Wyedean
School and Sixth Form Centre
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Exams Archiving Policy

Wyedean School & Sixth Form Centre

Exams Archiving Policy

Centre name	Wyedean School & Sixth Form Centre
Centre number	57161
Date policy first created	20/10/2025
Current policy approved by	Full Governing Body
Current policy reviewed by	Suzanne Howells
Date of review	10/11/2026
Date of next review	10/11/2027

Key staff involved in the policy

Role	**Name**
Head of centre	Gwennan Jeremiah
Senior leader(s)	Emma Hemsley Jodie Howells Julie Smith
Exams Manager	Suzanne Howells
SENCo (or equivalent role)	Cari Sullivan
IT manager	Les McGinty
Finance manager	Jodie Howells
Head(s) of department	All Leanring Area Leads
Other staff (if applicable)	Sharon Jones EO

This policy is reviewed and updated annually to ensure that records are archived/retained in accordance with current requirements and reflects centre practice.

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 Wyedean School & Sixth Form Centre, 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

As long as information is reflected on AA record then can be destroyed after review of results deadline. Otherwise will be retained in secure archive DOB + 30yrs alongside AA record

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

Confidential waste/shredding

2. Alternative site arrangements

Record(s) description

Hard copy info relating to alternative site applications.

Retention information/period

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

3. Attendance register copies

Record(s) description

Hard copy attendance registers, internal and external

Retention information/period

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 seriesv

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.

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

Unwanted scripts returned to centre after ATS requests

Retention information/period

To be retained securely until the awarding body's earliest date for confidential disposal of unwanted scripts in accordance with the requirements of GR

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

Ensure that when scripts that have been accessed using the awarding body's access to scripts service are no longer required, they are disposed of in a confidential manner

6. Candidates' work

Record(s) description

Non-examination assessment work (inc. controlled assessment, coursework, portfolios) returned to the centre after awarding body moderation.

Retention information/period

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 (NEA, controlled assessment, coursework, portfolios) until after the deadline for EARs or the resolution of any outstanding enquiry/appeal or malpractice investigations for the exam series.

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

Returned to candidates or safe disposal

7. Centre consortium arrangements for centre assessed work

Record(s) description

n/a

Retention information/period

n/a

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

n/a

8. Certificates

Record(s) description

Hard copy certificates received from Awarding bodies

Retention information/period

Unclaimed/uncollected certificates to be retained securely for a minimum of 12 months from date of issue. Destroy confidentially or return to AB. Certificates always remain property of AB.

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

Confidential destruction

9. Certificate destruction information

Record(s) description

A record of unclaimed certificates that have been destroyed.

Retention information/period

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

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

Confidential destruction

10. Certificate issue information

Record(s) description

A record of certificates that have been issued to candidates.

Retention information/period

Records retained in accordance with the requirements of GR, section 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…).

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

Confidential destruction

11. Confidential materials: initial point of delivery logs

Record(s) description

A log recording confidential materials delivered by awarding bodies to the centre and issued to authorised staff.

Retention information/period

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 destruction

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

Record(s) description

A log to track materials taken from or returned to secure storage throughout the time the material is confidential. (Including for example, the handling of confidential MFL Listening materials)

Retention information/period

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 destruction

13. Conflicts of interest records

Record(s) description

Records
demonstrating the management of conflicts of interest

Retention information/period

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.

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

Confidential destruction

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

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 EARs 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 destruction

15. Entry information

Record(s) description

Any hard copy information relating to candidates' entries.

Retention information/period

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
destruction

16. Exam question papers

Record(s) description

Question papers for timetabled written exams.

Retention information/period

Records retained in accordance with the requirements of ICE 31 (Releasing question papers) and 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 released to any individual until the candidate has completed that examination. This does not restrict access to question papers by authorised centre personnel for the purpose of conducting examinations)

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

Confidential destruction

17. Exam room checklists

Record(s) description

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

Retention information/period

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 destruction

18. Exam room incident logs

Record(s) description

Logs recording any incidents or irregularities in exam rooms.

Retention information/period

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 destruction

19. Exam stationery

Record(s) description

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

Retention information/period

Records retained in accordance with the requirements of ICE, section 30 (...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.).

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

Confidential destruction

20. Examiner reports

Record(s) description

Hard copies of examiner reports

Retention information/period

To be immediately provided to head of department as records owner.

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

Confidential destruction

21. Finance information

Record(s) description

Copy invoices for exams-related fees.

Retention information/period

To 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 destruction

22. Handling secure electronic materials logs

Record(s) description

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

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 destruction

23. Invigilation arrangements

Record(s) description

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

Retention information/period

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 destruction

24. Invigilator and facilitator training records

Record(s) description

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

Retention information/period

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 destruction

25. Moderator reports

Record(s) description

Moderators reports from awarding bodies

Retention information/period

To be immediately provided to head of department as
records owner.

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

Confidential destruction

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

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 destruction

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

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 destruction

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 retained in accordance with the requirements of PRS, section 4 plus appendix A and B (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 re-check or review of marking or any subsequent appeal. The awarding bodies reserve the right to inspect such documentation. This form should 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 should be retained on the centre's files for at least six months.).

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

Confidential destruction

29. Post-results services: request/outcome information

Record(s) description

Any hard copy information relating to a post-results service request (EARs, appeals, ATS) submitted to an awarding body for a candidate and outcome information from the awarding body.

Retention information/period

Records retained in accordance with the requirements of PRS, section 4 plus appendix A and B (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 re-check or review of marking or any subsequent appeal. The awarding bodies reserve the right to inspect such documentation. This form should 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 should be retained on the centre's files for at least six months.).

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

Confidential destruction

30. Post-results services: tracking logs

Record(s) description

A log tracking to resolution all post-results service requests submitted to awarding bodies.

Retention information/period

Retained with EAR files for at least six months following the outcome of the enquiry or any

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

Confidential destruction

31. Private candidate information

Record(s) description

n/a

Retention information/period

n/a

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

n/a

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

ecords (proof of postage/dispatch of candidates' scripts to awarding body examiners/markers) retained in accordance with the requirements of ICE, section 29 (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.)...).

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

Confidential destruction

33. Resilience arrangements: Evidence of candidate performance

Record(s) description

The collection of evidence of student performance to ensure resilience in the qualifications system.

Retention information/period

Ofqual provides the following information: 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.

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

Confidential destruction

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

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 destruction

35. Results information

Record(s) description

Broadsheets of public examination results summarising candidate final grades by subject by exam series.

Retention information/period

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

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

Confidential destruction

36. Seating plans

Record(s) description

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

Retention information/period

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 destruction

37. Second pair of eyes check records/forms

Record(s) description

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.

Retention information/period

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 destruction

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 approriate evidence signed by a senior leader.

Retention information/period

Retained 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 destruction

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

Retained 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

Information is kept by the awarding body as detailed in SMPP 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.

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

Confidential destruction

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

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 destruction

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

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 destruction

42a. Any other records/documentation/materials

Record(s) description

n/a

Retention information/period

n/a

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

n/a

42b. Any other records/documentation/materials

Record(s) description

n/a

Retention information/period

n/a

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

n/a

Changes effective from 1 September 2026

In terms of JCQ regulations (effective from 1 September 2026), no changes are applicable to this policy.

Some insert field prompts have been slightly amended to reflect wording changes in ICE (5.2,12.5,12.8, 31)

Centre-specific changes

No centre sepcific changes