ST CUTHBERT'S
CATHOLIC HIGH SCHOOL

Archiving Policy - Examinations

for the Academic Year 2026 – 2027

Approved by:	Local Governing Committee	**Approved on:**	
Review date:		**Revision approved:**	
Version No:	1	**Originator(s):**	JCQ Policy

1. 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

2. Key Staff involved in this policy

Role	Name(s)
Examinations' Officer	Carol Wetherell
Examinations' Officer Line Manager	Karl Stuart
Head of centre	Daniel P. Murray
Business Manager	Helen Smith
IT Manager	Ian Gallagher

Record type	Record(s) description (where required)	Retention information/period	Action at end of retention period (method of disposal)
Access arrangements information	Any hard copy information kept by the EO relating to an access arrangement candidate.	To be returned to ALS lead/SENCo as records owner at end of the candidate's final exam series.	Confidential disposal
Alternative site arrangements	Any hard copy information generated on an alternative site arrangement. Notifications submitted online via CAP.		Confidential disposal
Attendance registers copies		(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 them. 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)	Confidential disposal
Awarding body exams administration information	Any hard copy publications provided by awarding bodies.	To be retained until the current academic year update is provided.	To be disposed of once new copies are received from the awarding bodies
Candidates' scripts	Any unwanted copies of scripts returned to the centre through the Access to Scripts (ATS) service.	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 accessed using the awarding body's access to scripts service are no longer required, they are disposed of in a confidential manner)	Confidential disposal
Candidates' work	Non-examination assessment work returned to the centre by the awarding body at the end of the moderation period.	To be logged on return to the centre and immediately returned to subject staff as records owner.	Returned to candidates or safe disposal

Record type	Record(s) description (where required)	Retention information/period	Action at end of retention period (method of disposal)
		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/exams-office/non-examination-assessments)	
Centre consortium arrangements for centre assessed work	Any hard copy information generated or relating to consortium arrangements for centre assessed work. Applications submitted online via CAP.	n/a	n/a
Certificates	Candidate certificates issued by awarding bodies.	(Reference GR 5.14: …retain securely all unclaimed certificates for a minimum of 12 months from the date of issue)	Confidential destruction
Certificate destruction information	A record of unclaimed certificates that have been destroyed.	(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. This record should list the candidate number, the awarding body, the qualification(s) and	Confidential destruction

Record type	Record(s) description (where required)	Retention information/period	Action at end of retention period (method of disposal)
		the examination series. 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...)	
Certificate issue information	A record of certificates that have been issued.	(Reference GR 5.14: …obtain and maintain accurate candidate contact information to ensure the correct and secure despatch of certificates ….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…)	Confidential shredding
Confidential materials: initial point of delivery logs	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.	Exam logbook in Exams Officers office Reception logbook still in reception – keep until the end of the exam period	Confidential shredding
Confidential materials: receipt, secure movement checking and secure storage logs	Logs recording confidential exam materials received 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	Exam logbook in Exams Officers office	Confidential shredding
Conflicts of interest records	Records demonstrating the management of conflicts of interest	(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	Confidential shredding

Record type	Record(s) description (where required)	Retention information/period	Action at end of retention period (method of disposal)
		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.)	
Dispatch logs	Proof of dispatch of exam script packages to awarding body examiners covered by the DfE (Standards & Testing Agency) yellow label service (England only)	Dispatch log kept in exam office	Confidential shredding
Entry information	Any hard copy information relating to candidates' entries.		Confidential shredding
Exam question papers	Question papers for timetabled written exams.	(Reference ICE 31: Unused question papers must not be released to any individual until 24 hours after the awarding body's published finishing time for the examination. Where a candidate is sitting an examination scheduled for the afternoon session on the following morning under an overnight supervision arrangement, unused question papers for that examination must not be released to any individual until the candidate has completed that examination.) (Reference GR 6.13: …For confidentiality purposes, unused question papers must not be released to any individual for use in accordance with paragraph 6.12 until 24 hours after the awarding body's published finishing time for the examination. Where a candidate is sitting an examination scheduled for the afternoon session on the following morning with an overnight supervision arrangement, unused question papers for that examination must not be released to any individual	Issued to subject staff

Record type	Record(s) description (where required)	Retention information/period	Action at end of retention period (method of disposal)
		until the candidate has completed that examination. This does not restrict access to question papers by authorised centre personnel for the purpose of conducting examinations.)	
Exam room checklists	Checklists confirming exam room conditions and invigilation arrangements for each exam session.	Kept in exam room until start of next equivalent exam season	Confidential shredding
Exam room incident logs	Logs recording any incidents or irregularities in exam rooms for each exam session.	Kept in exam room until start of next equivalent exam season	Confidential shredding
Exam stationery	Awarding body exam stationery provided solely for the purpose of external exams.	(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.)	Confidential destruction
Examiner reports		(Where/if provided) To be immediately provided to head of department as records owner.	
Finance information	Copy invoices for exams-related fees.	To be returned to Finance department as records owner at the end of the academic year.	
Handling secure electronic materials log	(Where used by centre) Logs recording the arrangements applied when handling secure electronic materials provided to the centre and accessed by the exams officer (or other authorized member of centre staff)	To be kept on secure drive up until the exam in question is finished	Exam to be deleted from secure site by EO
Invigilation arrangements	See *Exam room checklists*		

Record type	Record(s) description (where required)	Retention information/period	Action at end of retention period (method of disposal)
Invigilator and facilitator training records		(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.)	Confidential shredding
Moderator reports		(Where printed from electronic copy) To be immediately provided to head of department as records owner.	
Moderation returns logs	Logs recording the return of candidates' work to the centre by the awarding body at the end of the moderation period	Kept in exam room until start of next equivalent exam season	Confidential shredding
Overnight supervision information	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.	(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…)	Confidential shredding
Post-results services: confirmation of candidate consent information	Hard copy or email record of required candidate consent.	(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.)	Confidential shredding

Record type	Record(s) description (where required)	Retention information/period	Action at end of retention period (method of disposal)
Post-results services: requests/outcome information	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.	Copy retained in exam room until the start of the next equivalent exam season	Confidential shredding
Post-results services: tracking logs	Logs tracking to resolution all post-results service requests submitted to awarding bodies.	Copy retained in exam room until the start of the next equivalent exam season	Confidential shredding
Private candidate information	Any hard copy information relating to private candidates' entries.	Copy retained in exam room until the start of the next equivalent exam season	Confidential shredding
Proof of postage – candidates' work	Proof of postage of sample of candidates' work submitted to awarding body moderators. (Proof of postage of candidates' scripts to awarding body examiners/markers)	(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.) …)	Confidential shredding
Resilience arrangements: Evidence of candidate performance	The collection of evidence of student performance to ensue resilience in the qualification system.	Retention of Work : student work (original) to be retained by the centre for one whole year	Confidential shredding
Resolving timetable clashes information	Any hard copy information relating to the resolution of a candidate's clash of timetabled exam papers	All material is retained in the exam room an replaced by the next equivalent season	Confidential shredding

Record type	Record(s) description (where required)	Retention information/period	Action at end of retention period (method of disposal)
Results information	Broadsheets of public examination results summarising candidate final grades by subject by exam series.	Records for current year plus previous 6 years to be retained as a minimum.	Confidential shredding
Seating plans	Plans showing the seating arrangements of all candidates for every exam taken.	(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...)	Confidential shredding
Second pair of eyes check record forms	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	(Reference ICE 5, 18: In order to avoid potential breaches of security, care must be taken to ensure that the correct question paper packets are opened. In addition to the person removing the question paper packets from secure storage (e.g. an invigilator), another member of centre staff must check the day, date, time, subject, unit or component and tier of entry (if applicable) immediately before a question paper packet is opened. This second pair of eyes check must be recorded.)	Confidential shredding
Special consideration information	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.	(Reference SC 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.) A centre may be asked by an awarding body to provide signed evidence	Confidential shredding
Suspected malpractice	Any hard copy information relating to a suspected or actual malpractice	Reference Suspected Malpractice: Policies and Procedures 7: The awarding bodies will... A	Confidential shredding

Record type	Record(s) description (where required)	Retention information/period	Action at end of retention period (method of disposal)
reports/outcomes	investigation/report submitted to an awarding body and outcome information from the awarding body.	permanent record will be kept of the impact of any sanctions on an individual candidate's results... All other information relating to specific instances of malpractice or irregularities will be destroyed, following the expiry of the awarding body's data retention period.)	
Transferred candidate arrangements	Any hard copy information relating to a transferred candidate arrangement. Applications submitted online via CAP.	Retained in exam office until next equivalent season	Confidential shredding
Very late arrival reports/outcomes	Any hard copy information relating to a candidate arriving very late to an exam. Reports submitted online via CAP.	Retained in exam office until next equivalent season	Confidential shredding