Exam Archiving Policy

Centre name	The Roundhill Academy
Centre number	25327
Date policy reviewed	31 October 2026
Policy approved by	Natalie Teece
Policy reviewed by	Julia Rann
Date of next review	30 September 2027

Key staff involved in the policy

Role	Names
Head of Centre	Natalie Teece
SLT Member with responsibility for Exams	Julia Rann
Examinations Manager	Tania Taylor

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.**

To be read in conjunction with:

- Certificate Issue Procedure and Retention Policy

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 The Roundhill Academy, this is indicated.

1. Access arrangements information

Record(s) description:

- Form 8
- Form 9
- File note
- Evidence of need
- Signed Personal data consent form from examination candidate
- AAO approval form

Retention information/period

- Access Arrangements documentation kept in line with SEND information - until age 25.
- Documents will be shared with colleges where requested

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

- Shred or confidential waste bag for collection and shredding

2. Alternative site arrangements

Record(s) description

- Transferred candidate forms
- Alternative site forms

Retention information/period

- After the deadline for Post Results Services

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

- Shred or confidential waste sack

3. Attendance register copies

Record(s) description

- Attendance register
- Seating plan
- Invigilator incident log
- Access Arrangements log
- Toilet request log

Retention information/period

- After the deadline for Post Results Services

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

- Shred or confidential waste sack

4. Awarding body exams administration information

Record(s) description

- Attendance registers
- Entry statements

Retention information/period

- After the deadline for Post Results Services

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

- Shred or confidential waste sack

5. Candidates' scripts

Record(s) description

- Access to candidates' scripts for either PRS or to inform teaching

Retention information/period

- If consent is given by the candidate for teaching and learning purposes, scripts to be kept as long as useful or until the end of the specification period

- If no consent is given by the candidate for teaching and learning, scripts should be disposed of after 30 November.

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

- Shred or confidential waste

6. Candidates' work

Record(s) description

- NEA work
- Mock exam papers for resilience purposes

Retention information/period

- NEA work to be returned to candidates on certificate collection evening at the end of November or thereafter destroyed if uncollected
- Mock exam papers to be kept until after the deadline for Post Results Services

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

- Shred or confidential waste sack for paper items
- Artwork or products to be disposed of in a suitable method

7. Certificates

Record(s) description

- Candidate certificates
- Logs of certificates collected
- Awarding body lists of certificates

Retention information/period

- One year for certificates
- Four years for logs of certificates

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

- Shred or confidential waste sack

8. Certificate destruction information

Record(s) description

- Log of certificates shredded

Retention information/period

- Four years after disposal of certificates

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

- Shred or confidential waste sack

9. Certificate issue information

Record(s) description

- Signing sheets for certificate collection

Retention information/period

- Five years from issue of certificates

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

- Shred or confidential waste sack

10. Confidential materials: initial point of delivery logs

Record(s) description

- Log of materials received by receptionist

Retention information/period

- After the deadline for Post Results Services

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

- Shred or confidential waste sack

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

Record(s) description

- Awarding body delivery notes

Retention information/period

- After the deadline for Post Results Services

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

- Shred or confidential waste sack

12. Conflicts of interest records

Record(s) description

- Completed Forms survey print out

Retention information/period

- After the deadline for Post Results Services

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

- Shred or confidential waste sack

13. Dispatch logs

Record(s) description

- ParcelForce collection logs
- Certificate of posting logs (for coursework/NEA posted)

Retention information/period

- After the deadline for Post Results Services

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

- Shred or confidential waste sack

14. Entry information

Record(s) description

- Copies of entry lists sent to Head of Department for checking

Retention information/period

- After the deadline for Post Results Services

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

- Shred or confidential waste sack

15. Exam question papers

Record(s) description

- Spare exam papers given to Head of Department no sooner than 24 hours after the exam has been completed

Retention information/period

- Records retained in accordance with the requirements of ICE 31 (releasing question papers) and GR 6.16
- 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 exam
- 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 purposes of conducting examinations
- Lifetime of the specification

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

- Shred or confidential waste sack

16. Exam room checklists

Record(s) description

- Attendance register
- Seating plan
- Invigilator incident log
- Access Arrangements log
- Toilet request log

Retention information/period

- After the deadline for Post Results Services or
- After the resolution of any outstanding reviews/appeals or malpractices investigations for the relevant exam series

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

- Shred or confidential waste sack

17. Exam stationery

Record(s) description

- Spare answer booklets
- Spare continuation paper

Retention information/period

- Stationery is retained in accordance with the requirements of ICE, section 30 (return unused stationery to the secure storage facility or secure room until needed for future examinations
- Surplus stationery must not be used for internal school tests, mock examinations and non-examination assessments

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

- Shred or confidential waste sack for any out of date stationery

18. Exam room incidents logs

Record(s) description

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

Retention information/period

- After the deadline for Post Results Services
- After the resolution of any outstanding reviews/appeals or malpractices investigations for the relevant exam series

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

- Shred or confidential waste sack

19. Examiner reports

Record(s) description

- Moderator feedback reports for coursework/NEA

Retention information/period

- Lifetime of qualification

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

- Shred or confidential waste sack

20. Finance information

Record(s) description

- N/A – all invoices go directly to the Trust Finance Office

Retention information/period

- N/A

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

- Shred or confidential waste sack

21. Handling secure electronic materials logs

Record(s) description

- Log of access to secure electronic materials

Retention information/period

- After the deadline for Post Results Services
- After the resolution of any outstanding reviews/appeals or malpractices investigations for the relevant exam series

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

- Shred or confidential waste sack

22. Invigilation arrangements

Record(s) description

- Availability lists
- Rotas (stored electronically)
- Checklist for exam rooms and invigilation arrangements

Retention information/period

- After the deadline for Post Results Services
- After the resolution of any outstanding reviews/appeals or malpractices investigations for the relevant exam series

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

- Shred or confidential waste sack

23. Invigilator and facilitator training records

Record(s) description

- Signed Confidentiality Declarations
- Training records

Retention information/period

- Records retained in accordance with the requirements of ICE, section 12 (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, as well as a record of invigilator attendance, and retained on file until the deadline has passed or until any appeal, malpractice or other results enquiry has been completed, whichever is the later.
- A record of the content of the training given to invigilators and those facilitating an access arrangement for a candidate un examination conditions must be available for inspection and retained on file
- For length of employment plus two years

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

- Shred or confidential waste sack

24. Moderator reports

Record(s) description

- Moderator feedback forms for NEA/Coursework

Retention information/period

- Lifetime of specification

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

- Shred or confidential waste sack

25. Moderation return logs

Record(s) description

- Log of returned coursework

Retention information/period

- One year
- After the resolution of any outstanding reviews/appeals or malpractices investigations for the relevant exam series

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

- Shred or confidential waste sack

26. 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 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 or malpractice or other results enquiry has been completed, whichever is the 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)

- Shred or confidential waste sack

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

Record(s) description

- Print out of consent form

Retention information/period

- Records retained in accordance with the requirements of PRS, section 4 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

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

- Shred or confidential waste sack

28. Post-results services: request/outcome information

Record(s) description

- Print out of PRS form
- Letter from awarding body
- Correspondence with candidate

Retention information/period

- Five years

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

- Shred or confidential waste sack

29. Post-results services: tracking logs

Record(s) description

- Confirmation of process followed

Retention information/period

- Five years

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

- Shred or confidential waste sack

30. Private candidate information

The Roundhill Academy does not normally accept true external candidates, however, does accept ex Year 11 students to resit their GCSE Mathematics or GCSE English Language in the November following their June entry.

Record(s) description

- Entry form
- Statement of entry

Retention information/period

- After the resolution of any outstanding reviews/appeals or malpractices investigations for the relevant exam series

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

- Shred or confidential waste sack

31. Proof of postage - candidates' work

Record(s) description

- Proof of collection form for yellow label service
- Proof of collection of coursework/NEA work

Retention information/period

- Records (proof of postage/dispatch of candidates' scripts to awarding body/examiners/markers) retained in accordance with the requirements of ICE, section 29 (proof of postage/despatch 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 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.
- After the deadline for Post Results Services

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

- Shred or confidential waste sack

32. Resilience arrangements: Evidence of candidate performance

Record(s) description

- Mock exam papers

Retention information/period

- Ofqual provides the following information: retention of the work – student work, either 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.
- After the deadline for Post Results Services

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

- Shred or confidential waste sack

33. Resolving timetable clashes

Record(s) description

- Log of conversation with candidates regarding order to take papers

Retention information/period

- After the deadline for Post Results Services

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

- Shred or confidential waste sack

34. Results information

Record(s) description

- Hard copies of results

Retention information/period

- Records for current year plus previous six years retained as a minimum

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

- Shred or confidential waste sack

35. Seating plans

Record(s) description

- Seating plans for every exam taken

Retention information/period

- Records retained in accordance with the requirements of JCQ ICE section 12 (keep 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.
- After the deadline for Post Results Services or other results enquiry has been completed.

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

- Shred or confidential waste sack

36. Second pair of eyes check forms

Record(s) description

- Second pair of eyes check form to confirm exam papers are checked by two members of staff before a question packet is opened

Retention information/period

- After the deadline for Post Results Services

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

- Shred or confidential waste sack

37. Special consideration information

Record(s) description

- Copy of information submitted in support of application and signed by senior leader
- Copy of application submitted on line

Retention information/period

- Records 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 must retain this evidence until after the publication of results as the centre may be asked by an awarding body to provide signed evidence
- After five years

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

- Shred or confidential waste sack

38. Suspected malpractice reports/outcomes

Record(s) description

- Copies of statements
- Copy of form JCQ/M1
- Copy of evidence
- Copy of outcome

Retention information/period

- Information is kept by the awarding body as detailed in SMPP 7. A permanent record will be kept of the impact of any sanctions on an individual candidate's results.
- All other information relating to the specific instances of malpractice will be destroyed after the deadline for Post Results Services.

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

- Shred or confidential waste sack

39. Transferred candidate arrangements

Record(s) description

- Copy of materials received from awarding bodies
- Applications submitted on CAP

Retention information/period

- After the deadline for Post Results Services

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

- Shred or confidential waste sack

40. Very late arrival reports/outcomes

Record(s) description

- Report submitted to awarding body online using CAP
- Outcome report from awarding body

Retention information/period

- After the deadline for Post Results Services

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

- Shred or confidential waste