



Exams Archiving Policy

Armfield Academy

Exams Archiving Policy

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| Centre name | Armfield Academy |
| Centre number | 46451 |
| Date policy first created | 09/05/2024 |
| Current policy approved by | Samantha Sherwood |
| Current policy reviewed by | Joanne Staples |
| Date of review | 12/03/2025 |
| Date of next review | 01/03/2026 |

Key staff involved in the policy

| Role | Name |
|----------------------------|--|
| Head of centre | Mark Kilmurray |
| Senior leader(s) | Samantha Sherwood Rachel Hurst Leona Parkinson Marc Height Bradley Renouf (Senior Teacher) Leyla Cooke (Senior Teacher) |
| Exams officer | Joanne Staples and Laura Harvey |
| SENCo (or equivalent role) | Rachel Hurst |
| IT manager | Simon Anger |
| Finance manager | Kathryn Turner |
| Head(s) of department | Karl Moon Will Thistlethwaite Louise Hall Karen Bunker Bradley Renouf Neil Barnett Siddik Molvi Gordon Kidd Emma Kinlock |

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| Other staff (if applicable) | Coran Sharp - Assistant SENCo |
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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 Armfield Academy, 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 kept in a secure draw in the Data and Exams office until after certification.

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

Shredded and placed into confidential waste sacks.

2. Alternative site arrangements

Record(s) description

We do not hold examinations on alternative sites.

Retention information/period

No information to retain

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

No action required

3. Attendance register copies

Record(s) description

Attendance registers and exam logs.

Retention information/period

Records are kept in accordance with the requirements of ICE, sections 12 and 22. They are kept in a secure draw in the EO until after certification.

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

Shredded and put into confidential waste.

4. Awarding body exams administration information

Record(s) description

Any hard copy of exam board publications.

Retention information/period

Records maintained until new material is released by the exam board.

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

Confidential waste if required.

5. Candidates' scripts

Record(s) description

Any unwanted scripts returned to the centre through the Access to Scripts service.

Retention information/period

To be retained securely until the awarding body's earliest date for confidential waste to collect. This is in line with general regulations requirements section 3.15.

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

Confidential waste.

6. Candidates' work

Record(s) description

NEA work returned to the centre by the awarding body.

Retention information/period

Records logged on return to subject staff as records owner. To be stored safely and securely along with work that did not form part of the moderation sample in accordance with requirements of general regs, section 3.15.

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

We will retain information until after certification as there is no direct timeline provided by JCQ.

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

Confidential waste

8. Certificates

Record(s) description

Candidate certificates issued by awarding bodies.

Retention information/period

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

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

Shredded or confidential waste. Option to return to the awarding bodies.

9. Certificate destruction information

Record(s) description

A record of unclaimed certificates that have been destroyed.

Retention information/period

Destroy any unclaimed certificates after retaining them for a minimum of 12 months. They must be destroyed in a confidential manner. Centres that do not have a means of destroying certificates confidentially may return them to the respective awarding body. A record of certificates that have been destroyed should be retained for four years from their date of destruction. However, candidates should be informed that some awarding bodies do not offer a replacement certificate service. In such circumstances the awarding body will

issue a Certifying Statement of Results... (Where an awarding body issues a replacement certificate, or a Certifying Statement of Results, this will provide an accurate and complete record of results for all qualifications covered by the original certificate. Certificates always remain the property of the awarding bodies. (Reference GR 5.14)

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

Confidential waste

10. Certificate issue information

Record(s) description

A record of certificates that have been issued.

Retention information/period

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... (Reference GR 5.14)

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

Confidential waste

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

We will retain information until after certification as there is no direct timeline provided by JCQ.

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

Shredded and confidential waste

12. Confidential materials: receipt, secure movement 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

We will retain information until after certification as there is no direct timeline provided by JCQ.

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

Shredded and confidential waste

13. Conflicts of interest records

Record(s) description

Records demonstrating the management of conflicts of interest

Retention information/period

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. in accordance with GR5.3J

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

Shredded and confidential waste

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

We will retain information until after certification as there is no direct timeline provided by JCQ.

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

Shredded and confidential waste

15. Entry information

Record(s) description

Any hard copy information relating to candidates' entries.

Retention information/period

We will retain information until after certification as there is no direct timeline provided by JCQ.

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

Shredded and confidential waste

16. Exam question papers

Record(s) description

Question papers for timetabled written exams.

Retention information/period

For confidentiality purposes question papers must not be released to centre personnel for use in accordance with paragraph 6.13 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)

Shredded and confidential waste

17. Exam room checklists

Record(s) description

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

Retention information/period

We keep the hard copy information until candidate certification, this is because there is no specific retention information provided by JCQ or other authorised organisation.

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

Shredded and confidential waste

18. Exam room incident logs**Record(s) description**

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

Retention information/period

We keep the hard copy information until candidate certification, this is because there is no specific retention information provided by JCQ or other authorised organisation.

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

Shredded and confidential waste

19. Exam stationery**Record(s) description**

Awarding body exam stationery provided solely for the purpose of external exams.

Retention information/period

Records retained in accordance with the requirements of ICE, section 30.

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

Shredded and confidential waste. General waste if not confidential material.

20. Examiner reports**Record(s) description**

All reports written

Retention information/period

Given to the head of department, copy held by the EO until certification.

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

Shredded and confidential waste

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

Copy of invoices and financial information

Retention information/period

Kept by the finance department

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

Shredded and confidential waste

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 another member of staff)

Retention information/period

Held by the EO in a secure draw until after certification of the candidates.

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

Deleted and removed from any device.

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

All checklists and hard paperwork.

Retention information/period

We keep the hard copy information until candidate certification, this is because there is no specific retention information provided by JCQ or other authorised organisation.

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

Shredded and confidential waste

24. Invigilator and facilitator training records**Record(s) description**

Training records, certificates and attendance

Retention information/period

Records retained in line with the requirements of ICE, section 12.

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

Shredded and confidential waste

25. Moderator reports**Record(s) description**

Moderator reports sent from awarding bodies following NEA.

Retention information/period

Any hard copies are returned to the head of department.

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

Shredded and confidential waste.

26. Moderation return logs**Record(s) description**

Any hard copies of logs recording the return of candidates' work to the centre by the awarding body.

Retention information/period

We keep the hard copy information until candidate certification, this is because there is no specific retention information provided by JCQ or other authorised organisation.

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

Shredded and confidential waste

27. Overnight supervision information

Record(s) description

Not needed for 2025 so no records.

Retention information/period

N/A

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

N/A

28. Post-results services: confirmation of candidate consent information**Record(s) description**

Hard copy or email record of the required candidate consent.

Retention information/period

Records retained in accordance with the requirements of PRS, section 4 plus appendix A and B.

This states that 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. This includes and subsequent appeal.

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

Shredded and confidential waste

29. Post-results services: request/outcome information**Record(s) description**

Any hard copy material relating to post results service requests.

Retention information/period

We keep the hard copy information until candidate certification, this is because there is no specific retention information provided by JCQ or other authorised organisation.

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

Shredded and confidential waste

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

Tracking logs from post services

Retention information/period

We keep the hard copy information until candidate certification, this is because there is no specific retention information provided by JCQ or other authorised organisation.

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

Shredded and confidential waste

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 of candidates work for NEA or examination material such as Functional Skills entry level papers.

Retention information/period

Records retained in accordance with the requirements of ICE, section 29.

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

Shredded and confidential waste

33. Resilience arrangements: Evidence of candidate performance

Record(s) description

Retention information/period

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

34. Resolving timetable clashes

Record(s) description

No timetable clashes in summer 2025

Retention information/period

N/A

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

N/A

35. Results information

Record(s) description

Broadsheets of public examination results

Retention information/period

Records will be kept for the current leavers and 6 previous years.

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

Shredded and confidential waste

36. Seating plans

Record(s) description

Seating plans from all rooms across the centre.

Retention information/period

ICE, 12.8e stipulates that the signed seating plans and other material from the exam room must be kept until the review of results period is complete. At Armfield we keep the information until certification.

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

Shredded and confidential waste

37. Second pair of eyes check forms**Record(s) description**

Records and signatures from the second pair of eyes check in the secure store.

Retention information/period

We keep the hard copy information until candidate certification, this is because there is no specific retention information provided by JCQ or other authorised organisation.

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

Shredded and confidential waste

38. Special consideration information**Record(s) description**

Any hard copy information relating to requests for special consideration.

Retention information/period

In line with SC, section 6- all evidence signed by a member of the senior leadership team should be kept until after the publication of results.

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

Shredded and confidential waste

39. Suspected malpractice reports/outcomes**Record(s) description**

Hard copy material relating to reports of malpractice.

Retention information/period

We keep the hard copy information until candidate certification, this is because there is no specific retention information provided by JCQ or other authorised organisation.

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

Shredded and confidential waste

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

No transferred candidates in summer 2025

Retention information/period

N/A

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

N/A

41. Very late arrival reports/outcomes**Record(s) description**

Hard copy information relating to pupils who arrive very late to an examination.

Retention information/period

We keep the hard copy information until candidate certification, this is because there is no specific retention information provided by JCQ or other authorised organisation.

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

Shredded and confidential waste

42a. Any other records/documentation/materials

Record(s) description

No other documents need reporting on

Retention information/period

N/A

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

N/A

42b. Any other records/documentation/materials

Record(s) description

No other records need reporting on

Retention information/period

N/A

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

N/A

Changes 2024/2025

(Changed) Any reference to ALS Lead/SENCo changed to SENCo (or equivalent role).

(Added) Record type - **33. Resilience arrangements: Evidence of candidate performance**

Centre-specific changes

There have been no centre specific changes since the 2024 summer exam series.