



# **Exams Archiving Policy**

Hedingham School and Sixth Form

## Exams Archiving Policy

Centre name	Hedingham School and Sixth Form
Centre number	16519
Date policy first created	22/02/2024
Current policy approved by	John Pearson
Current policy reviewed by	Nina Powell
Date of review	17/02/2026
Date of next review	17/02/2027

## Key staff involved in the policy

Role	Name
Head of centre	Paul Finch
Senior leader(s)	John Pearson
Exams officer	Nina Powell
SENCo (or equivalent role)	Roxanne Cullen
IT manager	Stuart Jarvis
Finance manager	Lisa Travell
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.

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 Hedingham School and Sixth Form, this is indicated.

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

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

Any hard copy information kept by the Exams Officer relating to an access arrangement candidate

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

Records 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)**

Not applicable

### **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**

Exams-related information that is held in the Centre is 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 waste

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

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

Any hard copy records of student attendance to external exams

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

Records are kept in accordance with the requirements of ICE, sections 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. You 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

### **4. Awarding body exams administration information**

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

Any hard copy publications provided by the awarding bodies

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

Records retained until the current academic year update is provided

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

Recycling

## **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**

Records are kept in accordance with the requirements of PRS, section 6 (to be retained securely until the awarding body's earliest dates for confidential disposal of unwanted scripts. Where teachers have used copies of candidates' scripts 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.) and GR, section 3 (... 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 waste

## **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 material stored electronically).

### **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**

Exams-related information that is held in the Centre is 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

## **8. Certificates**

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

Candidate certificates issued by awarding bodies.

**Retention information/period**

Records retained in accordance with the requirements of GR, section 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

**9. Certificate destruction information****Record(s) description**

A record of unclaimed certificates that have been destroyed.

**Retention information/period**

Records retained in accordance with the requirements of GR, section 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 remain the property of the awarding bodies at all times.

**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**

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.

**Retention information/period**

Exams-related information that is held in the centre is 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

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

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

Logs recording the secure movement of awarding body confidential exam materials packages by an authorised member of staff to the secure room for transferral to the centre's secure storage facility.

### **Retention information/period**

Exams-related information that is held in the centre is 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

## **13. Conflicts of interest records**

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

Records demonstrating the management of Conflicts of Interest

### **Retention information/period**

Exams-related information that is held in the centre is 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

## **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**

Exams-related information that is held in the centre is 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

## **15. Entry information**

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

Any hard copy information relating to candidates' entries

### **Retention information/period**

Exams-related information that is held in the centre is 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

## **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 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 conducting examinations...)

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

Issued to Heads of Department or confidential disposal

## **17. Exam room checklists**

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

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

### **Retention information/period**

Exams-related information that is held in the centre is 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

## **18. Exam room incident logs**

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

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

### **Retention information/period**

Exams-related information that is held in the centre is 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

## **19. Exam stationery**

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

Awarding body 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, 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 kept with results for relevant period

**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)**

Not applicable

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

Copy invoices for exams-related fees

**Retention information/period**

Exams-related information that is held in the centre is 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

(Where used by the centre) 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).

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

(Where used by the centre) 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**

Exams-related information that is held in the centre is 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

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

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

**Retention information/period**

Exams-related information that is held in the centre is 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

**24. Invigilator and facilitator training records**

**Record(s) description**

Copy of Online Training Certificate kept with exam policies for relevant academic year

**Retention information/period**

Records retained in accordance with the requirements of ICE, sections 12 (A record of the training given to invigilators 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**

Reports from subject non-examination assessment moderators.

**Retention information/period**

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

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

Not applicable

**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**

Exams-related information that is held in the centre is 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

**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 in your centre 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 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. 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**

Exams-related information that is held in the centre is 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

**30. Post-results services: tracking logs****Record(s) description**

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

**Retention information/period**

Exams-related information that is held in the centre is 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

**31. Private candidate information**

**Record(s) description**

Any hard copy information relating to private candidates' entries.

**Retention information/period**

Exams-related information that is held in the centre is 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

**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 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 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 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**

Year 11 mock exams which have been completed under exam conditions are stored securely by each department until after exams have been successfully completed.

**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**

Exams-related information that is held in the centre is 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

### **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 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. You 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

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.

### **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**

Exams-related information that is held in the centre is 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

### **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**

Exams-related information that is held in the centre is 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**

Exams-related information that is held in the centre is 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

**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 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

**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 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**

Upon review in February 2026, no centre-specific updates or changes were applicable to this document.