THISTLEY HOUGH
ACADEMY
Creative
Education
Trust

Exams Archiving Policy

Thistley Hough Academy

Exams Archiving Policy

Centre name	Thistley Hough Academy
Centre number	30585
Date policy first created	04/10/2023
Current policy approved by	Michelle Lawrence
Current policy reviewed by	Lee Ford
Date of review	01/12/2025
Date of next review	01/12/2026

Key staff involved in the policy

Role	**Name**
Head of centre	Michelle Lawrence
Senior leader(s)	Shapinder Minhas Lee Ford
Exams officer	Sarah Morgan-Hall
SENCo (or equivalent role)	Stephanie Osborne
IT manager	Dan Shillito
Finance manager	Robert Williams
Head(s) of department	Cassandra Moulton Steve Moran Hayley Stewart Rhianne Flanagan Mike Bate Dan Gooding Liam Elikowski Karine Hall Rebecca Hazleton Jane Allman Michelle King Nicky Evans Jack McIntyre Rebecca Smith

Other staff (if applicable)	Not 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 Thistley Hough Academy, this is indicated.

1. Access arrangements information

Record(s) description

Hard copy of access arrangements are held with the SENCO during the examination period.

Retention information/period

to be returned to the SENCO as records owner at the end of the candidates final exam series.

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

at the end of the retention period access arrangements are securely destroyed.

2. Alternative site arrangements

Record(s) description

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

Retention information/period

Exams-related information that is held in the centre is retained at the very least until after the deadline for reviews of results or other results enquiries (or the resolution of any outstanding reviews/appeals or malpractice investigations) for the relevant exams series.

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

Confidential waste.

3. Attendance register copies

Record(s) description

Any hard copy records of student attendance to external exams.

Retention information/period

Retained in accordance with the requirement of ICE 12,22 - Keep signed seating plan, the invigilator arrangements and the centers copies of the attendance registers for each examination. The award bodies may need to refer to these records. The centre must keep them until the deadline for reviews of marking has passed or until any appeal, malpractice or other results enquiry has been completed, which ever is later. Keep a copy of the attendance register until the deadline for reviews of marking has passed or until any appeal, malpractice or other results enquiry has been completed, which ever is later.

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

Confidential waste.

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 at the end of retention period (method of disposal)

Confidential waste.

5. Candidates' scripts

Record(s) description

Any unwanted copies of scripts returned to the centre through Access to Scripts (ATS) service.

Retention information/period

The be retained securely until the awarding body's earliest
date for confidential disposal of unwanted scripts in accordance with GR 3.15.

Ensure that when scripts that have been returned under access to scripts
arrangements are no longer required, they are disposed of in a confidential
manner, but no earlier than the dates specified by the awarding bodies.

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

Confidential waste.

6. Candidates' work

Record(s) description

Non-examination assessment work returned to the centre by the awarding body a 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) in accordance with GR 3.15: store safely and securely all non-examination assessments, controlled assessments, coursework or portfolios, retained in, or returned to, the centre until the deadline for a review of moderation has passed or until a review of moderation, an appeal or a malpractice investigation has been completed, whichever is later.
This includes materials stored electronically. See paragraph 4.8 of the JCQ publication Instructions for conducting non - examination assessments
https://www.jcq.org.uk/exams-office/non-examinationassessments)

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

Returned to candidates or confidential waste.

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

Exams-related information that is held in the centre is retained at the very least until after the deadline for reviews of results or other results enquiries (or the resolution of any outstanding reviews/appeals or malpractice investigations) for the relevant exams series).

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

Confidential waste

8. Certificates

Record(s) description

Candidate certificates issued by awarding bodies.

Retention information/period

Retained in accordance with the requirements of GR, section 5.14 (retain all unclaimed certificates under secure conditions for a minimum of 12 months from the date of issue.).

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

Confidential waste.

9. Certificate destruction information

Record(s) description

A record of unclaimed certificates that have been destroyed.

Retention information/period

Retained in accordance with the requirements of GR 5.14: ...destroy any unclaimed certificates after retaining them for a minimum of 12 months. They must be destroyed in a confidential manner. Centres that do not have a means of destroying certificates confidentially may return them to the respective awarding body. A record of certificates that have been destroyed should be retained for four years from their date of destruction. However, candidates should be informed that some awarding bodies do not offer a replacement certificate service. In such circumstances the awarding body will issue a Certifying Statement of Results... (Where an awarding body issues a replacement certificate, or a Certifying Statement of Results, this will provide an accurate and complete record of results for all qualifications covered by the original certificate.) Return any certificates requested by the awarding bodies. Certificates always remain the property of the awarding bodies.

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

Confidential waste

10. Certificate issue information

Record(s) description

A record of certificates that have been issued.

Retention information/period

Retained in accordance with GR 5.14: ...obtain and maintain accurate candidate contact information to ensure the correct and secure despatch of certificates... distribute certificates to all candidates without delay and regardless of any disputes (such as non-payment of fees).
Certificates must not be withheld without prior permission from an awarding body which will only be given in very exceptional circumstances. A record should be kept of the certificates that are issued.

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

Confidential waste

11. Confidential materials: initial point of delivery logs

Record(s) description

Logs recording awarding body confidential exam materials received by an authorised member of staff at the initial point of delivery and the secure movement of packages by an authorised member of staff to the secure room for transferal to the centre's secure storage facility.

Retention information/period

Exams-related information that is held in the centre is retained at the very least until after the deadline for

reviews of results or other results enquiries (or the resolution of any outstanding reviews/appeals or malpractice investigations) for the relevant exams series).

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

Confidential waste

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

Record(s) description

Logs recording confidential exam materials received securely moved, 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

Exams-related information that is held in the centre is retained at the very least until after the deadline for reviews of results or other results enquiries (or the resolution of any outstanding reviews/appeals or malpractice investigations) for the relevant exams series).

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

Confidential waste.

13. Conflicts of interest records

Record(s) description

Records demonstrating the management of conflicts of interest.

Retention information/period

Retained in accordance with GR 5.3: The records may be inspected by a JCQ Centre Inspector and/or awarding body staff. They might be requested in the event of concerns being reported to an awarding body. The records 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.

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

Confidential waste.

14. Dispatch logs

Record(s) description

Proof of dispatch of exam script packages to awarding body examiners covered by the DfE (Standards & Testing Agency) yellow label service (England only).

Retention information/period

Exams-related information that is held in the centre is retained at the very least until after the deadline for reviews of results or other results enquiries (or the resolution of any outstanding reviews/appeals or malpractice investigations) for the relevant exams series).

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

Confidential waste

15. Entry information

Record(s) description

Any hard copy information relating to candidates' entries.

Retention information/period

Exams-related information that is held in the centre is retained at the very least until after the deadline for reviews of results or other results enquiries (or the resolution of any outstanding reviews/appeals or malpractice investigations) for the relevant exams series).

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

Confidential waste

16. Exam question papers

Record(s) description

Question papers for timetabled written exams.

Retention information/period

Retained in accordance with ICE 31: Question papers must not be released to centre personnel until 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.
For CCEA examinations question papers must not be released until 24 hours after the published finishing time for the examination.)
In addition records are retained in accordance with GR 6.13: For confidentiality purposes question papers must not be released to centre personnel for use in accordance with the above licence until 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 Faculty Directors

17. Exam room checklists

Record(s) description

Checklists confirming exam room conditions and invigilation arrangements for each exam session.

Retention information/period

Exams-related information that is held in the centre is retained at the very least until after the deadline for reviews of results or other results enquiries (or the resolution of any outstanding reviews/appeals or malpractice investigations) for the relevant exams series).

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

Confidential waste.

18. Exam room incident logs

Record(s) description

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

Retention information/period

Exams-related information that is held in the centre is retained at the very least until after the deadline for reviews of results or other results enquiries (or the resolution of any outstanding reviews/appeals or malpractice investigations) for the relevant exams series).

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

Confidential waste.

19. Exam stationery

Record(s) description

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

Retention information/period

Retained in accordance with ICE 30: ...return unused stationery to the secure storage facility or secure room until needed for a future examination. Surplus stationery must not be used for internal school tests, mock examinations and non-examination assessments... destroy confidentially any out-of-date stationery.

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

Confidential waste

20. Examiner reports

Record(s) description

Copies kept with results documentation for relevant period

Retention information/period

(Where/if provided) To be immediately provided to head of department as records owner.

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

Not applicable

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)

Not applicable.

22. Handling secure electronic materials logs

Record(s) description

(Where used by the centre) Logs recording 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

Exams-related information that is held in the centre is retained at the very least until after the deadline for reviews of results or other results enquiries (or the resolution of any outstanding reviews/appeals or malpractice investigations) for the relevant exams series).

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

Confidential waste.

23. Invigilation arrangements

Record(s) description

See Exam room checklists

Retention information/period

Exams-related information that is held in the centre is retained at the very least until after the deadline for reviews of results or other results enquiries (or the resolution of any outstanding reviews/appeals or malpractice investigations) for the relevant exams series).

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

Confidential waste.

24. Invigilator and facilitator training records

Record(s) description

The content of the Invigilator Training for each academic year, together with the Invigilator Digital Accreditation Certificate is stored with the Exam Policies.

Retention information/period

Retained in accordance with ICE 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 and retained on file 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 waste.

25. Moderator reports

Record(s) description

Copies kept with results documentation for relevant period.

Retention information/period

(Where/if provided) To be immediately provided to head of department as records owner.

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

Not applicable.

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

Exams-related information that is held in the centre is retained at the very least until after the deadline for reviews of results or other results enquiries (or the resolution of any outstanding reviews/appeals or malpractice investigations) for the relevant exams series).

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

Confidential waste.

27. 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. Any hard copy information relating to overnight supervision arrangements. Reports submitted online via CAP.

Retention information/period

Retained in accordance with ICE 8: ...keep all completed forms available 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. 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)

Confidential waste.

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

Record(s) description

Hard copy or email record of required candidate consent.

Retention information/period

Retained in accordance with PRS 4.2, plus appendix A and B: Consent forms or emails 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)

Confidential waste

29. Post-results services: request/outcome information

Record(s) description

Retained in accordance with PRS 4.2, plus appendix A and B: Consent forms or emails 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.)

Retention information/period

Exams-related information that is held in the centre is retained at the very least until after the deadline for reviews of results or other results enquiries (or the resolution of any outstanding reviews/appeals or malpractice investigations) for the relevant exams series).

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

Confidential waste

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

Exams-related information that is held in the centre is retained at the very least until after the deadline for reviews of results or other results enquiries (or the resolution of any outstanding reviews/appeals or malpractice investigations) for the relevant exams series).

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

Confidential waste

31. Private candidate information

Record(s) description

Any hard copy information relating to private candidates' entries.

Retention information/period

Exams-related information that is held in the centre is retained at the very least until after the deadline for reviews of results or other results enquiries (or the resolution of any outstanding reviews/appeals or malpractice investigations) for the relevant exams series).

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

Confidential waste.

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

Retained in accordance with ICE 29: Centres not involved in the secure despatch of exam scripts service... must obtain proof of postage/despatch for each packet of scripts, which 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 have 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.) ...)

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

Confidential waste.

33. Resilience arrangements: Evidence of candidate performance

Record(s) description

The collection of evidence of student performance to ensure resilience in the qualification system.

Retention information/period

Retention of the work - Student work,either the original or a copy, is always retained by the centre. student work is retained digitally and/or physicallt. Students may be given copies, or the original work, where this would support their studt. All student work is retained for 1 post academic year.

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

Students may collect their work after 1 academic year has passed or the remainder will be securley destroyed.

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

Exams-related information that is held in the centre is retained at the very least until after the deadline for reviews of results or other results enquiries (or the resolution of any outstanding reviews/appeals or

malpractice investigations) for the relevant exams series).

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

Confidential waste.

35. Results information

Record(s) description

Broadsheets of public examination 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 waste.

36. Seating plans

Record(s) description

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

Retention information/period

Retained in accordance with ICE 12: …keep signed 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. The centre must 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 waste.

37. Second pair of eyes check records/forms

Record(s) description

Records of the check that must take place by a second person (additional to the person removing question paper packets from secure storage) immediately before a question paper packet is opened.

Retention information/period

Retained in accordance with ICE 5.18: In order to avoid potential breaches of security, care must be taken to ensure that the correct question paper packets are
opened. A member of centre staff, additional to the person removing the question paper packets from secure storage, e.g. an invigilator, must check the day, date, time, subject, unit/component and tier of entry, if appropriate, immediately before a question paper packet is opened. This second pair of eyes check must be recorded.)

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

Confidential waste.

38. Special consideration information

Record(s) description

Any hard copy information relating to a special consideration application which has been submitted to an awarding body for a candidate and appropriate evidence signed by a senior leader.

Retention information/period

Retained in accordance with SC 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.

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

Confidential waste.

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

Exams-related information that is held in the centre is retained at the very least until after the deadline for reviews of results or other results enquiries (or the resolution of any outstanding reviews/appeals or malpractice investigations) for the relevant exams series).

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

Confidential waste

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

Exams-related information that is held in the centre is retained at the very least until after the deadline for reviews of results or other results enquiries (or the resolution of any outstanding reviews/appeals or malpractice investigations) for the relevant exams series).

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

Confidential waste.

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

Exams-related information that is held in the centre is retained at the very least until after the deadline for reviews of results or other results enquiries (or the resolution of any outstanding reviews/appeals or malpractice investigations) for the relevant exams series).

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

Confidential waste.

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

Not applicable