



Exams Archiving Policy

Appendix 21

Holy Trinity Academy

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Centre name	Holy Trinity Academy
Centre number	29330
Date policy first created	12/01/2024
Current policy approved by	School Governors
Current policy reviewed by	Claire Jones
Date of review	20/10/2025
Date of next review	20/10/2026

Key staff involved in the policy

Role	Name
Head of centre	Angus Neal
Senior leader(s)	Amanda Welsh
Exams officer	Claire Jones
SENCo (or equivalent role)	Kate Staton
IT manager	Jordan Handy
Finance manager	John Griffiths
Head(s) of department	
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 Holy Trinity Academy, this is indicated.

1. Access arrangements information

Record(s) description

AA paperwork is held in a file in Kate Staton's office.

Retention information/period

Files are kept by Kate Staton for 2 years after the student has left.

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

Files will be placed in confidential waste.

2. Alternative site arrangements

Record(s) description

N/A

Retention information/period

N/A

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

N/A

3. Attendance register copies

Record(s) description

Exam attendance registers.

Retention information/period

Records are kept in accordance with ICE:
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.

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

Confidential waste

4. Awarding body exams administration information

Record(s) description

Hard copy publications from the exam boards

Retention information/period

Records are retained until the current academic year update is provided.

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

Confidential waste

5. Candidates' scripts

Record(s) description

Copies of candidate scripts returned to the centre.

Retention information/period

To be retained securely until the awarding bodies earliest date for confidential disposal of unwanted scripts in accordance with GR3:15

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

Confidential waste

6. Candidates' work**Record(s) description**

NEA work returned after moderation.

Retention information/period

To be returned to the subject staff as records owner. To be stored safely and securely.

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

Confidential waste

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**

See appendix 17

Retention information/period

Appendix 17

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

Appendix 17

9. Certificate destruction information**Record(s) description**

Appendix 17

Retention information/period

Appendix 17

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

Appendix 17

10. Certificate issue information

Record(s) description

Appendix 17

Retention information/period

Appendix 17

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

Appendix 17

11. Confidential materials: initial point of delivery logs

Record(s) description

Logs recording the delivery of exam materials.

Retention information/period

To be kept for 6 mths after the exam period.

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

Confidential waste.

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

Record(s) description

Logs recording exam materials secure movement to the secure room.

Retention information/period

To be kept for 6 mths after the exam period.

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

Confidential waste.

13. Conflicts of interest records

Record(s) description

Records managing any conflict of interests.

Retention information/period

To be kept for 6 mths after the exam period.

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

Confidential waste

14. Dispatch logs

Record(s) description

Proof of dispatch of exam script packages to Parcel Force/The Post Office.

Retention information/period

To be kept for 6 mths after the exam period.

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

Confidential waste.

15. Entry information

Record(s) description

Hard copy information relating to candidate entries.

Retention information/period

To be kept for 6 mths after the exam period.

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

Confidential waste.

16. Exam question papers

Record(s) description

Question papers for timetabled written exams.

Retention information/period

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

ICE section 31. Papers are released to teachers at the appropriate time.

17. Exam room checklists

Record(s) description

Invigilation arrangements for each room.

Retention information/period

To be kept for 6 mths after the exam period.

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

Confidential waste.

18. Exam room incident logs

Record(s) description

Logs recording any incident or irregularities in exam rooms.

Retention information/period

To be kept for 6 mths after the exam period.

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

Confidential waste.

19. Exam stationery

Record(s) description

Exam stationery provided solely for the use of external exams.

Retention information/period

Return unused stationery to the storage cupboard for future exams.

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

Destroy any out of date stationary in confidential waste.

20. Examiner reports**Record(s) description**

Examiner reports.

Retention information/period

Records are given to Head of departments when received.

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

Confidential waste.

21. Finance information**Record(s) description**

Copies of invoices for exam fees.

Retention information/period

Records returned to the Finance department.

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

Confidential waste.

22. Handling secure electronic materials logs**Record(s) description**

N/A

Retention information/period

N/A

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

N/A

23. Invigilation arrangements**Record(s) description**

Invigilation arrangements timetable.

Retention information/period

To be kept for 6 mths after the exam period.

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

Confidential waste.

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

Invigilator training records.

Retention information/period

To be kept for 6 mths after the exam period.

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

Confidential waste.

25. Moderator reports

Record(s) description

Moderator reports

Retention information/period

Records are provided to the HOD

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

Confidential waste.

26. Moderation return logs

Record(s) description

N/A

Retention information/period

N/A

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

N/A

27. Overnight supervision information

Record(s) description

The JCQ overnight supervision form is completed online.

Retention information/period

To be kept for 6 mths after the exam period.

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

confidential waste

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

Record(s) description

Hard copy record of candidate consent.

Retention information/period

To be kept for 6 mths after the exam period.

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

Confidential waste

29. Post-results services: request/outcome information

Record(s) description

Any hard copy information relating to RoR, ATS and appeals

Retention information/period

To be kept for 6 mths after the exam period.

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

Confidential waste

30. Post-results services: tracking logs**Record(s) description**

Logs tracking all post results services.

Retention information/period

To be kept for 6 mths after the exam period.

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

Confidential waste

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 receipts

Retention information/period

To be kept for 6 mths after the exam period.

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

Confidential waste

33. Resilience arrangements: Evidence of candidate performance**Record(s) description**

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

Retention information/period

Student work will be retained by the centre either digitally or physically. Students may be given copies where this would support their study.

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

Confidential waste disposal.

34. Resolving timetable clashes**Record(s) description**

Any hard copy information relating to the resolution of a candidate's clash.

Retention information/period

To be kept for 6 mths after the exam period.

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

Confidential waste

35. Results information

Record(s) description

Broadsheets of exam results.

Retention information/period

Hard copies to be kept for 6 mths after the exam period.

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

Confidential waste

36. Seating plans

Record(s) description

Plans showing seating arrangements for every exam.

Retention information/period

To be kept for 6 mths after the exam period.

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

Confidential waste

37. Second pair of eyes check records/forms

Record(s) description

Second pair of eyes log.

Retention information/period

To be kept for 6 mths after the exam period.

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

Confidential waste

38. Special consideration information

Record(s) description

Any records relating to applying for special consideration.

Retention information/period

To be kept for 6 mths after the exam period.

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

Confidential waste

39. Suspected malpractice reports/outcomes

Record(s) description

Any records relating to a suspected or actual malpractice investigation/report.

Retention information/period

To be kept for 6 mths after the exam period.

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

Confidential waste disposal

40. Transferred candidate arrangements**Record(s) description**

N/A

Retention information/period

N/A

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

N/A

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

Any information relating to a candidate arriving very late.

Retention information/period

To be kept for 6 mths after the exam period.

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

Confidential waste.

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

Any other exam related documentation.

Retention information/period

To be kept for 6 mths after the exam period.

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

Confidential waste.

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 2025/2026

(Added) Record type - **25. Malpractice reports and outcomes** (Updated 27/07/2025 to remove this record type as it is a duplication of record type 39)

(Changed) Slight wording changes made in JCQ reference prompts to reflect wording changes in relevant JCQ documents

Centre-specific changes

N/A