



Exam Archiving Policy

Centre name	The Roundhill Academy
Centre number	25327
Date policy reviewed	2 October 2024
Policy approved by	Natalie Teece
Policy reviewed by	Julia Rann
Date of next review	30 September 2025

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 after the exam has been completed

Retention information/period

- 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

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

- After the deadline for Post Results Services

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

- Shred or confidential waste sack

18. 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

19. 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

20. 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

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

- Shred or confidential waste sack

21. Invigilation arrangements

Record(s) description

- Availability lists
- Rotas (stored electronically)

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

22. Invigilator and facilitator training records

Record(s) description

- Signed Confidentiality Declarations
- Training records

Retention information/period

- For length of employment plus two years

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

- Shred or confidential waste sack

23. 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

24. Moderation return logs

Record(s) description

- Log of returned coursework

Retention information/period

- One year

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

- Shred or confidential waste sack

25. Overnight supervision information

Record(s) description

- Signed parental confidentiality agreement

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

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

Record(s) description

- Print out of consent form

Retention information/period

- Two years

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

- Shred or confidential waste sack

27. 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

28. 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

29. 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 deadline for Post Results Services

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

- Shred or confidential waste sack

30. Proof of postage - candidates' work

Record(s) description

- Proof of collection form

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

31. Resilience arrangements: Evidence of candidate performance

Record(s) description

- Mock exam 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

32. 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

33. Results information

Record(s) description

- Hard copies of results

Retention information/period

- Five years

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

- Shred or confidential waste sack

34. Seating plans

Record(s) description

- Seating plans

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

35. Second pair of eyes check forms

Record(s) description

- Second pair of eyes check form

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

36. Special consideration information

Record(s) description

- Copy of information submitted in support of application
- Copy of application submitted on line

Retention information/period

- After five years

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

- Shred or confidential waste sack

37. Suspected malpractice reports/outcomes

Record(s) description

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

Retention information/period

- After five years

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

- Shred or confidential waste sack

38. Transferred candidate arrangements

Record(s) description

- Copy of materials received from awarding bodies

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

39. Very late arrival reports/outcomes

Record(s) description

- Report submitted to awarding body
- 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