

Exams Archiving Policy (Exams)

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Assistant Headteacher (Raising
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Annual review

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At Woodhey High School our vision is:

To be a centre of excellence, where students, staff and the community are proud to work together to broaden our horizons, exceed our aspirations and where everyone achieves their full potential.

#TeamWoodhey

At Woodhey High School, we have two key values that drive our actions, our choices, and our decisions.

These are:

Respect

We treat everyone as we wish to be treated ourselves; we are all part of the same team

Excellence

We strive to be the best we can be at all times; nothing but the best is good enough for us

Underpinning our values are two clear expectations.

These are:

Respect every member of staff and student in our community, following all instructions without answering back

Being excellent by being prepared for, and completing all work to the best of our ability without distracting others

We are a team made up of our staff, our students, our parents and carers, and our wider community. Our vision, values and expectations apply to all of our community.

Teamwork is the secret that makes common people achieve uncommon results (Ifeyanyi Enoch Onuoha)

#TeamWoodhey



Exams Archiving Policy (Exams) 2025-26

Key staff involved in the policy

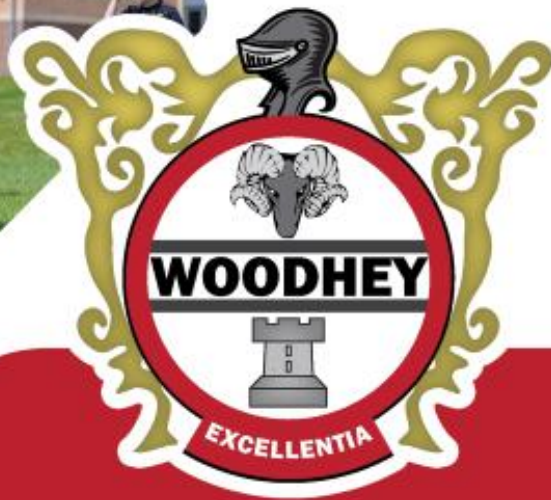
Role	Name(s)
Head of Centre	Dean Watson
Data and Exams Officer	Alison Abbott
Exams Officer	Alison Abbott
Senior Leader(s)	Gary Holden
SENDCo Line Manager	Clare Lomax
SENDCo	Carla Fleming
IT Technicians	David Burdaky Chris Greenwood
Directors of Faculty	Alison Edwards, Alasdair Harper, Lee Kern, Michael Malone, Patricia Ross and Tracie Sorah (maternity cover for Sophie Wood)

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





Record Type	Record(s) Description (where required)	Retention Information/Period	Action at the end of Retention Period (method of disposal)
Access arrangements information	Any duplicate hard copy information kept by the Exams Officer (EO) relating to an access arrangements candidate. All original copies are kept by the SENDCo or their line manager	To be kept until the candidate's final exam series and the resolution of any enquiries/appeals	Confidential waste
Alternative site arrangements	Any hard copy information generated on an alternative site arrangement. Notifications submitted online via CAP	To be kept until the candidate's final exam series and the resolution of any enquiries/appeals	Confidential waste
Attendance register copies	N/A	The EO keeps until the deadline for reviews of results has passed or until any appeal, malpractice or other results enquiry has been completed, whichever is later	Confidential waste
Awarding body exams administration information	Any hard copy publications provided by awarding bodies	To be retained until the current academic year update is provided	Normal disposal
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 Where teachers have used copies of candidates' scripts for teaching and learning purposes, but no longer wish to retain them, they must ensure the scripts are disposed of in a confidential manner	Confidential waste
Candidates' work	Non-examined assessment work and coursework 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 kept securely in the designated part of the Exams Secure Storage until deadline for reviews of moderation has passed or until a review of moderation, an appeal or a	Returned to the candidate or confidential waste



		malpractice investigation has been completed, whichever is later (for the exam series). The work is then returned to the faculties. Individual faculties/subjects are responsible for ensuring work that did not form part of the moderation sample (including materials stored electronically) is stored safely and securely.	
Certificates	Candidate certificates issued by awarding bodies	Woodhey High School keeps certificates for five years following a student leaving the school or in the case of an external candidate, for five years after the certificate's issue	Confidential waste
Certificate destruction information	A record of unclaimed certificates that have been destroyed	Woodhey High School keeps certificates for a minimum of 5 years following a student leaving the school or in the case of an external candidate 5 years after the certificate's issue. A record is kept for a minimum of 4 years of all certificates that are destroyed. A warning on the exams section of the school's website will inform candidates that if certificates are not collected that some awarding bodies do not offer a replacement certificate service. In such circumstances the awarding body will issue a Certifying Statement of Results. Certificates 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	Confidential waste



		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)	
Certificate issue information	A record of certificates that have been issued	Are kept as a permanent record	Not applicable
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	EO keeps until the end of November of the following academic year	Normal disposal
Confidential materials: receipt, secure movement and secure storage logs	Logs recording confidential exam materials received (including encrypted materials received via email or downloaded from an awarding body's secure extranet site), checked and placed in the secure storage facility by the EO (or other authorised member of centre staff) throughout the period the materials are confidential	EO keeps until the end of November of the following academic year	Normal disposal



Conflicts of interest records	Records demonstrating the management of Conflicts of Interest	EO keeps until deadline for reviews of results has passed or until any appeal, malpractice or other results enquiry has been completed, whichever is later	Confidential waste
Dispatch logs	Proof of dispatch of exam script packages to awarding body examiners covered by the Department for Education (DfE) yellow label service	EO to keep until all results have been received and all moderation samples have been returned to the centre as a minimum	Normal disposal
Entry information	Any hard copy information relating to candidates' entries	EO once all results and Review of Marking, appeals, malpractice or results enquiries have been completed	Confidential waste
Exam question papers	Question papers for timetabled written exams	<p>Issued to teaching staff after the published finishing time of the exam. When all candidates in the centre have completed the exam and all completed exam papers have been packaged ready for dispatch to the awarding bodies.</p> <p>*Reference ICE 31: Question papers must not be released to centre personnel 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. For CCEA examinations question papers must not be released until 24 hours after the published finishing time for the examination.*</p>	Issued to subject staff
Exam room checklists	Checklists for confirming exam room conditions and invigilation arrangements for each exam session	Are retained until the deadline for Review of Marks or the resolution of any outstanding appeals, malpractice or results enquiry for the relevant exam series	Confidential waste



Exam room incident logs	Logs recording any incidents or irregularities in exam rooms for each exam season	Are retained until the deadline for Review of Marks or the resolution of any outstanding appeals, malpractice or results enquiry for the relevant exam series	Confidential waste
Exam room stationery	Awarding body exam stationery provided solely for the purpose of external exams	Unused stationery is returned to the centre's secure storage facility until needed for a future examination. Surplus stationery must not be used for internal school tests, mock examinations and non-examination assessments. Therefore, both surplus and out-of-date stationery is confidentially destroyed.	Confidential waste
Examiner reports	N/A	To be immediately provided to the Director of Faculty as the records owner	Normal disposal
Finance information	Copy of invoices for exam-related fees	Checked by the EO and the returned to the Finance Officer as records owner at the end of the academic year	Disposed of with other similar financial records
Invigilation arrangements	<i>See Exam room checklists</i>		
Invigilator and facilitator training records	Log of training held by the EO, SENDCo, invigilators and other relevant staff	A record of the content of the training given to invigilators and those facilitating access arrangements must be available for inspection and must be retained on file until the deadline for review of results has passed or until any appeal, malpractice or other results enquiry has been completed, whichever is later.	Confidential waste
Moderator reports	N/A	To be immediately provided to the Director of Faculty as the records owner	Normal disposal
Moderation return logs	Logs recording the return of candidates' work to the centre by the awarding body at the end of the moderation period	Retained until all work has been both returned to school and then returned to Directors of Faculties	Normal disposal
Overnight supervision information	The JCQ Overnight Supervision form is completed online using CAP. The	To be retained for JCQ inspection purposes and must be retained on file until the deadline for reviews of marking has passed or until any	Confidential waste



	JCQ Overnight Supervision Declaration form is downloaded from CAP for signing by the candidate, the supervisor and the Head of Centre Reports submitted online via CAP.	appeal, malpractice or other results enquiry has been completed, whichever is later.	
Post-results services: confirmation of candidate consent information	Hard copy or email record of required candidate consent	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 recheck or Review of Results or any subsequent appeal. The awarding bodies reserve the right to inspect such documentation	Confidential waste
Post-results services: requests/outcome information	Any hard copy information relation to a post-results service request submitted to an awarding body for a candidate and outcome information from the awarding body	Outcome information is used to update Arbor and SISRA records. The awarding body documentation is kept for six months	Confidential waste
Post-results service: tracking logs	Logs tracking to resolution all post results service requests submitted to awarding bodies	Kept for six months following the result being issued	Confidential waste
Private candidate information	<i>Woodhey High School does not accept private candidates</i>		
Proof of postage for 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)	Kept until all results have been received and moderation samples have been returned to the centre	Normal disposal
Resolving timetable clashes	Any hard copy information relating to the resolution of a candidate's clash of timetabled exam papers	Kept for JCQ inspection and until the deadline for Review of Results (RoR) or the resolution of any outstanding RoR has passed or until any appeal, malpractice or other results enquiry	Confidential waste



		has been completed, whichever is later for the relevant exam series	
Results information	Broadsheets of public examination results summarising candidate final grades by subject by exam series	Records for current year plus previous six years to be retained	Confidential waste
Seating plans and associated paper	Plans showing the seating arrangements of all candidates for each exam taken	The EO keeps all signed seating plans and the associated exam planning records until the deadline for RoR has passed or until any appeal, malpractice or results enquiry has been completed, whichever is later	Confidential waste
Second pair of eyes check records/forms	Logs tracking the checks made to ensure day, date, time, subject, unit/component and tier of entry. Checks done verbally too. Done immediately before packet opened in secure room, and signed by two people	Kept for JCQ inspection and until the deadline for RoRs or the resolution of any outstanding review of results has passed or until any appeal, malpractice or other results enquiry has been completed, whichever is later for the relevant exam series	Confidential waste
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.	The EO keeps all special consideration documentation until all results have been received and the deadline for post results services has been completed	Confidential waste
Suspected malpractice results/outcomes	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	EO to keep until the resolution of any outstanding awarding body enquiries/appeals for the relevant exam series and any other external enquiries and appeals.	Confidential waste
Transferred candidate arrangements	Any hard copy information relating to a transferred candidate	Kept until the deadline for review of results has passed or until any appeal, malpractice or	Confidential waste



	arrangement. Applications submitted online via CAP	other results enquiry has been completed, whichever is later	
Very late arrival reports/outcomes	Any hard copy information relating to a candidate arriving very late to an exam. Reports submitted online via CAP	The EO keeps until all results have been received and the deadline for post results services has passed.	Confidential waste

