



## Exams Archiving Policy

**Review Period**      Annually      **Last Review Date**      September 2025      **Next Review Date**      September 2026

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## 1. Policy Information

<b>Centre name</b>	Sutton House Academy
<b>Centre number</b>	16611
<b>Date policy first created</b>	05/01/2024
<b>Current policy approved by</b>	SLT
<b>Current policy reviewed by</b>	Jonathan Lee
<b>Date of review</b>	September 2025
<b>Date of next review</b>	September 2026

## 2. Key Staff involved

<b>Role</b>	<b>Staff Name</b>
Head of centre	Eglantin Muca (Landi)
Senior Leader(s)	Rachael Wyatt (Teaching & Learning Lead)
Exams Officer	Jonathan Lee
SENCo	Lauren Stephens
IT Manager	Matt Tilsley

This policy is reviewed and updated annually to ensure that exams-related records at Sutton House Academy are archived and retained in accordance with current JCQ requirements and data protection legislation.

References in this policy to GR, ICE, SC and PRS refer to JCQ documents: General Regulations for Approved Centres, Instructions for Conducting Examinations, A Guide to the Special Consideration Process, and Post-Results Services.

### **3. Purpose of the Policy**

The purpose of this policy is to:

- identify exams-related records held by the examinations office
- define required retention periods
- confirm actions at the end of retention periods
- support the centre's wider records management and data retention policies

### **4. Scope**

This policy applies to all examination and assessment records created, received or stored by Sutton House Academy, whether held electronically or in paper format.

### **5. General Principles**

- All records are stored securely with controlled access
- Confidential material is protected at all times
- Records are retained only for as long as required by JCQ regulations and legal obligations
- Disposal is carried out securely and confidentially

### **6. Types of Record Archived**

These include, but are not limited to:

- Access arrangements and special consideration documentation
- Attendance registers and seating plans
- Entries, timetables and awarding body correspondence
- Exam room incident logs and invigilation records
- Candidate work and scripts (where applicable)
- Certificate issue, retention and destruction records
- Post-results services documentation
- Malpractice and investigation reports

### **7. Retention and Disposal**

Retention periods follow JCQ guidance and statutory requirements. At the end of the retention period:

- Paper records are shredded securely
- Electronic records are permanently deleted
- Certificates are destroyed confidentially or returned to awarding bodies where required

## **8. Roles and Responsibilities**

### **8.1 Head of Centre**

- Ensures appropriate records management systems are in place
- Ensures compliance with JCQ and data protection requirements

### **8.2 Exams Officer**

- Maintains accurate exam records
- Ensures secure storage and timely disposal of records
- Makes records available for inspection when required

### **8.3 IT Manager**

- Ensures secure electronic storage and backup of records

## **9. Monitoring and Review**

This policy is reviewed annually or earlier if JCQ regulations or data protection requirements change.

## **10. Changes for 2025/2026**

No additional changes applicable.