



Exams Archiving Policy

Victory Park Academy

Exams Archiving Policy

Centre name	Victory Park Academy
Centre number	16630
Date policy first created	05/01/2024
Current policy approved by	SLT
Current policy reviewed by	Simon Quigley
Date of review	03/11/2025
Date of next review	05/11/2026

Key staff involved in the policy

Role	Name
Head of centre	Eglantin Muca (Landi)
Senior leader(s)	Natalie Berryman-Brown (Teaching and Learning Lead)
Exams officer	Simon Quigley
SENCo (or equivalent role)	Katie Blight
IT manager	Matt Tilsley
Finance manager	
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 Victory Park Academy, this is indicated.

1. Access arrangements information

Record(s) description

Retention information/period

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

2. Alternative site arrangements

Record(s) description

Retention information/period

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

3. Attendance register copies

Record(s) description

Retention information/period

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

4. Awarding body exams administration information

Record(s) description

Retention information/period

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

5. Candidates' scripts

Record(s) description

Retention information/period

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

6. Candidates' work

Record(s) description

Retention information/period

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

7. Centre consortium arrangements for centre assessed work

Record(s) description

Retention information/period

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

8. Certificates

Record(s) description

Retention information/period

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

9. Certificate destruction information

Record(s) description

Retention information/period

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

10. Certificate issue information

Record(s) description

Retention information/period

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

11. Confidential materials: initial point of delivery logs

Record(s) description

Retention information/period

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

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

Record(s) description

Retention information/period

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

13. Conflicts of interest records

Record(s) description

Retention information/period

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

14. Dispatch logs

Record(s) description

Retention information/period

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

15. Entry information

Record(s) description

Retention information/period

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

16. Exam question papers

Record(s) description

Retention information/period

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

17. Exam room checklists

Record(s) description

Retention information/period

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

18. Exam room incident logs

Record(s) description

Retention information/period

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

19. Exam stationery

Record(s) description

Retention information/period

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

20. Examiner reports

Record(s) description

Retention information/period

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

21. Finance information

Record(s) description

Retention information/period

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

22. Handling secure electronic materials logs

Record(s) description

Retention information/period

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

23. Invigilation arrangements

Record(s) description

Retention information/period

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

24. Invigilator and facilitator training records

Record(s) description

Retention information/period

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

25. Moderator reports

Record(s) description

Retention information/period

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

26. Moderation return logs

Record(s) description

Retention information/period

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

27. Overnight supervision information

Record(s) description

Retention information/period

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

28. Post-results services: confirmation of candidate consent information

Record(s) description

Retention information/period

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

29. Post-results services: request/outcome information

Record(s) description

Retention information/period

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

30. Post-results services: tracking logs

Record(s) description

Retention information/period

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

31. Private candidate information

Record(s) description

Retention information/period

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

32. Proof of postage - candidates' work

Record(s) description

Retention information/period

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

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

Retention information/period

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

35. Results information

Record(s) description

Retention information/period

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

36. Seating plans

Record(s) description

Retention information/period

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

37. Second pair of eyes check records/forms

Record(s) description

Retention information/period

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

38. Special consideration information

Record(s) description

Retention information/period

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

39. Suspected malpractice reports/outcomes

Record(s) description

Retention information/period

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

40. Transferred candidate arrangements

Record(s) description

Retention information/period

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

41. Very late arrival reports/outcomes

Record(s) description

Retention information/period

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

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