

# Bedales Senior Exams Archiving Policy

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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 publications [General Regulations for Approved Centres](#), [Instructions for conducting examinations](#), [A guide to the special consideration process](#) and [post-results Services](#).  
Click for link.

## Purpose of the policy

The purpose of this policy is to:

- Identify exams-related information/records held by the exam's 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

## Access arrangements information

### Record(s) description

- Any hard copy information kept by the EO relating to an access arrangement candidate should be returned it to ALS lead/SENCo .

### Retention information/period

- SENCo is record owner at end of the candidate's final exam series then archived in secure storage for a minimum of 7 years.

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

- Confidential disposal

## Alternative site arrangements

### Record(s) description

- Not applicable

### Retention information/period

- Not applicable

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

- Not applicable

## Attendance register copies

### Record(s) description

- Attendance register copies

### Retention information/period

- Records are kept in accordance with the requirements of ICE, sections 12, 22" 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 disposal

### **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 disposal

### **Candidates' scripts**

#### Record(s) description

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

#### Retention information/period

- To be retained securely until the awarding body's earliest date for confidential disposal of unwanted scripts in accordance with the requirements of GR, section 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 disposal

### **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

- Records 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 the requirements of GR, section 3.15 (... "store safely and securely all non-examination assessments, including 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

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

- Returned to candidates or safe disposal

### **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

### **Certificates**

#### Record(s) description

- Candidate certificates issued by awarding bodies.

#### Retention information/period

Records 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 disposal

### **Certificate destruction information**

#### Record(s) description

- A record of unclaimed certificates that have been destroyed.

#### Retention information/period

- Records retained in accordance with the requirements of GR, section 5.14 (“obtain and maintain accurate candidate information to ensure the correct and secure despatch of certificates. Distribute to all candidates without delay and regardless of any disputes”. 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 disposal

### Certificate issue information

#### Record(s) description

- A record of certificates that have been issued.

#### Retention information/period

- Records retained in accordance with the requirements of GR, section 5.14 (... “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 disposal

### Confidential materials: initial point of materials log

#### 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

- 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 disposal

### Confidential materials: receipt, secure movement and secure storage 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. By the exams officer (or other authorised member of staff) throughout the period the materials are confidential. (including for example, the handling of confidential MFL listening materials)

#### Retention information/period

- Exams-related information 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 disposal

### **Conflicts of interest records**

#### Record(s) description

- Records demonstrating the management of Conflicts of Interest.

#### Retention information/period

- Records retained in accordance with the requirements of GR, section 5.3j ("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 disposal

### **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.

#### Retention information/period

- Where specific retention information is not provided by JCQ or other authorised organisation, exams-related information 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 disposal

### **Entry information**

#### Record(s) description

- Any hard copy information relating to candidates' entries.

#### Retention information/period

- Where specific retention information is not provided by JCQ or other authorised organisation, exams-related information 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 disposal

## Exam question papers

### Record(s) description

- Question papers for timetabled written exams.

### Retention information/period

- Reference ICE 31: Questions 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.
- Records retained in accordance with the requirements of GR, section 6.13 (... " For confidentiality purposes question papers must not be released to centre personnel for use in accordance with paragraph 6.12 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)

- Exam question papers are issued to subject staff 24 hours after the published finishing time of the exam and only when all candidates in the centre have completed the exam (including candidates with clashes who are supervised overnight).

## Exam room checklists

### Record(s) description

- Checklists confirming room conditions and invigilation arrangements for each exam room

### Retention information/period

- To be retained until after the deadline for EARs 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

## Exam room incident logs

### Record(s) description

- Logs recording any incidents or irregularities in exam rooms.

### Retention information/period

- To be retained until after the deadline for EARs 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

## Exam stationery

### Record(s) description

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

#### Retention information/period

- Reference 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 disposal

### Examiner reports

#### Record(s) description

- Examiner reports downloaded from the exam board websites

#### Retention information/period

- Forwarded upon receipt to Heads of Department as records owner by email

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

- Confidential disposal

### 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)

- Confidential disposal

### Invigilation arrangements

#### Record(s) description

- Checklists confirming room conditions and invigilation arrangements for each exam room

#### Retention information/period

- To be retained until after the deadline for EARs 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



## **Invigilator and facilitator training records**

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

- Training records for invigilators

### **Retention information/period**

- Records retained in accordance with the requirements of ICE, section 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. 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 disposal

## **Moderator reports**

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

- Reports received from the Moderator regarding NEAs

### **Retention information/period**

- Where printed from electronic copy immediately provided to head of department as records owner
- Where downloaded from exam board websites emailed immediately to head of department

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

- Confidential disposal

## **Moderation returns 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 disposal

## **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

### **Retention information/period**

- Records retained in accordance with the requirements of 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 disposal

## **Post-results services: Confirmation of candidate consent information**

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

- Hard copy or email record of required candidate consent

### **Retention information/period**

Reference PRS, 4.2 plus appendix A and B (Consent forms or e-mails 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 disposal

## **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**

- Held electronically
- 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 disposal of any paperwork

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

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

- Logs tracking to resolution all post-results service requests submitted to awarding bodies.

### **Retention information/period**

- Held electronically
- 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 disposal

## **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 disposal

## **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**

- 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 disposal

Resilience arrangements: Evidence of candidate performance

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

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

## Retention Period

(Reference Ofqual [Guidance on collecting evidence of student performance to ensure resilience in the qualifications system](#):

### Retention of the work

Student work, either the original or a copy, must always be retained by the centre. Student work can be retained digitally or physically. Students may be given copies, or the original work, where this would support their study.)

## 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

- Where specific retention information is not provided by JCQ or other authorised organisation, it is suggested as good practice that 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 disposal

## 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 retained as a minimum.
- Held electronically

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

- Confidential disposal

## Seating plans

### Record(s) description

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

### Retention information/period

- Reference 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 disposal

#### Second pair of eyes check records/forms

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.

(Reference 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.)

### 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 signed evidence produced by a senior leader in support of the application.

#### Retention information/period

- Records retained in accordance with the requirements of SC, section 6 (All applications must be supported by signed evidence produced by a member of the senior leadership team. The centre must retain this evidence until after the publication of results.). A centre may be asked by an awarding body to provide signed evidence.

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

- Confidential disposal

### 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

- Where specific retention information is not provided by JCQ or other authorised organisation, it is suggested as good practice that 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 disposal

### **Transferred candidate arrangements**

#### Record(s) description

- Any hard copy information relating to a transferred candidate arrangement. Applications submitted online via CAP.

#### Retention information/period

- Where specific retention information is not provided by JCQ or other authorised organisation, it is suggested as good practice that 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 disposal

### **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

- Where specific retention information is not provided by JCQ or other authorised organisation, as good practice exams-related information is held in the centre and 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 disposal

### **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