



JAMES MARKS ACADEMY

EXAMS ARCHIVING POLICY 2025-26

This policy is reviewed and updated annually to ensure compliance with current regulations.

Approved/Agreed by			
Head of Centre Scott Martin	SLT Responsible Mark Reynolds	Exams Officer Alison Patel	SENDCo Ashley Purser
Date of next review		October 2026	

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 end of retention period (method of disposal)
Access arrangements information	Any hard copy information kept by the Exams Officer relating to an access arrangement candidate.	To be returned to SENDCo as records owner at end of the candidate's final exam series. Keep in locked storage until 25 years from candidate's date of birth.	Confidential waste/shredding
Alternative Site Arrangements	Any hard copy information kept by the Exams Officer relating to an access arrangement candidate.	To be returned to SENDCo as records owner at end of the candidate's final exam series. Keep in locked storage until 25 years from candidate's date of birth.	Confidential waste/shredding
Attendance register copies	Both copy of awarding body register and school produced register	ICE 12 - 22: keep signed records of the seating plan, the invigilation arrangements and the centre's copies of the attendance registers for each examination. The awarding bodies may need to refer to them. The centre must keep them until the deadline for reviews of marking has passed or until any appeal, malpractice or other results enquiry has been completed, whichever is later... keep a copy of the attendance register until the deadline for reviews of marking has passed or until any appeal, malpractice or other results enquiry has been completed, whichever is later	Confidential waste/shredding
Awarding body exams administrative information	Any hard copy publications provided by awarding bodies	To be retained until the current academic year update is provided	Paper recycling
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 that the scripts are disposed of in a confidential manner. Ensure that when scripts that have been returned under access to scripts arrangements are no longer required, they are disposed of in a confidential manner, but no earlier than the dates specified by the awarding bodies (GR 3.15).	Confidential waste/shredding

Record type	Record(s) description (where required)	Retention information/period	Action at end of retention period (method of disposal)
Candidates' work;	Non-examination assessment work returned to the centre by the awarding body at the end of the moderation period.	<p>To be logged on return to the centre and immediately returned to subject staff as records owner</p> <p>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 review of moderation or the resolution of any outstanding enquiry/appeal or malpractice investigations for the exam series. (GR 3.15).</p> <p>(Reference GR 3.15: store safely and securely all non-examination assessments, including controlled assessments, coursework or portfolios, retained in, or returned to, the centre until the deadline for a review of moderation has passed or until a review of moderation, an appeal or a malpractice investigation has been completed, whichever is later. This includes materials stored electronically. See paragraph 4.8 of the JCQ publication <i>Instructions for conducting non-examination assessments</i></p> <p>https://www.jcq.org.uk/exams-office/non-examination-assessments</p>	Returned to candidates or safe disposal
Certificates	Candidate certificates issued by awarding bodies.	Unclaimed/uncollected certificates to be retained securely for a minimum of 12 months from date of issue. (GR5.14) Prior to 2018 unclaimed certificates stored in schools records archive until candidate reaches 25th years of age.	Confidential destruction – keep a record of any certificates destroyed.
Certificate destruction information	A record of unclaimed certificates that have been destroyed.	<p>GR 5.14: 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. This record should list the candidate number, the awarding body, the qualification(s) and the examination series.</p> <p>However, candidates should be informed that some awarding bodies do not offer a replacement certificate</p>	Confidential destruction

Record type	Record(s) description (where required)	Retention information/period	Action at end of retention period (method of disposal)
		<p>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.)</p> <p>...return any certificates requested by the awarding bodies. Certificates always remain the property of the awarding bodies.</p>	
Certificate issue information	A record of certificates that have been issued.	GR 5.14: obtain and maintain accurate candidate contact information to ensure the correct and secure despatch of certificates... 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.	Confidential destruction
Confidential materials: initial point of delivery logs	Logs recording awarding body confidential exam materials received at the initial point of delivery in the centre to the point where these materials are securely issued to an authorised member of staff.	To be retained until after the deadline for RoRs, Review of moderation or until any appeal, malpractice or other results enquiry has been completed, whichever is later.	Paper recycling
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	To be retained until after the deadline for RoRs, review of moderation or until any appeal, malpractice or other results enquiry has been completed, whichever is later.	Confidential Shredding if signatures are recorded

Record type	Record(s) description (where required)	Retention information/period	Action at end of retention period (method of disposal)
	confidential MFL Listening materials)		
Conflicts of interest records	Records demonstrating the management of conflicts of interest	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. 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. (GR 5.3)	Secure shredding/ deletion
Dispatch logs	Proof of dispatch of exam script packages to awarding body examiners covered by the DfE (Standards & Testing Agency) yellow label service	To be retained until after the deadline for RoRs, review of moderation or until any appeal, malpractice or other results enquiry has been completed, whichever is later.	Paper recycling
Entry information	Any hard copy information relating to candidates' entries	To be retained until after the deadline for RoRs, review of moderation or until any appeal, malpractice or other results enquiry has been completed, whichever is later.	Confidential waste/shredding
Exam question papers	Question papers for timetabled written exams.	<p>(Reference ICE 31: 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.)</p> <p>(Reference GR 6.13: ...For confidentiality purposes, unused question papers must not be released to any individual for use in accordance with paragraph 6.12 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 with an overnight supervision arrangement, unused question papers for that examination must not be</p>	Issued to subject staff or confidential waste/shredding

Record type	Record(s) description (where required)	Retention information/period	Action at end of retention period (method of disposal)
		<p>released to any individual until the candidate has completed that examination.</p> <p>This does not restrict access to question papers by authorised centre personnel for the purpose of conducting examinations.</p>	
Exam room checklists	Checklists confirming exam room conditions and invigilation arrangements for each exam session.	To be retained until after the deadline for RoRs, review of moderation or until any appeal, malpractice or other results enquiry has been completed, whichever is later.	Confidential waste/shredding
Exam room incident logs	Logs recording any incidents or irregularities in exam rooms, including abnormal environmental conditions	To be retained until after the deadline for RoRs, review of moderation or until any appeal, malpractice or other results enquiry has been completed, whichever is later	Confidential waste/shredding
Exam stationery	Awarding body exam stationery provided solely for the purpose of external exams.	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... destroy confidentially any out-of-date stationery. (ICE 30)	Confidential waste/shredding
Examiner reports		To be immediately provided to Deputy Head for distribution to relevant teaching staff	
Finance information	Copy invoices for exams-related fees.	To be returned to Finance department as records owner at the end of the academic year.	
Invigilator and facilitator training records	Written record of all Invigilator training and attendance register. Currently kept electronically and in hard copy by EO.	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 retained on file until the deadline for reviews of marking, moderation has passed or until any appeal, malpractice or other results enquiry has been completed, whichever is later. (ICE 12)	Confidential waste/shredding
JCQ Publications	Any hard copy publications provided by JCQ	To be retained until the current academic year update is provided.	Paper recycling

Record type	Record(s) description (where required)	Retention information/period	Action at end of retention period (method of disposal)
Moderator reports		To be immediately provided to Deputy Head for distribution to relevant teaching staff	
Moderation returns logs	Logs recording the return of candidates' work to the centre by the awarding body at the end of the moderation period	To be retained until the deadline for a review of moderation has passed or until a review of moderation, an appeal or a malpractice investigation has been completed, whichever is later (for the exam series).	Confidential waste/shredding
Overnight supervision information	The JCQ Overnight Supervision form is completed online using CAP. The JCQ Overnight Supervision Declaration form is downloaded from CAP) for signing by the candidate, the supervisor and the head of centre	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)	Confidential waste/shredding
Post-results services: confirmation of candidate consent information	Hard copy or email record of required candidate consent	PRS 4.2, plus appendix A and B: Consent forms or e-mails 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 or any subsequent appeal. The awarding bodies reserve the right to inspect such documentation.	Confidential waste/shredding
Post-results services: requests/outcome information	Any hard copy information relating to a post-results service request (RoRs, appeals, ATS) submitted to an awarding body for a candidate and outcome information from the awarding body.	To be retained for at least six months following the outcome of the enquiry or any subsequent appeal	Confidential waste/shredding
Post-results services: scripts provided by ATS service	Copies of exam scripts (or an electronic image of the script) returned to the centre by the awarding body/copies	Where copies of scripts are retained by the centre for education purposes, they must be securely stored (including any electronic versions) until they are no longer required.	Confidential disposal

Record type	Record(s) description (where required)	Retention information/period	Action at end of retention period (method of disposal)
Post-results services: tracking logs	A log tracking to resolution all post-results service requests submitted to awarding bodies.	Kept on file electronically by EO	Confidential waste/shredding
Private candidate information	Any hard copy information relating to private candidates' entries	To be retained for at least six months following the outcome of any enquiry or subsequent appeal	Confidential waste/shredding
Proof of postage – 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)	ICE 29: Centres not involved in the secure despatch of the exam scripts service... must obtain proof of postage/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/examiner, then special consideration may be possible.)	Confidential waste/shredding
Resilience arrangements: Evidence of candidate performance	The collection of evidence of student performance to ensure resilience in the qualifications system	Ofqual Guidance on collecting evidence of student performance to ensure resilience in the qualifications system: 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.)	Securely disposed of by subject teacher
Resolving timetable clashes information	Any hard copy information relating to the resolution of a candidate's clash of timetabled exam papers or a timetable variation.	To be retained for at least six months following the outcome of any enquiry or subsequent appeal	Confidential waste/shredding
Results information	Broadsheets of public examination results summarising candidate final	Records for current year plus previous 6 years to be retained as a minimum. Prior to 2012 results information	Secure disposal

Record type	Record(s) description (where required)	Retention information/period	Action at end of retention period (method of disposal)
	grades by subject by exam series.	stored in schools records archive until candidate reaches 25th birthday.	
Seating plans	Plans showing the seating arrangements of all candidates for every exam taken.	ICE 12: keep signed records of the seating plan, the invigilation arrangements and the centre's copies of the attendance registers for each examination. The awarding bodies may need to refer to these records. The centre must keep them until the deadline for reviews of marking has passed or until any appeal, malpractice or other results enquiry has been completed, whichever is later...	Confidential waste/shredding
Second pair of eyes check records/forms	Records of the check that must take place by a second person (additional to the person removing question paper packets from secure storage) immediately before a question paper packet is opened.	(Reference ICE 5, 18: In order to avoid potential breaches of security, care must be taken to ensure that the correct question paper packets are opened. A member of centre staff, additional to the person removing the question paper packets from secure storage, e.g. an invigilator, must check the day, date, time, subject, unit/component and tier of entry, if appropriate, immediately before a question paper packet is opened. This second pair of eyes check must be recorded.)	Confidential waste/shredding
Special consideration information	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.	SC 6: All applications must be supported by signed evidence produced 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).	Confidential waste/shredding
Suspected malpractice reports/outcomes	Any hard copy information relating to a GCE AS transfer of credit arrangement (for a legacy unitised GCE AS specification) application submitted to an awarding body for a candidate.	(Reference Suspected Malpractice: Policies and Procedures 7: The awarding bodies will... 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 body's data retention period.	Confidential waste/shredding

Record type	Record(s) description (where required)	Retention information/period	Action at end of retention period (method of disposal)
Transferred candidate arrangements	Any hard copy information relating to an application for a transferred candidate arrangement submitted to an awarding body on line via CAP.	To be retained until after the deadline for RoRs or until any appeal, malpractice or other results enquiry has been completed, whichever is later.	Confidential waste/shredding
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; reports submitted on line via CAP.	To be retained until after the deadline for RoRs or until any appeal, malpractice or other results enquiry has been completed, whichever is later	Confidential waste/shredding
Word processed candidates' scripts	Scripts produced by candidates using word processors	To be retained securely until after the deadline for RoRs or until any appeal, malpractice or other results enquiry has been completed, whichever is later	Deletion