).	
Resolving timetable clashes information	Any hard copy information relating to the resolution of a candidate's clash of timetabled exam papers	Shenley Brook End School will keep all records until after the deadline for reviews of results or other results enquiries has passed. Or the resolution of any outstanding reviews, appeals or malpractice investigations, for the relevant exams series.	Confidential destruction using the school's secure and confidential shredding service (Restore Data Shred) or be shredded in school at the end of the retention period.
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 destruction using the school's secure and confidential shredding service (Restore Data Shred) or be shredded in school at the end of the retention period.
Seating plans	Plans showing the seating arrangements of all candidates for every exam taken.	Records retained in accordance with ICE section 12. Shenley Brook End School will 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.	Confidential destruction using the school's secure and confidential shredding service (Restore Data Shred) or be shredded in school at the end of the retention period.
Special consideration information	Any hard copy information relating to a special consideration application which has been submitted to an awarding body for a candidate	Records retained in accordance with SC section 6. All applications must be supported by signed evidence produced by a member of the senior	Confidential destruction using the school's secure and confidential shredding service (Restore Data Shred) or be shredded in school at the end of the retention period.

Record type	Record(s) description (where required)	Retention information/period	Action at end of retention period (method of disposal)
	and signed evidence produced by a senior leader in support of the application.	leadership team. The centre must retain this evidence until after the publication of results.)	
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.	Shenley Brook End School will keep all records until after the deadline for reviews of results or other results enquiries has passed. Or the resolution of any outstanding reviews, appeals or malpractice investigations, for the relevant exams series.	Confidential destruction using the school's secure and confidential shredding service (Restore Data Shred) or be shredded in school at the end of the retention period.
Transferred candidate arrangements	Any hard copy information relating to a transferred candidate arrangement. Applications submitted online via CAP.	Shenley Brook End School will keep all records until after the deadline for reviews of results or other results enquiries has passed. Or the resolution of any outstanding reviews, appeals or malpractice investigations, for the relevant exams series.	Confidential destruction using the school's secure and confidential shredding service (Restore Data Shred) or be shredded in school at the end of the retention period.
Very late arrival reports/outcomes	Any hard copy information relating to a candidate arriving very late to an exam. Reports submitted online via CAP.	Shenley Brook End School will keep all records until after the deadline for reviews of results or other results enquiries has passed. Or the resolution of any outstanding reviews, appeals or malpractice investigations, for the relevant exams series.	Confidential destruction using the school's secure and confidential shredding service (Restore Data Shred) or be shredded in school at the end of the retention period.