



# **Exam Archiving Policy**

Wreake Valley Academy

## Exam Archiving Policy

Centre name	Wreake Valley Academy
Centre number	25172
Date policy first created	28/06/2024
Current policy approved by	Ben Rackley
Current policy reviewed by	Karen Stirk
Date of review	05/11/2025
Date of next review	04/11/2026

## Key staff involved in the policy

Role	Name
Head of centre	Ben Rackley
Senior leader(s)	Carl Atherton
Exams officer	Karen Stirk
SENCo (or equivalent role)	Laura Pennifold
IT manager	Deepak Mistry
Finance manager	
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 Wreake Valley Academy, this is indicated.

### **1. Access arrangements information**

**Record(s) description**

**Retention information/period**

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

### **2. Alternative site arrangements**

**Record(s) description**

All details are recorded within the Exams Policy for alternative site arrangements.

**Retention information/period**

The document is kept for 1 year where upon it is reviewed.

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

The old policy will be destroyed (shredded).

### **3. Attendance register copies**

**Record(s) description**

- Internal attendance registers
- internal seating plans
- Awarding Bodies carbon copy for script collation and script dispatch.

**Retention information/period**

6 months after the completion of the exam series.

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

Documents will be shredded.

### **4. Awarding body exams administration information**

**Record(s) description**

Kept within the secure storage area.

**Retention information/period**

Will be kept for the duration on the examination cycle.

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

Documents will be shredded.

### **5. Candidates' scripts**

**Record(s) description**

No applicable.

**Retention information/period**

Not applicable

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

Not applicable

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

Non examination assessment work is sent to the awarding bodies as appropriate if a sample is called for. Once all non assessment materials are returned to the centre it is returned to the candidate once the time periods for holding at the centre have elapsed. This is set by the examining bodies.

**Retention information/period**

Once the appropriate period has passed work is given back to the candidates. Any work not collected is destroyed.

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

Work is destroyed by the class teacher once the period of time for retention has passed in confidential waste.

**7. Centre consortium arrangements for centre assessed work****Record(s) description**

Not applicable

**Retention information/period**

Not applicable

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

Not applicable

**8. Certificates****Record(s) description**

Certificates awarded by the Awarding Bodies

**Retention information/period**

Records retained in accordance with the requirements of GR section 5.14 (12 months)

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

Certificates shredded after 12 months and then record of certificates shredded kept for 4 years.

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

Unclaimed certificates

**Retention information/period**

Records retained in accordance with the requirements of GR section 5.14 (12 months)

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

Certificates shredded after 12 months and then record of certificates shredded kept for 4 years.

**10. Certificate issue information**

**Record(s) description**

A record of the the certificates that have been collected, the student signature and date collected.

**Retention information/period**

This information is kept for 4 years.

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

The records will be shredded

**11. Confidential materials: initial point of delivery logs****Record(s) description**

Logs recording the awarding bodies confidential exam materials recorded at the school reception.

**Retention information/period**

Logs will be kept for the duration of the exam series.

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

Logs will be shredded.

**12. Confidential materials: receipt, secure movement, checking and secure storage logs****Record(s) description**

Logs recording the delivery of the awarding bodies exam materials recorded by the site team.

**Retention information/period**

Logs will be kept for the duration of the exam series.

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

Logs will be shredded.

**13. Conflicts of interest records****Record(s) description**

Spreadsheets and documents in relation to recording staff Conflicts of Interest.

**Retention information/period**

Information will be kept for 18 months.

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

Computer records will be deleted and documents shredded.

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

Proof of dispatch of examination script packages to the awarding bodies examiners by the Yellow Label Service.

**Retention information/period**

Information will be kept for 18 months.

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

Documents will be shredded.

## **15. Entry information**

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

Candidate entry information.

### **Retention information/period**

Candidate entry information will be kept for 12 months

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

Candidate entry information documents will be shredded

## **16. Exam question papers**

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

Question papers for timetabled written exams.

### **Retention information/period**

Question papers retained by the Exams Officer for 24 hours after the official end time of the exam and then distributed to subject teachers for use in their teaching.

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

Not applicable.

## **17. Exam room checklists**

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

### **Retention information/period**

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

## **18. Exam room incident logs**

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

Exam room incident logs and malpractice logs.

### **Retention information/period**

Logs are kept for 12 months.

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

Logs will be shredded.

## **19. Exam stationery**

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

Exam stationery for the purpose of external exams.

### **Retention information/period**

Exam stationery returned to exam secure storage facility for use in future external exams.

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

Any out of date or obsolete stationery will be destroyed (shredded).

## **20. Examiner reports**

**Record(s) description**

Electronic records kept by Examinations Manager.

**Retention information/period**

Examiner reports given to Heads of Departments and teachers when received. Records are kept for 1 year.

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

The examiner reports will be deleted.

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

Invoices received

**Retention information/period**

Six years from the end of the financial year they relate to (1st September to 31st August)

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

Paperwork securely shredded

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

Not applicable

**Retention information/period**

Not applicable

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

Not applicable

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

Invigilation arrangements for each room is recorded on each rooms' exam register.

**Retention information/period**

The exam register are kept until the final date whereby the examining bodies could request the information.

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

Exam room registers will be shredded.

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

Copies of the training taken by the Exams Officer and the Invigilators on The Exam Office (certificates printed).

Registration lists of invigilators who have attended in house invigilator training

**Retention information/period**

Records will be kept for 12months or until training has been completed for the new academic year.

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

Certificates and registers will be shredded.



## **25. Moderator reports**

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

Moderator reports received by the Examinations Officer.

### **Retention information/period**

Moderator reports given directly to teaching staff.

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

Reports deleted by Examination Office once given to teachers.

## **26. Moderation return logs**

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

Log of coursework sent to and received back from the exam boards.

### **Retention information/period**

Kept as an excel spreadsheet year by year.

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

Delete excel file bi annually.

## **27. Overnight supervision information**

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

Not applicable

### **Retention information/period**

Not applicable

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

Not applicable

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

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

Hard copy of candidate consent.

### **Retention information/period**

Information will be kept for 12 months.

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

Information will be shredded.

## **29. Post-results services: request/outcome information**

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

Post result review forms, signed by the candidate

### **Retention information/period**

Information will be kept for 12 months

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

Information will be shredded

### **30. Post-results services: tracking logs**

**Record(s) description**

Not applicable

**Retention information/period**

Not applicable

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

Not applicable

### **31. Private candidate information**

**Record(s) description**

Not applicable

**Retention information/period**

Not applicable

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

Not applicable

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

**Record(s) description**

Proof of postage and dispatch log

**Retention information/period**

To be retained until the results are published.

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

To be shredded.

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

**Record(s) description**

Not applicable

**Retention information/period**

Not applicable

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

No applicable

### **34. Resolving timetable clashes**

**Record(s) description**

Information will be recorded on the room registers.

**Retention information/period**

Information will be retained until the results are received for that examination period.

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

Records will be shredded.

**35. Results information****Record(s) description**

Results are maintained on Sisra

**Retention information/period**

Records are retained on Sisra for 5 years

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

Record deleted from the system by Assistant Head Carl Atherton

**36. Seating plans****Record(s) description**

Plans showing the seating arrangements for each candidate for each exam.

**Retention information/period**

The information will be kept until the deadline for the Review of Marking has elapsed.

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

Information will be shredded.

**37. Second pair of eyes check records/forms****Record(s) description**

Second pair of eyes check forms kept in a folder in the secure exams office room.

**Retention information/period**

The information will be kept until the deadline has passed for the Review of Marking for the relevant exam series.

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

Information will be shredded.

**38. Special consideration information****Record(s) description**

Special consideration material is dealt with electronically on the awarding bodies websites.

**Retention information/period**

Not applicable

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

Not applicable

**39. Suspected malpractice reports/outcomes****Record(s) description**

Not applicable

**Retention information/period**

The information will be retained by the awarding bodies and deleted at the end of their retention period.

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

Not applicable

**40. Transferred candidate arrangements**

**Record(s) description**

Not applicable

**Retention information/period**

Not applicable

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

Not applicable

**41. Very late arrival reports/outcomes**

**Record(s) description**

Hard copy of the information detailing the reason the student has arrived late to their exam.

Information submitted electronically to the awarding body via CAP.

**Retention information/period**

The information will be retained until the deadline for the appeals process for that exam series has passed.

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

Hard copy will be shredded.

Information submitted via CAP will be kept in accordance with their retention policy.

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

**Record(s) description**

Not applicable

**Retention information/period**

Not applicable

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

Not applicable

**42b. Any other records/documentation/materials**

**Record(s) description**

Not applicable

**Retention information/period**

Not applicable

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

Not applicable

## **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**