



# Inspire Education Trust

Together we achieve, individually we grow

## Exams Archiving Policy 2024-2025 Blue Coat CE Secondary School

---

**Policy Date:** September 2024

**Review Date:** September 2025

## Document History

Version	Status	Date	Author	Summary Changes
V1		September 2023	Kelly Jobson	Updated to Reflect JCQ changes 2023-2024
V2		September 2024	Kelly Jobson	Updated to Reflect JCQ changes ref Resilience arrangements. Changes highlighted in yellow.

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 publications **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 exam's office in secure locked areas.
- 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 Blue Coat School, this is indicated.

## Access Arrangements Information

### **Record(s) Description**

Kept by SENDCo

### **Retention Information/period**

Kept by SENDCo

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

Kept by SENDCo

## Alternative Site Arrangements

### **Record(s) Description**

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

### **Retention Information/Period**

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 disposal

## Attendance Register Copies

### **Record(s) Description**

Attendance registers (MIS versions & completed exam board versions)

### **Retention Information/Period**

Records are kept in accordance with the requirements of ICE, sections 12, 22 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)**

Confidential disposal

## 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)**

Safe disposal

## 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

**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 Retained 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.

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 disposal

## 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

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

Confidential disposal

## Certificate destruction information

### **Record(s) Description**

A record of unclaimed certificates that have been destroyed.

### **Retention Information/Period**

Example: Records retained in accordance with the requirements of GR, section 5.14 for a period of four years after the date of destruction of the certificates.

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

Confidential destruction

## 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

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

Electronic copy: file deleted

## 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**

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

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

Confidential disposal

## Confidential Materials: Receipt, Secure Movement 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**

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

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

Confidential disposal

## Conflicts of Interest Records

**Record(s) Description**

Records demonstrating the management of conflicts of interest

**Retention Information/Period**

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

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

Confidential disposal

## 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**

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

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

Confidential disposal

## Entry Information

**Record(s) Description**

Any hard copy information relating to candidates' entries.

**Retention Information/Period**

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

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

Confidential disposal

## 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 (and GR, section 6.13 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.

### **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**

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

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

Confidential disposal

## Exam room incident logs

### **Record(s) Description**

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

### **Retention Information/Period**

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

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

Confidential disposal

## 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 Any out-of-date stationery is destroyed.

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

Confidential disposal

## Examiner Reports

**Record(s) Description**

Reports from examiners

**Retention Information/Period**

Records immediately provided to head of department as records owner.

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

Confidential disposal

## 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)**

Not Applicable

## 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**

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

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

Electronic copy: file deleted

## Invigilation Arrangements

### **Record(s) Description**

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

### **Retention Information/Period**

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 disposal

## Invigilator and Facilitator Training Records

### **Record(s) Description**

Training records

**Retention information/period** example: Records retained in accordance with the requirements of ICE, section 12 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 disposal

## Moderator Reports

### **Record(s) Description**

Moderation reports

### **Retention Information/Period**

Records immediately provided to head of department as records owner.

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

Confidential disposal

## 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**

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

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

Confidential disposal

## 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 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

## Post-results services: confirmation of candidate consent information

### **Record(s) Description**

Hard copy or email record of required candidate consent.

### **Retention Information/Period**

Example: Records retained in accordance with the requirements of PRS, section 4 plus appendix A and B 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.

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

Confidential disposal

## 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**

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

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

Confidential disposal

## Post-Results Services: Tracking Logs

### **Record(s) Description**

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

### **Retention Information/Period**

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 disposal

## Private Candidate Information

### **Record(s) Description**

Any hard copy information relating to private candidates' entries.

### **Retention Information/Period**

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

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

Confidential disposal

## 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 (retained in accordance with the requirements of ICE, section 29 until the results are published, in case of loss or damage.

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

Confidential disposal

## Resilience arrangements: Evidence of Candidate Performance Records description

### **Record(s) Description**

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

### **Retention Information/Period**

Retention of the work- student work, either the original or a copy must always be retained by the centre and can be destroyed after post results deadline has passed. 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 disposal

## 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**

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

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

Confidential disposal

## 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 disposal

## 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 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.

### **Action at the end of Retention Period (method of disposal)**

Confidential disposal

## Second Pair of Eyes Check 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**

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

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

Confidential disposal

## 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 until after the publication of results.

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

Confidential disposal

## 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**

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

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

Confidential disposal

## Transferred Candidate Arrangements

### **Record(s) Description**

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

### **Retention Information/Period**

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

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

Confidential disposal

## 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**

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

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

Confidential disposal

## Changes 2024-2025

Changed) Any reference to ALS Lead/SENCo changed to SENCo (or equivalent role).

(Added) Record type - **33. Resilience arrangements: Evidence of candidate performance**

## Centre-specific changes

No centre specific updates were made to this document.



**Reviewed:** Kelly Jobson September 2024  
**Next Review Date:** September 2025  
**Approved by Directors:** 23 September 2024

Signed:



---

Lois Whitehouse  
CEO



---

Nicky Aston  
Chair of Standards