Exams Archiving Policy

Bridgnorth Endowed School

Exams Archiving Policy

Centre name	Bridgnorth Endowed School
Centre number	29025
Date policy first created	12/10/2023
Current policy approved by	Mr D Street
Current policy reviewed by	Mr D Street
Date of review	29/09/2026
Date of next review	12/10/2027

Key staff involved in the policy

Role	**Name**
Head of centre	Mr M Penn
Senior leader(s)	Mr D Street Ms D Stanley Mr D Lewis Miss S Gresko Mrs S Underhill
Exams and Data Manager	Miss E Minifie
SENCo (or equivalent role)	Miss S Gresko
IT manager	Mr T Wood
Finance manager	Mrs S Underhill
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 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 Bridgnorth Endowed School, this is indicated.

1. Access arrangements information

Record(s) description

• Any hard copy information kept by the SENCo 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)

• Confidential disposal

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

• Retained until the deadline for reviews of results or other results enquiries 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

3. Attendance register copies

Record(s) description

• Copies of the attendance registers

• Copies of the signed seating plans

Retention information/period

• Records are kept in accordance with the requirements of ICE 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 disposal

4. Awarding body exams administration information

Record(s) description

• Any hard copy publications provided by awarding bodies

Retention information/period

• Publications are retained until the current academic year update is provided

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

• Confidential disposal

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, sections 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)

• 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 the candidate or confidential 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

• 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

8. Certificates

Record(s) description

• Candidate certificates issued by awarding bodies

Retention information/period

• All certificates are retained securely for four years

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

• Confidential disposal

9. Certificate destruction information

Record(s) description

• Not applicable because certificates are kept for four years

Retention information/period

• Not applicable because certificates are kept for four years

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

• Confidential disposal

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 (… 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)

• Confidential 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

• 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

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

• 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

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 (…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.)

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

• Confidential 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 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

15. Entry information

Record(s) description

• Any hard copy information relating to candidates' entries

Retention information/period

• 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

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 the 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)

• Confidential disposal

17. Exam room checklists

Record(s) description

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

Retention information/period

• 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

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 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

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 IC, section 30 (...return unused stationery to the secure storage faciltiy 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 disposal

20. Examiner reports

Record(s) description

• Copy of reports from Examiners

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)

• Confidential disposal

21. Finance information

Record(s) description

• Copy invoices for exams-related fees

Retention information/period

• Records returned immediately to Finance department as records owner

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

• Confidential 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 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

23. Invigilation arrangements

Record(s) description

• Checklists confirming exam room conditions, invigilation arrangements and timetables for each exam session

Retention information/period

• 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

24. Invigilator and facilitator training records

Record(s) description

• Annual Invigilation meeting minutes and certificates

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 disposal

25. Moderator reports

Record(s) description

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)

• Confidential disposal

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

• 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

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 disposal

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, appendices A, 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 disposal

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

• 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

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

• 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

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

• 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/despatch 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 may be possible.)

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

• Confidential disposal

33. Resilience arrangements: Evidence of candidate performance

Record(s) description

- The collection of evidence of student performance to ensure resilience in the qualifications 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 disposal

34. 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

• 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

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 6 years retained as a minimum

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

• Confidential disposal

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 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

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

• 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

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 signed evidence produced 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 disposal

39. 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

• 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

40. Transferred candidate arrangements

Record(s) description

• Any hard copy information relating to a transferred candidate arrangement

•Applications submitted online via CAP

Retention information/period

• Retained 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

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

• 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

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 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 2026 there are no centre specific changes