



Exams Archiving Policy

City of Peterborough Academy

Exams Archiving Policy

Centre name	City of Peterborough Academy
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Current policy approved by	Amy Copland
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Key staff involved in the policy

Role	Name
Head of centre	Amy Copland
Senior leader(s)	Mo Ladak
[147]	Annette Hutchesson
SENCo (or equivalent role)	John Treliving
IT manager	OLC - Remote access
Finance manager	Karen Carter
Head(s) of department	
Other staff (if applicable)	Tracey Cleaves

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

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 City of Peterborough Academy, this is indicated.

1. Access arrangements information

Record(s) description

any hard copy information kept by the Deputy SENCo relating to an access arrangement candidate

Retention information/period

To be filed in the student's school record file after the candidate's final exam series

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

Confidential waste/shredding

2. Alternative site arrangements

Record(s) description

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

Retention information/period

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

Confidential waste/shredding

3. Attendance register copies

Record(s) description

Registers held in secure storage until end of the earliest date for confidential disposal

Retention information/period

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

Any hard copy publications provided by awarding bodies

Retention information/period

To be retained until the current academic year update is provided

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

Confidential waste/shredding

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
Where teachers have used copies of candidates' script for teaching and learning purposes but no longer wish to retain

them, they must ensure that the scripts are disposed of in a confidential manner
...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..(Reference GR 3.15)

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

To be logged on return to the centre and held until after the reviews of marking deadline then immediately returned to the 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) store safely and securely all no-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. See paragraph 4.8 of the JCQ publication Instructions for conducting no-examination assessments

<https://www.jcq.org.uk/exams-office/nonexamination-assessments> (Reference GR 3.15)

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

Returned to candidates or safe disposal, confidential waste/shredding

7. Centre consortium arrangements for centre assessed work

Record(s) description

Not applicable

Retention information/period

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

8. Certificates

Record(s) description

Candidate certificates issued by awarding bodies

Retention information/period

Retain all unclaimed certificates under secure conditions for a minimum of 12 months from the date of issue (Reference GR 5.14)

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

Confidential destruction

9. Certificate destruction information

Record(s) description

A record of unclaimed certificates that have been destroyed

Retention information/period

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 remain the property of the awarding bodies at all times. (Reference GR 5.14)

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

Confidential destruction

10. Certificate issue information

Record(s) description

Retention information/period

Distribute certificates to all candidates 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...(Reference GR 5.14)

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

A record of certificates that have been issued

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

Kept until review of marking deadline

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

Confidential waste/shredding

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

Record(s) description

Logs recording confidential exam materials received (including encrypted materials received via email or downloaded from an awarding body's secure storage facility by the exam officer (or other authorised member of the centre staff) throughout the period the materials are confidential

Retention information/period

Kept until review of marking deadline

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

Confidential waste/shredding

13. Conflicts of interest records

Record(s) description

Records demonstrating the management of Conflicts of Interest

Retention information/period

The records may be inspected by a JCQ Centre Inspector and/or awarding body staff. They might be requested in the event of concerns being reported to an awarding body. The records must be 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. (Reference GR 5.3)

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

Confidential waste/shredding

14. Dispatch logs

Record(s) description

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

Retention information/period

All exams materials signed dispatch are retained until Review of Results deadline

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

Confidential waste/shredding

15. Entry information

Record(s) description

Hard copy information relating to candidates' entries

Retention information/period

Kept until Review of Results marking deadline

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

Confidential waste/shredding

16. Exam question papers

Record(s) description

Question papers for timetabled written exams

Retention information/period

For confidentiality purposes 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 conduction examinations

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

Notification to subject staff that spare exam question papers are with the Exams Officer.

17. Exam room checklists

Record(s) description

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

Retention information/period

Kept until Review of Results deadline

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

Confidential waste/shredding

18. Exam room incident logs

Record(s) description

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

Retention information/period

Kept until Review of Results deadline

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

Confidential waste/shredding

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, PPEs and non-examination assessments. Destroy confidentially any out-of-date stationery.

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

Confidential destruction

20. Examiner reports**Record(s) description****Retention information/period**

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

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

Confidential waste/shredding

21. Finance information**Record(s) description**

Copy invoices for exams-related fees

Retention information/period

To be returned to Finance department as records owner at the end of the academic year.

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

Confidential waste/shredding

22. Handling secure electronic materials logs**Record(s) description**

Not applicable

Retention information/period

Not applicable

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

No applicable

23. Invigilation arrangements**Record(s) description**

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

Retention information/period

Retention of all checklists are held at the very least until after the deadline for reviews of results enquiries/or the resolution of any outstanding reviews/appeals or malpractice

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

Confidential waste/shredding

24. Invigilator and facilitator training records

Record(s) description

Records retained in secure area (Exams Office)

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 review 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

25. Moderator reports

Record(s) description

Retention information/period

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

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

Confidential waste/shredding

26. 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

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

Confidential waste/shredding

27. 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/shredding

28. 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 emails

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.

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

Confidential waste/shredding

29. 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

Kept until Review of Results deadline

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

Confidential waste/shredding

30. Post-results services: tracking logs

Record(s) description

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

Retention information/period

Kept until Review of Results deadline

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

Confidential waste/shredding

31. Private candidate information

Record(s) description

Any hard copy information relating to private candidates' entries

Retention information/period

Kept until Review of Marking deadline

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

Confidential waste/shredding

32. 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 services... 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 is taken to 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

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

Confidential waste/shredding

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

Any hard copy information relating to the resolution of a candidate's clash of timetable exam papers

Retention information/period

Kept until review of results deadline

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

Confidential waste/shredding

35. Results information

Record(s) description

Broadsheets of results summarising candidate final grades by subject by exam series

Retention information/period

Records for current year plus previous six years to be retained as a minimum

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

Confidential waste/shredding

36. 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 review 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

37. 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

Kept until review of results deadline

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

Confidential waste/shredding

38. 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 signed evidence produced by a senior leader in support of the application

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/shredding

39. Suspected malpractice reports/outcomes**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 signed evidence produced by a senior leader in support of the application

Retention information/period

Retained within in the centre for a minimum of one year

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

Confidential waste/shredding

40. Transferred candidate arrangements**Record(s) description**

Any hard copy information relating to a transferred candidate arrangement. Applicants 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 resolutions of any outstanding reviews/appeals, malpractice or other results enquiry has been completed, whichever is later

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

Confidential waste/shredding

41. 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 resolutions of any outstanding reviews/appeals, malpractice or other results enquiry has been completed

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

Confidential waste/shredding

42a. Any other records/documentation/materials**Record(s) description****Retention information/period****Action at the end of retention period (method of disposal)**

42b. Any other records/documentation/materials

Record(s) description

Retention information/period

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

Changes effective from 1 September 2026

In terms of JCQ regulations (effective from 1 September 2026), no changes are applicable to this policy.

Some insert field prompts have been slightly amended to reflect wording changes in ICE (5.2,12.5,12.8, 31)

Centre-specific changes

Upon review in September 2024 no centre-specific updates or changes were applicable to this document