



Examinations Archiving Policy 25/26

Last reviewed: Feb 2026

Next review due: Feb 2027

We do things differently.....

H.E.R.E

**High Standards
Empathy
Resilience
Emotional Response**

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Purpose of the policy

The purpose of this policy is to:

- identify exams-related information/records held by the exam’s officer
- 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

Examinations Records Retention Schedule

This schedule outlines the retention and disposal requirements for examination-related records in accordance with JCQ regulations, awarding body requirements, and the Data Protection Act 2018 / UK GDPR.

All records must be stored securely and disposed of confidentially once the retention period has expired.

Candidate Support and Access Arrangements

Record Type	Description	Retention Period	Disposal / Action
Access arrangements information	Hard copy information held by the Exams Officer relating to a candidate’s access arrangements	Returned to SENDCo (records owner) at the end of the candidate’s final exam series	Transfer to SENDCo
Alternative site arrangements	Hard copy information relating to alternative site arrangements (CAP submissions online)	Retain until the deadline for reviews of marking or until any appeal, malpractice or results enquiry has been completed (whichever is later)	Confidential destruction
Overnight supervision information	JCQ timetable variation and confidentiality declaration forms	Retain until deadline for reviews of marking or completion of any appeal, malpractice or results enquiry	Confidential destruction

Examination Administration and Conduct

Record Type	Description	Retention Period	Disposal / Action
Attendance registers	Signed attendance registers for each examination	Retain until the deadline for reviews of marking or completion of any appeal, malpractice or results enquiry	Confidential destruction
Seating plans	Signed seating plans for all exam sessions	Same as above	Confidential destruction
Exam room checklists	Checklists confirming exam room conditions and invigilation arrangements	Same as above	Confidential destruction
Exam room incident logs	Records of any incidents or irregularities	Same as above	Confidential destruction
Invigilation arrangements	Invigilation records (see exam room checklists)	Same as above	Confidential destruction
Invigilator & facilitator training records	Records of training content for invigilators and access arrangement facilitators	Same as above	Confidential destruction
Very late arrival reports	Reports submitted via CAP	Same as above	Confidential destruction
Resolving timetable clashes	Records relating to timetable clash resolutions	Same as above	Confidential destruction

Confidential Materials and Security

Record Type	Description	Retention Period	Disposal / Action
Confidential materials delivery logs	Logs of receipt and secure movement of confidential exam materials	Retain until the deadline for reviews of marking or completion of any appeal, malpractice or results enquiry	Confidential destruction
Confidential storage logs	Logs confirming secure storage of exam materials (including encrypted materials)	Same as above	Confidential destruction
Exam stationery	Awarding body stationery provided for exams	Retain unused stationery securely for future exams; destroy surplus or obsolete stationery	Confidential destruction

Entries, Dispatch and Postage

Record Type	Description	Retention Period	Disposal / Action
Entry information	Hard copy candidate entry records	Retain until deadline for reviews of marking or final resolution of any enquiry	Confidential destruction
Private candidate information	Hard copy records relating to private candidate entries	Same as above	Confidential destruction
Dispatch logs	Proof of dispatch of scripts (including yellow label service)	Same as above	Confidential destruction
Proof of postage	Proof of postage for candidates' scripts or coursework	Retain until results are published and all post-results processes concluded	Confidential destruction

Assessment, Coursework and Scripts

Record Type	Description	Retention Period	Disposal / Action
Candidates' scripts (ATS)	Copies returned via Access to Scripts	Retain securely until the awarding body's earliest permitted confidential disposal date	Confidential destruction
Candidates' work (NEA/coursework)	Internally assessed work, including moderation samples	Retain until the deadline for reviews of moderation and completion of any appeal	Return to candidates or confidential disposal
Moderation returns logs	Logs of work returned after moderation	Same as above	Confidential destruction
Moderator reports	Printed copies of moderator reports	Provided immediately to teaching staff	Confidential destruction
Examiner reports	Examiner feedback reports	Provided immediately to teaching staff	N/A

Results and Post-Results Services

Record Type	Description	Retention Period	Disposal / Action
Results broadsheets	Final results summaries by exam series	Retain current year plus previous 6 years minimum	Confidential destruction
Post-results service requests	Records of RoRs, appeals, ATS requests and outcomes	Retain until deadline for reviews of marking or completion of any appeal	Confidential destruction
Post-results tracking logs	Logs tracking post-results requests	Same as above	Confidential destruction
Candidate consent records	Written or email consent for post-results services	Retain for at least 6 months following outcome	Confidential destruction
Special consideration information	Applications and supporting evidence	Retain until after publication of results	Confidential destruction

Certificates

Record Type	Description	Retention Period	Disposal / Action
Certificate issue records	Log of certificates issued	Permanent record	Secure retention
Unclaimed certificates	Certificates not collected by candidates	Retain securely for minimum 12 months from date of issue	Confidential destruction
Certificate destruction log	Record of destroyed certificates	Retain for 4 years from date of destruction	Secure retention

Certificates remain the property of the awarding bodies at all times.

Governance, Compliance and Finance

Record Type	Description	Retention Period	Disposal / Action
Conflicts of interest records	Records demonstrating management of conflicts	Retain until deadline for reviews of marking or final resolution of any enquiry	Confidential destruction
Suspected malpractice records	Reports and outcomes of malpractice investigations	Same as above	Confidential destruction
Awarding body publications	JCQ and awarding body hard copy publications	Retain until superseded	Confidential destruction
Finance information	Invoices for exam-related fees	Returned to Finance Department at end of academic year	