



Chulmleigh College
Nothing but our best

Exams Archiving Policy 2024-25

Chulmleigh Community College

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Centre name	Chulmleigh Community College
Centre number	54123
Date policy first created	08/05/2024
Current policy approved by	Michael Johnson
Current policy reviewed by	Cressida Harrington
Date of review	27/03/2025
Date of next review	01/11/2025

Key staff involved in the policy

Role	Name
Head of centre	Michael Johnson
Senior leader(s)	Neil Payne Louise Miller-Marshall
Exams officer	Cressida Harrington
SENCo (or equivalent role)	Louise Miller-Marshall
IT manager	Ryan Chapman
Finance manager	Tina Harrison
Head(s) of department	Julie Button - Maths Janine Gresswell - English Zoe Sterland - Science Ajo Payne - Humanities Laetitia Johnson - Modern Foreign Languages Gemma Markham - PE Sara Feasey - Expressive Arts Teresa Jones - Technology
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 Chulmleigh Community College, this is indicated.

1. Access arrangements information

Record(s) description

- Any hard copy information kept by the EO relating to an access arrangement candidate

Retention information/period

- To be returned to SENDCo as records owner at end of the candidate's final exam series

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

- Confidential waste/shredding

2. Alternative site arrangements

Record(s) description

Any hard copy information generated on an alternative site arrangement. Notifications submitted online via AAO

Retention information/period

Deadline for reviews of results or other results enquiries have passed or resolution of any outstanding review/appeals/malpractice investigations

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

Confidential waste/shredding

3. Attendance register copies

Record(s) description

Duplicated (2nd) copy provided by the exam board
Seating plan registers generated through SIMS

Retention information/period

Records are kept in accordance with the requirements of ICE:
Signed records of the seating plan, the invigilation arrangements and the centre's copies of the attendance registers for each examination will be kept until the deadline for reviews of marking has passed or until any appeal, malpractice or other results enquiry has been completed, whichever is later. [Reference ICE 12, 22]

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

Confidential waste/shredding

4. Awarding body exams administration information

Record(s) description

Any hard copy publications provided by awarding bodies or printed copies downloaded from AB websites

Retention information/period

To be retained until the current academic year update is provided

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

Confidential waste/shredding

5. Candidates' scripts

Record(s) description

Any unwanted copies of scripts returned to the centre through the Access to Scripts (ATS) service

Retention information/period

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.

[Reference PRS 6]

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.

[Reference GR 3]

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

Confidential waste/shredding

6. Candidates' work

Record(s) description

Non-examination assessment work returned to the centre by the awarding body at the end of the moderation period

Retention information/period

Records logged on return to centre and 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 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). This includes materials stored electronically. See paragraph 4.8 of the JCQ publication Instructions for conducting non - examination assessments <https://www.jcq.org.uk/exams-office/non-examination-assessments>

[Reference GR 3]

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

Confidential waste/shredding

7. Centre consortium arrangements for centre assessed work

Record(s) description

Not applicable

Retention information/period

Not applicable

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

Not applicable

8. Certificates

Record(s) description

Certificates issued by awarding bodies:
AQA

Edexcel / Pearson

Retention information/period

Unclaimed/uncollected certificates to be retained securely for a minimum of 12 months from date of issue

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

Confidential waste/shredding

9. Certificate destruction information

Record(s) description

A record of unclaimed certificates that have been destroyed

Retention information/period

The centre will destroy any unclaimed certificates after retaining them for a minimum of 12 months. They will 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 will be retained for four years from their date of destruction.

However, candidates will 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;

[Reference GR 5.14]

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

Confidential waste/shredding

10. Certificate issue information

Record(s) description

A record of certificates that have been issued to candidates

Retention information/period

Certificates will be distributed to all candidates without delay and regardless of any disputes (such as non-payment of fees). Certificates will not be withheld without prior permission from an awarding body which will only be given in very exceptional circumstances. A record will be kept of the certificates that are issued.

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

Confidential waste/shredding

11. Confidential materials: initial point of delivery logs

Record(s) description

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

Retention information/period

Delivery Logs will be retained securely for a minimum of 12 months from date of receipt

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

Confidential waste/shredding

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

Record(s) description

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

Retention information/period

Tracking Logs will be retained securely for a minimum of 12 months from date of receipt

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

Confidential waste/shredding

13. Conflicts of interest records

Record(s) description

Records demonstrating the management of Conflicts of Interest

Retention information/period

Records retained in accordance with the requirements of GR, section 5.3

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.

[Reference GR 5]

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

Confidential waste/shredding

14. Dispatch logs

Record(s) description

Proof of dispatch of exam script packages to awarding body examiners covered by the DfE (Standards & Testing Agency) yellow label service

Retention information/period

Dispatch Logs will be retained securely for a minimum of 12 months from date of receipt

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

Confidential waste/shredding

15. Entry information

Record(s) description

Any hard copy information relating to candidates' entries

Retention information/period

Will be retained until the deadline for RoRs or the resolution of any outstanding enquiries/appeals for the relevant exams series

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

Confidential waste/shredding

16. Exam question papers

Record(s) description

Question papers for timetabled written exams

Retention information/period

Records kept in accordance with the requirements of GR section 6.12

For confidentiality purposes question papers will not be released to centre personnel for use in accordance with the above licence 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. This does not restrict access to question papers by authorised centre personnel for the purpose of conducting examinations.

[Reference GR 6]

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

Issued to subject staff

17. Exam room checklists

Record(s) description

Checklists confirming exam room conditions and invigilation arrangements for each exam session

Retention information/period

Will be retained until the deadline for RoRs or the resolution of any outstanding enquiries/appeals for the relevant exams series.

Any paperwork with details of candidate's with access arrangements to be returned to SENCo as records owner at end of the candidate's final exam series

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

Confidential waste/shredding

18. Exam room incident logs

Record(s) description

Logs recording any incidents or irregularities in exam rooms for each exam session

Retention information/period

Will be retained until the deadline for RoRs or the resolution of any outstanding enquiries/appeals for the relevant exams series

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

Confidential waste/shredding

19. Exam stationery

Record(s) description

Awarding body exam stationery provided solely for the purpose of external exams

Retention information/period

Records will be retained in accordance with requirements of ICE, section 30

Unused stationery will be 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.

Any surplus or out-of-date stationery will be confidentially destroyed.
[Reference ICE 30]

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

Confidential waste/shredding

20. Examiner reports

Record(s) description

All reports provided by examiners

Retention information/period

Where/if provided by awarding bodies Records immediately provided to head of department as records owner

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

Confidential waste/shredding

21. Finance information

Record(s) description

Copy invoices for exams-related fees

Retention information/period

Will be returned to Finance department as records owner at the end of the academic year

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

Confidential waste/shredding

22. Handling secure electronic materials logs

Record(s) description

(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).

Retention information/period

All exams-related information that is held in the centre will be retained at the very least until after the deadline for reviews of results or other results enquiries (or the resolution of any outstanding reviews/appeals or malpractice investigations) for the relevant exams series).

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

Confidential waste/shredding

23. Invigilation arrangements

Record(s) description

Checklists confirming exam room conditions and invigilation arrangements for each exam session

Retention information/period

To be retained until the deadline for RoRs or the resolution of any outstanding enquiries/appeals for the relevant exams series.

Any invigilation paperwork with details of candidate's with access arrangements to be returned to SENCo as records owner at end of the candidate's final exam series.

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

Confidential waste/shredding

24. Invigilator and facilitator training records**Record(s) description**

Records on invigilator/exam support training and refresher sessions including updates in ICE and GR

Retention information/period

A record of the content of the training given to invigilators and those facilitating an access arrangement for a candidate under examination conditions will 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. A record of the content of the training given to invigilators and those facilitating an access arrangement for a candidate under examination conditions will 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.

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

Confidential waste/shredding

25. Moderator reports**Record(s) description**

All reports provided by moderators

Retention information/period

Where printed from electronic copy, Records immediately provided to head of department as records owner.

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

Confidential waste/shredding

26. Moderation return logs**Record(s) description**

Logs recording the return of candidates' work to the centre by the awarding body at the end of the moderation period.

Retention information/period

All exams-related information that is held in the centre will be retained at the very least until after the deadline for reviews of results or other results enquiries (or the resolution of any outstanding reviews/appeals or malpractice investigations) for the relevant exams series.

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

Confidential waste/shredding

27. Overnight supervision information**Record(s) description**

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.

Retention information/period

Records will be retained in accordance with the requirements of ICE, section 8 (...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...).

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

Confidential waste/shredding

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

Record(s) description

Hard copy or email record of required candidate consent

Retention information/period

Records will be retained in accordance with the requirements of PRS [Reference PRS 4, appendix A and B] Consent forms or e-mails from candidates will 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.

This form will be retained on the centre's files for at least six months following the outcome of the clerical re-check, review of marking or any subsequent appeal.

This form will be retained on the centre's files for at least six months.

[Reference PRS 4, appendix A and B]

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

Confidential waste/shredding

29. Post-results services: request/outcome information

Record(s) description

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

Retention information/period

All exams-related information that is held in the centre will be retained at the very least until after the deadline for reviews of results or other results enquiries (or the resolution of any outstanding reviews/appeals or malpractice investigations) for the relevant exams series).

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

Confidential waste/shredding

30. Post-results services: tracking logs

Record(s) description

Logs tracking to resolution all post-results service requests submitted to awarding bodies

Retention information/period

All exams-related information that is held in the centre will be retained at the very least until after the deadline for reviews of results or other results enquiries (or the resolution of any outstanding reviews/appeals or malpractice investigations) for the relevant exams series).

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

Confidential waste/shredding

31. Private candidate information

Record(s) description

Not applicable

Retention information/period

Not applicable

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

Not applicable

32. Proof of postage - candidates' work**Record(s) description**

Proof of postage/dispatch of candidates' scripts to awarding body examiners/markers

Proof of postage/dispatch of sample of candidates' work submitted to awarding body moderators

Retention information/period

Records (Proof of postage/dispatch of candidates' scripts to awarding body examiners/markers) will be retained in accordance with the requirements of ICE 29. Proof of postage will provide evidence that the candidates' scripts have left the centre. This is taken to 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.

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

Confidential waste/shredding

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**

Any hard copy information relating to the resolution of a candidate's clash of timetabled exam papers

Retention information/period

Records to be retained for at least six months following the outcome of any enquiry or any subsequent appeal

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

Confidential waste/shredding

35. Results information**Record(s) description**

Broadsheets of results summarising candidate final grades by subject by exam series

Retention information/period

Records for current year plus previous 6 years to be retained as a minimum

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

Confidential waste/shredding

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 forms

Record(s) description

Plans showing the seating arrangements of all candidates for every exam taken

Retention information/period

All exams-related information that is held in the centre will be retained at the very least until after the deadline for reviews of results or other results enquiries (or the resolution of any outstanding reviews/appeals or malpractice investigations) for the relevant exams series).

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

Confidential waste/shredding

38. Special consideration information

Record(s) description

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

Retention information/period

Records will be retained in accordance with the requirements of SC, section 6 (All applications must be supported by appropriate evidence signed by a member of the senior leadership team. The centre will retain this evidence until after the publication of results.)

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

Confidential waste/shredding

39. Suspected malpractice reports/outcomes

Record(s) description

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

Retention information/period

Records to be retained for at least six months following the outcome of any enquiry or any subsequent appeal

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

Confidential waste/shredding

40. Transferred candidate arrangements

Record(s) description

Any hard copy information relating to a transferred candidate arrangement. Applications submitted online via CAP

Retention information/period

Records to be retained for at least six months following the outcome of any enquiry or any subsequent appeal

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

Confidential waste/shredding

41. Very late arrival reports/outcomes**Record(s) description**

Any hard copy information relating to a candidate arriving very late to an exam. Reports submitted online via CAP

Retention information/period

All paperwork to be retained for at least six months following the outcome of the enquiry or any subsequent appeal

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

Confidential waste/shredding

42a. Any other records/documentation/materials**Record(s) description**

Not applicable

Retention information/period

Not applicable

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

Not applicable

42b. Any other records/documentation/materials**Record(s) description**

Not applicable

Retention information/period

Not applicable

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

Not applicable

Changes 2024/2025

(Changed) Any reference to ALS Lead/SENCo changed to SENCo (or equivalent role).

(Added) Record type - **33. Resilience arrangements: Evidence of candidate performance**

Centre-specific changes

Upon review in March 2025, no centre-specific updates or changes were applicable to this document