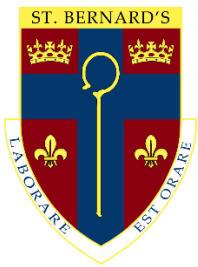


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# Examinations Archiving Policy

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<b>Policy Group</b>	<b>Exam Policies</b>
<b>Policy Produced By</b>	<b>L Hamilton</b>
<b>Date Policy Produced</b>	<b>30/03/26</b>
<b>Date SLT Agreed</b>	
<b>Date Governors Approved</b>	
<b>Date of Next Review</b>	<b>Autumn 2026</b>
<b>Linked or Related Policies</b>	
<b>Named Persons in this policy</b>	<b>None</b>



# St Bernard's Catholic High School

## 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, where agreed.
- Determine the action required at the end of the retention period and the method of disposal.

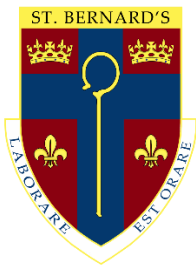
## Guidance

This policy is reviewed and updated annually to ensure that records are archived/retained in accordance with current requirements. It has been informed by the following JCQ documents:

- [General Regulations for Approved Centres \(GR\)](#)
- [Instructions for conducting examinations \(ICE\)](#)
- [A guide to the special consideration process \(SC\)](#)
- [Post-Results Services \(PRS\)](#)

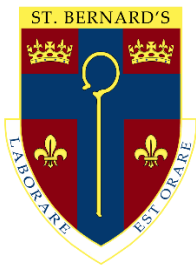
## Records kept, retention periods and action required at end of retention period

Record type	Description	Retention period	Action at end of retention period if any special action is required
Access arrangements information	Any hard copy information kept by the EO relating to an access arrangement candidate.	To be returned to SENCo (or equivalent role) as records owner at end of the candidate's final exam series. (The SENCo will hold on file appropriate documentary evidence to substantiate any access arrangement, which is open to inspection).	Confidential disposal
Alternative site arrangements	If applicable, any JCQ <i>Alternative Site forms</i> informing the JCQ Centre Inspection Service of any alternative sites that will be used to conduct timetabled examination components/units in the qualifications listed in paragraph 1.6 of JCQ <i>GR</i> .	Form is handled online so no copy is retained by the centre	
Attendance register copies		To be retained until after the deadline for EARs or until any appeal, malpractice or other results enquiry has been completed, whichever is later	Confidential disposal



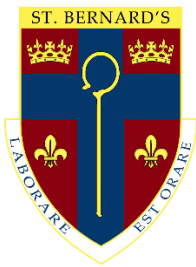
# St Bernard's Catholic High School

Record type	Description	Retention period	Action at end of retention period if any special action is required
		(ICE 12.8e).	
Awarding body administrative information	Any hard copy publications provided by awarding bodies.	To be retained until the current academic year update is provided.	
Candidates' scripts	When scripts that have been returned under access to scripts arrangements are no longer required.  Where teachers have used copies of candidates' scripts for teaching and learning purposes (PRS 6.6)	To be retained until the dates specified by the awarding bodies.(GR3.15)  As required.	Confidential disposal  Confidential disposal
Candidates' work	Non-examination assessment work (inc. controlled assessment, coursework, portfolios) returned to the centre after awarding body moderation.	To be 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) until after the deadline for EARs or the resolution of any outstanding enquiry/appeal or malpractice investigations for the exam series. (GR3.15)	Returned to candidates or confidential disposal
Centre consortium arrangements for centre-assessed work	Any hard copy information generated or relating to consortium arrangements for centre assessed work. Applications submitted online via CAP		
Certificates	Candidates' award certificates	Unclaimed/uncollected certificates to be retained securely for a minimum of 12 months from date of issue within the exam's office. (GR 5.14)	Confidential disposal or return to respective awarding body. Candidates should be informed that some awarding bodies do not offer a replacement certificate service. In such circumstances the awarding body will issue a



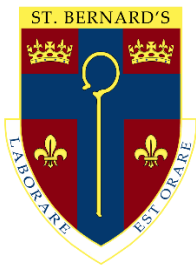
# St Bernard's Catholic High School

Record type	Description	Retention period	Action at end of retention period if any special action is required
			Certifying Statement of Results.
Certificate destruction information	A record of unclaimed/uncollected certificates that have been destroyed	To be retained for four years from their date of destruction.(GR 5.14)	Confidential disposal
Certificate issue information	A record of certificates that have been issued to candidates.	(Reference GR 5.14: ...obtain and maintain accurate candidate contact information to ensure the correct and secure despatch of certificates... distribute certificates to <b>all</b> 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.	Confidential disposal
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.		
Confidential materials: receipt, secure movement, checking and secure storage logs	Logs recording confidential exam materials received, securely moved, checked and placed in the secure storage facility by the exams officer (or other authorised member of centre staff) throughout the period the materials are confidential. (Including for example, the handling of confidential MFL Listening materials		
Conflicts of interest	Records demonstrating the management of	The records must be retained by the exams officer until the deadline for	Confidential disposal



# St Bernard's Catholic High School

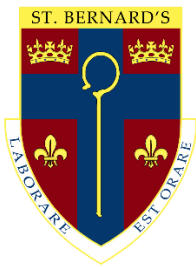
Record type	Description	Retention period	Action at end of retention period if any special action is required
declarations	conflicts of interest. Records of all conflicts of interest including details of the measures taken to mitigate any potential risk to the integrity of the qualifications affected. The records may be inspected by a JCQ Centre Inspector and/or awarding body staff. They might be requested in the event of concerns being reported to an awarding body.	reviews of marking has passed or until any appeal, malpractice or other results enquiry has been completed, whichever is later. GR 5.3	
Dispatch logs	Proof of dispatch of exam script packages to awarding body examiners covered by the DfE (Standards & Testing Agency) yellow label service		
Entry information	Any hard copy information relating to candidates' entries.		
Exam question papers	Question papers for timetabled written exams.	Unused question papers must not be released to any individual until 24 hours after the awarding body's published finishing time for the examination. Where a candidate is sitting an examination scheduled for the afternoon session on the following morning under an overnight supervision arrangement, unused question papers for that examination must not be released to any individual until the candidate has completed that examination.) ICE31.1 GR6.13	Issued to subject staff
Exam room checklists	Checklists confirming exam room conditions and invigilation arrangements for each exam session.	To be retained until after the deadline for EARs or until any appeal, malpractice or other results enquiry has been completed, whichever is later. [Reference ICE 6]	



# St Bernard's

## Catholic High School

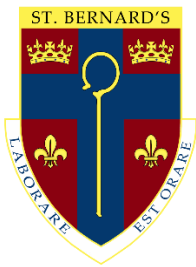
Record type	Description	Retention period	Action at end of retention period if any special action is required
Exam room incident logs	Log of any incidents which take place during an examination.		
Exam stationery	Awarding body exam stationery provided solely for the purpose of external exams. EO to return unused stationery to the secure storage facility or secure room until needed for a future examination.	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... confidentially destroy any out-of-date stationery.) ICE 30.	Destroy confidentially any out-of-date stationery
Examiner reports		To be immediately provided to head of department as records owner.	
Finance information	Invoices for exam fees.	To be retained by Finance department as the records owner at the end of the academic year.	Confidential disposal
Handling secure electronic materials logs	(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)		
Invigilation arrangements	The invigilation arrangements for each examination,	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 (ICE 12).	
Invigilator and facilitator training records	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 (ICE 12).	
Moderator	Feedback from	To be returned to subject leader.	



# St Bernard's

## Catholic High School

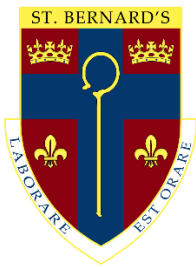
Record type	Description	Retention period	Action at end of retention period if any special action is required
reports	external moderation of candidates' internally assessed work.		
Moderation return logs	Logs recording the return of candidates' work to the centre by the awarding body at the end of the moderation period.		
Overnight supervision information	<p>Records for inspection purposes of all cases where overnight supervision is required in accordance with the JCQ document <i>ICE</i></p> <p>The JCQ <i>Overnight Supervision</i> form is completed online using CAP. The JCQ <i>Overnight Supervision Declaration</i> form is downloaded from CAP) for signing by the candidate, the supervisor and the head of centre.</p> <p>Any hard copy information relating to overnight supervision arrangements. Reports submitted online via CAP.</p>	keep all completed forms available 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...) ICE 8.	
Post-results services: confirmation of candidate consent information	Hard copy or email record of candidate consent for an EAR or ATS request to be submitted to an awarding body	EAR consent to be retained for at least six months following the outcome of the enquiry or any subsequent appeal. ATS consent to be retained for at least six months from the date consent given. [Reference PRS 4, appendix A and B]	Confidential disposal
Post-results services: requests/ outcome information	Any hard copy information relating to a post- results service request (EARs, appeals, ATS) submitted to an awarding body for a candidate and	To be forwarded to the candidate and kept on file for 6 months.	Confidential disposal



# St Bernard's

## Catholic High School

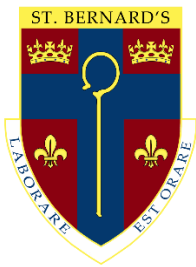
Record type	Description	Retention period	Action at end of retention period if any special action is required
	outcome information from the awarding body		
Post-results services: tracking logs			
Private candidate information			
Proof of postage – candidates' work	<p>Proof of postage of sample of candidates' work submitted to awarding body moderators.</p> <p>(Proof of postage of candidates' scripts to awarding body examiners/markers)</p>	<p>Must be retained on the centre's files until the results are published, in case of loss or damage.</p> <p>Centres not involved in the secure despatch of the exam scripts service... must obtain proof of postage or 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 or examiner, then special consideration may be possible. ICE 29.</p>	
Resilience arrangements – evidence of candidate performance	The collection of evidence of student performance to ensure resilience in the qualifications system	<p>Until final deadline for appeals has passed. (Reference Ofqual Guidance on collecting evidence of student performance to ensure resilience in the qualifications system:</p> <p>Retention of the work Student work, either the original or a copy, must always be retained by the centre. Student work can be retained digitally or physically. Students may be given copies, or the original work, where this would support their study.)</p>	Confidential disposal
Resolving timetable clashes	Any hard copy information relating to the resolution of a candidate's clash of timetabled exam papers		



# St Bernard's

## Catholic High School

Record type	Description	Retention period	Action at end of retention period if any special action is required
Results information	Broadsheets of results summarising candidate final grades by subject by exam series	Records for current year plus previous 6 years to be retained as a minimum.	Secure disposal
Seating plans	Plans showing the seating arrangements of all candidates for every exam taken.	To be retained until after the deadline for EARs or until any appeal, malpractice or other results enquiry has been completed, whichever is later. ICE 12	Confidential disposal
Second pair of eyes check forms	JCQ forms completed by two individuals as evidence that they have checked the day, date, time, subject, component/unit code and tier of entry, if appropriate, <b>immediately</b> before a question paper packet is opened.	To 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. ICE 5, 18	
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 appropriate evidence signed by a senior leader. Evidence supporting an on-line special consideration application and evidence supporting a candidate's absence from an exam	All applications must be supported by appropriate evidence signed by a member of the senior leadership team... The centre must retain this evidence until after the publication of results... A centre may be asked by an awarding body to provide signed evidence.) SC 6 To be kept until after the publication of results.	Confidential disposal
Suspected malpractice reports/outcomes	Any hard copy information relating to a suspected malpractice investigation/report submitted to an awarding body and outcome information from the awarding body.	To be forwarded to candidates within 7 working days and kept on file until 6 months after results are published. A permanent record will be kept of the impact of any sanctions on an individual candidate's results. All other information relating to specific instances of malpractice or irregularities will be destroyed, following the expiry of the awarding	Confidential disposal



# St Bernard's Catholic High School

Record type	Description	Retention period	Action at end of retention period if any special action is required
		body's data retention period ref Suspected Malpractice Policies and Procedures 7	
Transferred candidate arrangements	Any hard copy information relating to a transferred candidate arrangement. Applications submitted online via CAP.	12 months from date of processing.	
Very late arrival reports/outcomes	Any hard copy information relating to a very late arrival report submitted to an awarding body for a candidate and outcome information from the awarding body.	Until deadline for final appeals.	Confidential disposal