

# **Exam Archiving Policy**

Holland Park School

## Exam Archiving Policy

Centre name	Holland Park School
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Current policy approved by	TBC
Current policy reviewed by	Olivia Hill
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Date of next review	10/09/2026

## Key staff involved in the policy

Role	Name
Head of centre	Dame Sally Coates
Senior leader(s)	Olivia Hill - Exams Officer Faye Mulholland - Deputy Head of Centre
Exams officer	Olivia Hill
SEnCo (or equivalent role)	Aillish Langan
IT manager	Ray Reeves
Finance manager	Zahra Gabremasgal
Head(s) of department	
Other staff (if applicable)	Sahar Heydariyan - Deputy Exams Officer

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 Holland Park School, this is indicated.

### **1. Access arrangements information**

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

Any hard copy information kept by the exams officer relating to an access arrangement for a candidate.

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

Records returned to the SENDco as the records owner at the end of the candidate's final exam series.

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

Records disposed of as confidential waste.

### **2. Alternative site arrangements**

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

Any hard copy evidence of alternative site arrangements.

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

Retained until after the deadline for all post-results services and connected appeals.

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

Confidential disposal.

### **3. Attendance register copies**

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

Hardcopies of attendance registers for all examinations.

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

(Reference 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... keep a copy of the attendance register 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**

To be retained until the current academic year update is provided.

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

To be disposed of once new copies are received from the awarding bodies

**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.

(Reference GR 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

**6. Candidates' work**

**Record(s) description**

NEA 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 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)

(Reference GR 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.

See paragraph 4.8 of the JCQ publication Instructions for conducting non - examination assessments <https://www.jcq.org.uk/examsoffice/non-examination-assessments>)

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

Returned to candidates or safe 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 the end of post-results services period and associated appeals.

### **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**

(Reference GR 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 disposal after 12 months

## **9. Certificate destruction information**

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

A record of unclaimed certificates that have been destroyed.

### **Retention information/period**

(Reference GR 5.14: ...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 always remain the property of

the awarding bodies.)

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

Confidential destruction

**10. Certificate issue information**

**Record(s) description**

A record of certificates that have been issued.

**Retention information/period**

(Reference GR 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**

Exam log book in Exams Officers office  
Reception log book still in reception – keep until the end of the exam period

**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 confidential exam materials received (including encrypted materials received via email or downloaded from an awarding body's secure extranet site), checked and placed in the secure storage facility by the exams officer (or other authorised member of centre staff) throughout the period the materials are confidential

**Retention information/period**

Exam log book in Exams Officers office - until end of exam period

**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**

(Reference GR 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 shredding

**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**

Dispatch log kept in exam office kept until end of the PSR process.

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

Confidential shredding

**15. Entry information****Record(s) description**

Any hard copy information relating to candidates' entries.

**Retention information/period**

kept until end of the PSR process.

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

Confidential shredding

**16. Exam question papers****Record(s) description**



Question papers for timetabled written exams

**Retention information/period**

(Reference ICE 31: Question papers must not be released to centre personnel 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.

For CCEA examinations question papers must not be released until 24 hours after the published finishing time for the examination.)

Offered to Heads of Department 24 hours after end of examinations.

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

Disposed of confidentially at the end of the exam season.

**17. Exam room checklists**

**Record(s) description**

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

**Retention information/period**

Kept in exam room until start of next equivalent exam season

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

Confidential 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**

Retained until the end of all post-results services and appeals have concluded.

**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**

(Reference ICE 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)**

**20. Examiner reports**

**Record(s) description**

Examination reports in hard copy

**Retention information/period**

(Where/if provided) To be immediately provided to head of department as records owner.

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

**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)**

**22. Handling secure electronic materials logs**

**Record(s) description**

Logs used when accessing secure online materials.

**Retention information/period**

Retained until the end of post-results services and associated appeals have concluded.

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

Confidential disposal.

**23. Invigilation arrangements**

**Record(s) description**

See exam room checklists

**Retention information/period**

Kept in exam room until start of next equivalent exam season

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

Confidential disposal

**24. Invigilator and facilitator training records**

**Record(s) description**

**Retention information/period**

(Reference ICE 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.)

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

Confidential shredding

**25. Moderator reports**

**Record(s) description**

**Retention information/period**

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

**Action at the end of retention period (method of 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 under the end of PSR processes and appeals have concluded.

**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

Any hard copy information relating to overnight supervision arrangements. Reports submitted online via CAP.

**Retention information/period**

(Reference ICE 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**

Online form with consent information.

**Retention information/period**

(Reference PRS 4.2, 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.)

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

Delete spreadsheet

**29. Post-results services: request/outcome information**

**Record(s) description**

Any hard copy information relating to a postresults service request (RoRs, appeals, ATS) submitted to an awarding body for a candidate and outcome information from the awarding body.

**Retention information/period**

No hard copies retained.

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

N/A

**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**

Online copy retained until the end of post-results services window and until all appeals are resolved.

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

Deleted.

**31. Private candidate information**

**Record(s) description**

Any hard copy information relating to private

candidates' entries

**Retention information/period**

Copy retained in exam room until the start of the next equivalent exam season

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

Confidential shredding

**32. Proof of postage - candidates' work**

**Record(s) description**

Proof of postage of sample of candidates' work submitted to awarding body moderators.

(Proof of postage of candidates' scripts to awarding body examiners/markers)

**Retention information/period**

(Reference ICE 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 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 shredding

**33. Resilience arrangements: Evidence of candidate performance**

**Record(s) description**

The mock exam papers kept to evidence the level of work students were working at from November and March.

**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**

All material is retained in the exam room and replaced by the next equivalent season

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

Confidential shredding

**35. 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 to be retained as a minimum.

**Action at the end of retention period (method of disposal)****36. Seating plans****Record(s) description**

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

**Retention information/period**

(Reference ICE 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**

Hard copies of records of exam packet checking and opening.

**Retention information/period**

Retained until after the end of the post-results services window and the resolution of any subsequent appeals.

**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**

Retained until after the end of the post-results services window and the resolution of any subsequent appeals.

**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**

Any documentation is maintained on the staff members file for the designated time advised by JCQ.

Any documentation for a candidate is stored in the exam office for the length of time advised by JCQ

**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 in exam office until next equivalent season

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

Confidential 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**

Retained in exam office until next equivalent  
season

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

Confidential 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 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**