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Exams Archiving Policy 2025-2026

Blue Coat CE Secondary School

Policy Date: September 2025

Review Date: September 2026

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.
V3			September 2025	Kelly Jobson	No changes just refined layout.

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.

1. Purpose

This policy outlines procedures for identifying, retaining, and disposing of exams-related records in accordance with JCQ regulations. It supplements the centre-wide records management and data retention policies and ensures compliance with JCQ inspection requirements.

2. Secure Storage of Exams-Related Information

All exams-related records are stored in secure, locked areas accessible only to authorised personnel. This includes:

- Secure storage cabinets for question papers and confidential materials (ICE Section 3)
- Locked filing cabinets for attendance registers, access arrangements, and candidate declarations
- Password-protected electronic systems for digital records

3. Records Held and Retention Periods

Record Type	Retention Period	Storage Location	Disposal Method	Notes
Access Arrangements	7 years	SENCo office (locked cabinet)	Confidential waste / secure deletion	JCQ GR Section 5.3
Attendance Registers	Until deadline for reviews/appeals/malpractice resolution	Exams office	Confidential disposal	ICE Sections 12, 22
Candidate Scripts (ATS)	Until awarding body's earliest date for disposal	Secure cabinet	Confidential disposal	GR Section 3.15
Certificates	12 months (unclaimed)	Exams office	Secure destruction	GR Section 5.14
Certificate Issue Logs	4 years after destruction	Digital file	Secure deletion	GR Section 5.14
Exam Papers	Until all candidates have completed the exam	Secure cabinet	Issued to subject staff	ICE Section 31
Exam Room Logs & Checklists	Until deadline for reviews/appeals/malpractice resolution	Exams office	Confidential disposal	ICE Section 30
Dispatch Logs	Until deadline for reviews/appeals/malpractice resolution	Exams office	Confidential disposal	JCQ GR
Conflicts of Interest Records	Until deadline for reviews/appeals/malpractice resolution	Exams office	Confidential disposal	JCQ GR
Awarding Body Publications	Until updated version received	Exams office	Recycling	N/A
Non-exam Assessment Work	Until review/moderation/appeal resolved	Subject departments	Returned to candidates or safe disposal	GR Section 3.15

Where a record type is not applicable to Blue Coat School, this is noted in the school's internal data register.

4. Disposal Procedures

At the end of the retention period, records are disposed of securely.

Paper records: Shredded using cross-cut shredders or disposed of via a certified confidential waste service

Digital records: Permanently deleted from secure systems

Certificates: Unclaimed certificates may be destroyed securely after 12 months (JCQ GR Section 5.14)

5. Integration with Centre-Wide Policies

This policy aligns with Blue Coat School's Data Protection and Records Management policies. It ensures compliance with GDPR and JCQ regulations regarding personal data, confidentiality, and secure handling of examination materials.

Reviewed by:

Kelly Jobson

September 2025

Next Review Date:

September 2026

Approved by Directors:

1 December 2025

Signed:



Lois Whitehouse
CEO



Nicky Aston
Chair of Standards