



# **Exams Archiving Policy 2025 2026**

Crispin

## Exams Archiving Policy 2025 2026

Centre name	Crispin
Centre number	63435
Date policy first created	15/01/2026
Current policy approved by	Lee Cornwall
Current policy reviewed by	Julia Wilson
Date of review	15/01/2026
Date of next review	15/01/2027

## Key staff involved in the policy

Role	Name
Head of centre	Lee Cornwall
Senior leader(s)	Luke Bullock Ellen Maude Sarah Horne Samantha Harvey Oliver Horner Rob Sutherland Simon Boddy
Exams officer	Julia Wilson
SENCo (or equivalent role)	Simon Thomas-Boddy
IT manager	Steve Baumgardt
Finance manager	Alison Jackson
Head(s) of department	
Other staff (if applicable)	Jennie Turner, Ashley Perry (acting) Kris Fidock David Mason Simon Williams Nathaloe Corre Jacqui Maxfield Lorna Addicott Alison Cooper-

	White Claire Baumgardt Tracy Hawkins Antony Veevers Jo Scott
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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 Crispin, 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 SENCo as records owner at end of the candidate's final exam series.

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

Confidential disposal

## **2. Alternative site arrangements**

### **Record(s) description**

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

### **Retention information/period**

To be retained by EO until the exam series is closed and all appeals completed

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

To be retained by EO until the exam series is closed and all appeals completed

## **3. Attendance register copies**

### **Record(s) description**

Exam Attendance register copies

### **Retention information/period**

We keep signed records of the seating plan, the invigilation arrangements and logs and the centre's copies of the attendance registers for each examination. This is to assist awarding bodies should they need to refer to these records.

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

We 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.

## **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.

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

Recycled

## **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**

Confidential disposal

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

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

**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**

To be logged on return to the 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).

**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**

Any hard copy information generated or relating to consortium arrangements for centre assessed work. Applications submitted online via CAP

**Retention information/period**

To be retained by EO until the exam series is closed and all appeals completed.

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

Confidential disposal

**8. Certificates**

**Record(s) description**

Candidate certificates from their time at Crispin as issued by awarding bodies

**Retention information/period**

Unclaimed certificates are held in the secure area for 2 years. The oldest batch of certificates are destroyed annually in accordance with JCQ regulations. A record of destroyed certificates is kept and updated annually.

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

Confidential disposal

**9. Certificate destruction information**

**Record(s) description**

A record of unclaimed certificates that have been destroyed.

**Retention information/period**

Ongoing records held of all destroyed certificates, however, we notify candidates that some awarding bodies

do not offer a replacement certificate service. In such circumstances the awarding body will issue a Certifying Statement of Results.

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

Confidential disposal

**10. Certificate issue information**

**Record(s) description**

A record of certificates that have been issued.

**Retention information/period**

We distribute certificates to all candidates without delay and regardless of any disputes (such as non-payment of fees). We understand that Certificates must not be withheld without prior permission from an awarding body which will only be given in very exceptional circumstances. We keep a record of all certificates that are collected and we have a photograph in the log so that we make sure the certificates go to the correct candidate. If certificates are collected after they go back into storage, photographic ID is required to upon collection.

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

Ongoing records held

**11. Confidential materials: initial point of delivery logs**

**Record(s) description**

Logs recording awarding body confidential exam materials received are kept in Visitor reception as this is the initial point of delivery. This includes who the package(s) were given to and their final destination.

**Retention information/period**

To be held on file in the exams office until the deadline for post-results services and the resolution of outstanding enquiries or appeals.

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

Confidential disposal

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

**Record(s) description**

Logs recording confidential exam materials received (including encrypted materials received via email or downloaded from an awarding body's secure extranet site), checked and placed in the secure storage facility by the exams officer (or other authorised member of centre staff) throughout the period the materials are confidential.

**Retention information/period**

To be held on file in the exams office until the deadline for post-results services and the resolution of outstanding enquiries or appeals.

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

Confidential disposal

**13. Conflicts of interest records**

**Record(s) description**

Records demonstrating the management of Conflicts of Interest

**Retention information/period**

The records are kept as they may be inspected by a JCQ Centre Inspector and/or awarding body staff. or as they might be requested in the event of concerns being reported to an awarding body. The records are 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 disposal

**14. Dispatch logs****Record(s) description**

Proof of dispatch of exam script packages to awarding body examiners covered by the DfE yellow label service.

**Retention information/period**

We hold all such material until after the deadline for reviews of results and other enquiries for the relevant exams series

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

Confidential disposal

**15. Entry information****Record(s) description**

Lists of candidates name, DOB, gender, candidate number, UCI, ULN, exam entries by exam series.

**Retention information/period**

To be held on file in the exams office until the deadline for post-results services and the resolution of outstanding enquiries or appeals.

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

Confidential disposal

**16. Exam question papers****Record(s) description**

Question papers for timetabled written exams.

**Retention information/period**

For confidentiality purposes we do not release question papers to centre personnel until 24hrs 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.

**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**



To be held on file in the exams office until the deadline for post-results services and the resolution of outstanding enquiries or appeals.

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

Confidential disposal

**18. Exam room incident logs**

**Record(s) description**

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

**Retention information/period**

To be held on file in the exams office until the deadline for post-results services and the resolution of outstanding enquiries or appeals for the relevant exams series.

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

Confidential disposal

**19. Exam stationery**

**Record(s) description**

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

**Retention information/period**

After each exam, Invigilators return unused stationery to the secure storage area (for EO to put in secure storage area) until needed for a future examination. Surplus stationery is never be used for internal school tests, mock examinations and non-examination assessment. We also destroy confidentially any out-of-date stationery.

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

Confidential disposal

**20. Examiner reports**

**Record(s) description**

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)**

N/A

**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)**

N/A

## **22. Handling secure electronic materials logs**

### **Record(s) description**

This log records 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**

No unnecessary hard copies of the file created/any unneeded hard copies when printing completed have been securely destroyed. Secure file stored locally only for the purpose of printing then immediately deleted, then deleted from the deleted items folder.

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

N/A

## **23. Invigilation arrangements**

### **Record(s) description**

See Exam Room Checklist Section

### **Retention information/period**

See Exam Room Checklist Section

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

See Exam Room Checklist Section

## **24. Invigilator and facilitator training records**

### **Record(s) description**

Invigilator training records

### **Retention information/period**

All training records are held in the Exams Office and is available for inspection. These are held until all reviews, appeals, malpractice and other results enquiries have been completed.

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

Retained on file for individual.

## **25. Moderator reports**

### **Record(s) description**

Records immediately provided to Heads of Departments as record owner.

### **Retention information/period**

Records immediately provided to Heads of Departments as record owner.

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

N/A

## **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**

Held in centre until all reviews, appeals, malpractice and exam enquiries have been resolved for the relevant exam series or the deadline for reviews of results - whichever is later.

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

N/A

**27. Overnight supervision information**

**Record(s) description**

In the event of an overnight supervision, the "JCQ Overnight Supervision form" will be completed online using CAP. The JCQ Overnight Supervision Declaration is downloaded for signing by the candidate, the supervisor and the head of centre.

**Retention information/period**

We keep all completed forms available in school 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. Some forms are stored electronically and some in hard copy paper format. we only send records to an awarding body if specifically requested.

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

Confidential disposal

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

**Record(s) description**

Hard copy or email record of required candidate consent

**Retention information/period**

We retain consent forms or e-mails from candidates in the centre at least six months following the outcome of the clerical re-check or review of marking or any subsequent appeal, as the awarding bodies reserve the right to inspect such documentation.

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

Confidential disposal

**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**

To be held on file in the exams office until the deadline for post-results services and the resolution of outstanding enquiries or appeals.

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

Confidential disposal

**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**

Looked at electronically via exam boards extranet. A summary is kept on file for finance and comparison purposes.

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

N/A

**31. Private candidate information**

**Record(s) description**

Any hard copy information relating to private candidates' entries.

**Retention information/period**

To be held on file in the exams office until the deadline for post-results services and the resolution of outstanding enquiries or appeals.

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

Confidential disposal

**32. Proof of postage - candidates' work**

**Record(s) description**

Proof of postage of sample of candidates' work submitted to awarding body moderators. (Proof of postage of candidates' scripts to awarding body examiners/markers).

**Retention information/period**

Where scripts are not collected by Parcel Force, they are collated and packaged as usual but taken to the Post Office for posting. These are sent by 1st class and a proof of posting is kept.

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

Confidential disposal

**33. Resilience arrangements: Evidence of candidate performance**

**Record(s) description**

Mock exam papers to be kept securely with HOD's

**Retention information/period**

To be held with HOD until the last date of the summer exams.

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

Confidential disposal or given to student.

**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**

To be held on file in the exams office until the deadline for post-results services and the resolution of outstanding enquiries or appeals.

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

Confidential disposal

### **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 disposal

### **36. Seating plans**

#### **Record(s) description**

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

#### **Retention information/period**

We keep signed records of the seating plan, the invigilation arrangements and the centre's copies of the attendance registers for each examination, as the awarding bodies may need to refer to these records. We always 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 disposal

### **37. Second pair of eyes check records/forms**

#### **Record(s) description**

Two individuals must check the day, date, time, subject, unit/component and tier of entry, if appropriate, immediately before a question paper packet is opened.

#### **Retention information/period**

This form 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. It may be inspected by a JCQ Centre Inspector and/or awarding body staff, and might be requested in the event of concerns being reported to an awarding body.

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

Confidential disposal

### **38. Special consideration information**

#### **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**

To be held on file in the exams office until the deadline for post-results services and the resolution of outstanding enquiries or appeals.

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

Confidential disposal

### **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**

To be held on file in the exams office until the deadline for post-results services and the resolution of outstanding enquiries or appeals.

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

Confidential disposal

### **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**

To be held on file in the exams office until the deadline for post-results services and the resolution of outstanding enquiries or appeals

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

Confidential disposal

### **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**

To be held on file in the exams office until the deadline for post-results services and the resolution of outstanding enquiries or appeals.

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

Confidential disposal

### **42a. Any other records/documentation/materials**

#### **Record(s) description**

Envelopes used for AA rooms

#### **Retention information/period**

Can be reused for mock exams. Kept in exam room in filing cabinet.

#### **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)**

Confidential Waste

## **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**

Upon review no specific changes are made.