



# **Exams Archiving Policy**

William Ellis School

## Exams Archiving Policy

Centre name	William Ellis School
Centre number	10288
Date policy first created	08/02/2024
Current policy approved by	Izzy Jones
Current policy reviewed by	Flora Wilson
Date of review	13/10/2025
Date of next review	

## Key staff involved in the policy

Role	Name
Head of centre	Izzy Jones
Senior leader(s)	Flora Wilson
Exams officer	R Warde
SENCo (or equivalent role)	Ann Charalambos Clarke
IT manager	Ayodele Olusola
Finance manager	Mahieda Sarkar
Head(s) of department	
Other staff (if applicable)	

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

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 William Ellis School, this is indicated.

## **1. Access arrangements information**

### **Record(s) description**

No hard copy documents are required to be held by the examinations office. Summary information stored in the school MIS. Data retained with school record.

### **Retention information/period**

Summary information stored in the school MIS. Data retained with school record.

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

## **2. Alternative site arrangements**

### **Record(s) description**

Exam lists

Registers

Seating plans

Access arrangements summary

### **Retention information/period**

Stored with examination paperwork for 3 months after the deadline for review of results, appeals or malpractice enquiries.

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

Papers disposed of in secure disposable/shredding

## **3. Attendance register copies**

### **Record(s) description**

Exam lists

Registers

Seating plans

Access arrangements summary

### **Retention information/period**

Records are kept in accordance with the requirements of ICE, sections 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 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...).

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

Confidential waste/shredding

## **4. Awarding body exams administration information**

### **Record(s) description**

Hard copy of exam board publications for the administration of examinations

### **Retention information/period**

Records retained until the current academic year update is provided

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

Recycling

## **5. Candidates' scripts**

### **Record(s) description**

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

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

Confidential disposal

## **6. Candidates' work**

### **Record(s) description**

Non-examination assessment work returned to the centre by the awarding body at the end of the moderation period.

### **Retention information/period**

Records 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) in accordance with the requirements of GR, section 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... ).

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

Returned to candidates or safe disposal

## **7. Centre consortium arrangements for centre assessed work**

### **Record(s) description**

Any hard copy information generated or relating to consortium arrangements for centre assessed work. Applications submitted online via CAP.

### **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 (...ensure that when scripts 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...)

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

Safe disposal

## **8. Certificates**

### **Record(s) description**

Candidate certificates issued by awarding bodies.

**Retention information/period**

Records retained in accordance with the requirements of GR, section 5.14 (...retain all unclaimed certificates under secure conditions for a minimum of 12 months from the date of issue...).

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

Confidential destruction

**9. Certificate destruction information**

**Record(s) description**

A scan of unclaimed certifications is made before destruction

**Retention information/period**

Records retained in accordance with the requirements of GR, section 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. 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... return any certificates requested by the awarding bodies. Certificates always remain the property of the awarding bodies.).

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

Confidential destruction

**10. Certificate issue information**

**Record(s) description**

A record of certificates that have been issued.

**Retention information/period**

Records retained in accordance with the requirements of GR, section 5.14 (...obtain and maintain accurate candidate contact information to ensure the correct and secure despatch of certificates - ...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...).

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

Secure disposal

**11. Confidential materials: initial point of delivery logs**

**Record(s) description**

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

**Retention information/period**

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

Retained to 3 months after the deadline for reviews of results or other results enquiries (or the resolution of

any outstanding reviews/appeals or malpractice investigations) for the relevant exams series.

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

### **Record(s) description**

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

### **Retention information/period**

Retained until 3 months after the deadline for reviews of results or other results enquiries (or the resolution of any outstanding reviews/appeals or malpractice investigations) for the relevant exams series.

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

Recycling

## **13. Conflicts of interest records**

### **Record(s) description**

Records demonstrating the management of conflicts of interest

### **Retention information/period**

Records retained in accordance with the requirements of GR, section 5.3

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

Secure disposal

## **14. Dispatch logs**

### **Record(s) description**

Proof of dispatch of exam script packages to awarding body examiners covered by the DfE (Standards & Testing Agency) yellow label service.

### **Retention information/period**

Retained until 3 months after the deadline for reviews of 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)**

Secure disposal

## **15. Entry information**

### **Record(s) description**

Any hard copy information relating to candidates' entries.

### **Retention information/period**

Retained until 3 months after the deadline for reviews of 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)**

Secure disposal

## **16. Exam question papers**

### **Record(s) description**

Question papers for timetabled written exams

**Retention information/period**

Records retained in accordance with the requirements of ICE, section 31 (Releasing question papers) and GR, section 6.13 (...For confidentiality purposes question papers must not be released 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...).

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

Issued to subject staff

**17. Exam room checklists**

**Record(s) description**

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

**Retention information/period**

Retained until 3 months after the deadline for reviews of 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)**

Secure disposal

**18. Exam room incident logs**

**Record(s) description**

Logs recording any incidents or irregularities in exam rooms for each exam session.

**Retention information/period**

Retained until 3 months after the deadline for reviews of 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)**

Secure disposal

**19. Exam stationery**

**Record(s) description**

Awarding body exam stationery provided solely for the purpose of external exams.

**Retention information/period**

Records retained in accordance with the requirements of ICE, section 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... destroy confidentially any out-of-date stationery.).

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

Secure disposal

**20. Examiner reports**

**Record(s) description**

Examiner reports

**Retention information/period**

Records immediately provided to head of department as records owner

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

**21. Finance information**

**Record(s) description**

Invoices for exam-related fees

**Retention information/period**

Records returned to finance department as records owner at the end of the academic year

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

**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**

Retained until 3 months after the deadline for reviews of 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)**

Secure disposal

**23. Invigilation arrangements**

**Record(s) description**

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

**Retention information/period**

Records retained in accordance with the requirements of ICE section 30

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

**24. Invigilator and facilitator training records**

**Record(s) description**

Not applicable

**Retention information/period**

Not applicable

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

Not applicable

**25. Moderator reports**

**Record(s) description**

Not applicable

**Retention information/period**

Not applicable

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

Not applicable

**26. Moderation return logs**

**Record(s) description**

Not applicable

**Retention information/period**

Not applicable

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

Not applicable

**27. Overnight supervision information**

**Record(s) description**

Not applicable

**Retention information/period**

Not applicable

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

Not applicable

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

**Record(s) description**

Not applicable

**Retention information/period**

Not applicable

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

Not applicable

**29. Post-results services: request/outcome information**

**Record(s) description**

Not applicable

**Retention information/period**

Not applicable

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

Not applicable

**30. Post-results services: tracking logs**

**Record(s) description**

Not applicable

**Retention information/period**

Not applicable

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

Not applicable

**31. Private candidate information**

**Record(s) description**

Not applicable

**Retention information/period**

Not applicable

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

Not applicable

**32. Proof of postage - candidates' work**

**Record(s) description**

Not applicable

**Retention information/period**

Not applicable

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

Not applicable

**33. Resilience arrangements: Evidence of candidate performance**

**Record(s) description**

**Retention information/period**

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

**34. Resolving timetable clashes**

**Record(s) description**

Not applicable

**Retention information/period**

Not applicable

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

Not applicable

**35. Results information**

**Record(s) description**

Not applicable

**Retention information/period**

Not applicable

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

Not applicable

### **36. Seating plans**

**Record(s) description**

Not applicable

**Retention information/period**

Not applicable

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

Not applicable

### **37. Second pair of eyes check records/forms**

**Record(s) description**

Not applicable

**Retention information/period**

Not applicable

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

Not applicable

### **38. Special consideration information**

**Record(s) description**

Not applicable

**Retention information/period**

Not applicable

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

Not applicable

### **39. Suspected malpractice reports/outcomes**

**Record(s) description**

Not applicable

**Retention information/period**

Not applicable

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

Not applicable

### **40. Transferred candidate arrangements**

**Record(s) description**

Not applicable

**Retention information/period**

Not applicable

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

Not applicable

**41. Very late arrival reports/outcomes**

**Record(s) description**

Not applicable

**Retention information/period**

Not applicable

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

Not applicable

**42a. Any other records/documentation/materials**

**Record(s) description**

Not applicable

**Retention information/period**

Not applicable

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

Not applicable

**42b. Any other records/documentation/materials**

**Record(s) description**

Not applicable

**Retention information/period**

Not applicable

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

Not applicable

## **Changes 2025/2026**

(Added) Record type - **25. Malpractice reports and outcomes** (Updated 27/07/2025 to remove this record type as it is a duplication of record type 39)

(Changed) Slight wording changes made in JCQ reference prompts to reflect wording changes in relevant JCQ documents

## **Centre-specific changes**