



# Exams Archiving Policy

Centre name	Newlands Girls' School
Centre number	51523
Date policy first created	13/12/2023
Current policy approved by	Deputy Head - Curriculum
Current policy reviewed by	Deputy Head - Curriculum
Date of review	01/12/2025
Date of next review	01/12/2026

## Key staff involved in the policy

Role	Name
Head of centre	Miss Jo Capon
Senior leader(s)	Mr Andrew Morbey
Exams officer	Mrs Amanda De Alwis
SEnCo (or equivalent role)	Mrs Hannah McMahon
IT manager	Mr Carl Critchlow
Finance manager	Mrs Kate Foreman

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 Newlands Girls' School, this is indicated.

### **Access arrangements information**

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

Any hard copy information kept by the EO relating to an access arrangement candidate.

#### **Retention information/period**

To be returned to SENCo as records owner at end of the candidate's final exam series.

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

Return to SENCo.

### **Alternative site arrangements**

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

Any hard copy information generated on an alternative site arrangement. Notifications submitted online via CAP.

#### **Retention information/period**

To be retained securely until the awarding body's earliest date for confidential disposal.

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

Confidential waste or shredding.

### **Attendance register copies**

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

All attendance registers are kept as hard copies until the end of the Review of Marking window.

#### **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

### **Awarding body exams administration information**

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

Any hard copy publications provided by awarding bodies.

#### **Retention information/period**

Records retained until the current academic year update is provided. **Action at the end of retention period (method of disposal)**

Confidential waste/shredding.

### **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.

### **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.

### **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.

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

Confidential waste or shredding

## **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 waste or shredding or by return to exam body.

## **Certificate destruction information**

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

A record of unclaimed certificates that have been destroyed.

### **Retention information/period**

This information will be kept indefinitely, but will be anonymised after candidates reach the age at which their data will be deleted from school systems.

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

Not applicable

## **Certificate issue information**

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

A record of the collection of certificates by a candidate/authorised other person.

### **Retention information/period**

The collection will be added to the student's paper file, which will be stored until they turn 25 in accordance with GDPR regulations.

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

## **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.

### **Retention information/period**

Where specific retention information is not provided by JCQ or other authorised organisation, it is suggested as good practice that exams-related information that is held in the centre is retained at the very least until 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)** Confidential destruction.

### **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**

Where specific retention information is not provided by JCQ or other authorised organisation, it is suggested as good practice that exams-related information that is held in the centre is retained at the very least until after the deadline for reviews of results or (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)**

Confidential destruction.

### **Conflicts of interest records**

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

Records demonstrating the management of conflicts of interest

#### **Retention information/period**

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)**

Confidential destruction

### **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 (England only).

#### **Retention information/period**

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)**

Confidential destruction

### **Entry information**

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

Any hard copy information relating to candidates' entries.

#### **Retention information/period**

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)**

Confidential destruction.

**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 24 hours 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

**Exam room checklists**

**Record(s) description**

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

**Retention information/period**

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)**

Normal disposal unless they contain data relating to students in which case confidential waste or shredding

**Exam room incident logs**

**Record(s) description**

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

**Retention information/period**

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)** Confidential waste or shredding.

**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)**

Confidential waste or shredding.

**Examiner reports**

**Record(s) description**

Reports issued by examiners providing more detail regarding the results of a public examination series.

**Retention information/period**

Where/if provided by awarding body) Records immediately provided to head of department as records owner.

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

Should be kept on internal drives to support future teaching and learning or administration

**Finance information**

**Record(s) description**

Copy invoices for exams-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)**

Maintained with normal financial records.

**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**

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)**

Confidential destruction

## **Invigilation arrangements**

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

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

### **Retention information/period**

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)**

Confidential waste or shredding.

## **Invigilator and facilitator training records**

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

A record of the training given to invigilators during the current academic year.

### **Retention information/period**

Records retained in accordance with the requirements of ICE, section 12 (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. 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.).

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

Confidential waste or shredding.

## **Moderator reports**

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

Reports issued by moderators providing more detail regarding the results of a public examination series.

### **Retention information/period**

Where printed from electronic copy) Records immediately provided to head of department as records owner.

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

Should be kept on internal drives to support future teaching and learning or administration

## **Moderation return logs**

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

Logs recording the return of candidates' work to the centre by the awarding body at the end of the moderation period.

**Retention information/period**

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)** Confidential waste or shredding.

**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 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 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...).

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

Confidential waste or shredding.

**Post-results services: confirmation of candidate consent information****Record(s) description**

Hard copy or email record of required candidate consent.

**Retention information/period**

Records retained in accordance with the requirements of PRS, section 4 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 re-check or review of marking or any subsequent appeal. The awarding bodies reserve the right to inspect such documentation. This form should be retained on the centre's files for at least six months following the outcome of the clerical re-check, review of marking or any subsequent appeal. This form should be retained on the centre's files for at least six months.).

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

Confidential waste or shredding.

**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**

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)**

Confidential waste or shredding.

**Post-results services: tracking logs**

**Record(s) description**

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

**Retention information/period**

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)**

Confidential waste or shredding.

**Private candidate information**

**Record(s) description**

Any hard copy information relating to private candidates' entries.

**Retention information/period**

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)**

Confidential waste or shredding.

**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 sample of candidates' work submitted to awarding body moderators.

**Retention information/period**

Records (proof of postage/dispatch of candidates' scripts to awarding body examiners/markers) retained in accordance with the requirements of ICE, section 29 (Centres not involved in the secure despatch of exam scripts service... must obtain proof of postage/dispatch 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. (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.)

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

Confidential waste or shredding.

## **Resilience arrangements: Evidence of candidate performance**

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

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

### **Retention information/period**

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)**

Confidential waste or shredding.

## **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**

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)**

Confidential waste or shredding.

## **Results information**

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

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

### **Retention information/period**

Records for current year plus previous 6 years retained as a minimum.

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

Confidential waste or shredding.

## **Seating plans**

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

Plans showing the seating arrangements of all candidates for every exam taken.

### **Retention information/period**

Records retained in accordance with the requirements of ICE, section 12 (...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.) for the relevant exam series.

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

Confidential waste or shredding.

**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 question paper packets from secure storage) immediately before a question paper packet is opened.

**Retention information/period**

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)**

Confidential waste or shredding.

**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 appropriate evidence signed by a senior leader.

**Retention information/period**

Records 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)**

Confidential waste or shredding.

**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 outcome information from the awarding body.

**Retention information/period**

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)**

Confidential waste or shredding.

**Transferred candidate arrangements**

**Record(s) description**

Any hard copy information relating to a transferred candidate arrangement. Applications submitted online via CAP.

**Retention information/period**

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)**

Confidential waste or shredding.

**Very late arrival reports/outcomes****Record(s) description**

Any hard copy information relating to a candidate arriving very late to an exam. Reports submitted online via CAP.

**Retention information/period**

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)**

Confidential waste or shredding.

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

Any other records/documentation/materials

**Retention information/period**

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)**

Confidential waste or shredding.

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

Not applicable

**Retention information/period**

Records retained in accordance with the requirements of ICE, section 12 (...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 disposal/waste or shredding.

### 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

Upon review in December 2025, no centre-specific updates or changes were applicable to this document.