



Exams Archiving Policy

Sharnbrook Academy

Exams Archiving Policy

Centre name	Sharnbrook Academy
Centre number	15163
Date policy first created	31/03/2025
Current policy approved by	Clare Raju
Current policy reviewed by	Laura Watt
Date of review	31/03/2025
Date of next review	22/09/2025

Key staff involved in the policy

Role	Name
Head of centre	Clare Raku
Senior leader(s)	Laura Watt
Exams officer	Sharon Whitelock
SENCo (or equivalent role)	Elizabeth Nichols
IT manager	Rob How
Finance manager	
Head(s) of department	
Other staff (if applicable)	Cheri West

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 Sharnbrook Academy, this is indicated.

1. Access arrangements information

Record(s) description

Refer to the Meridian Trust wide policy.

Retention information/period

Refer to the Meridian Trust wide policy.

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

Refer to the Meridian Trust wide policy.

2. Alternative site arrangements

Record(s) description

Refer to the Meridian Trust wide policy.

Retention information/period

Refer to the Meridian Trust wide policy.

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

Refer to the Meridian Trust wide policy.

3. Attendance register copies

Record(s) description

Refer to the Meridian Trust wide policy.

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 waste

4. Awarding body exams administration information

Record(s) description

Any hard copy publications provided by the awarding bodies

Retention information/period

Refer to the Meridian Trust wide policy

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

Refer to the Meridian Trust wide policy

5. Candidates' scripts

Record(s) description

Refer to the Meridian Trust wide policy

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 waste

6. Candidates' work

Record(s) description

Non-exam 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 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 3.15.

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

Confidential waste

7. Centre consortium arrangements for centre assessed work

Record(s) description

Retention information/period

Refer to Meridian Trust wide policy

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

Confidential waste

8. Certificates

Record(s) description

Candidates certificates issued by the awarding body

Retention information/period

Refer to Meridian Trust wide policy

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

Confidential waste/destruction

9. Certificate destruction information

Record(s) description

A record of unclaimed certificates that have not been claimed.

Retention information/period

Records retained in accordance with GR section 5.14.

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

Confidential waste/destruction.

10. Certificate issue information

Record(s) description

A record of certificates that have been issued.

Retention information/period

Records retained in accordance with GR section 5.14.

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

Confidential waste/destruction.

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.

Retention information/period

Refer to Meridian Trust wide policy

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

Confidential waste

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

Record(s) description

Logs recording the secure movement of awarding body confidential exam materials 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.

13. Conflicts of interest records

Record(s) description

Records demonstrating the management of conflicts of interest.

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.

14. Dispatch logs

Record(s) description

Proof of despatch of exam script packages to awarding body examiners covered by the DfE (Standards and Testing Agency) yellow label service.

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

Records retained in accordance with the requirements of ICE, section 31 and GR 6.13.

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

Issued to subject staff or confidential waste.

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

Retention information/period

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

19. Exam stationery

Record(s) description

Retention information/period

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

20. Examiner reports

Record(s) description

Retention information/period

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

21. Finance information

Record(s) description

Retention information/period

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

22. Handling secure electronic materials logs

Record(s) description

Retention information/period

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

23. Invigilation arrangements

Record(s) description

Retention information/period

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

24. Invigilator and facilitator training records

Record(s) description

Retention information/period

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

25. Moderator reports

Record(s) description

Retention information/period

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

26. Moderation return logs

Record(s) description

Retention information/period

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

27. Overnight supervision information

Record(s) description

Retention information/period

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

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

Record(s) description

Retention information/period

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

29. Post-results services: request/outcome information

Record(s) description

Retention information/period

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

30. Post-results services: tracking logs

Record(s) description

Retention information/period

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

31. Private candidate information

Record(s) description

Retention information/period

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

32. Proof of postage - candidates' work

Record(s) description

Retention information/period

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

33. Resilience arrangements: Evidence of candidate performance

Record(s) description

Retention information/period

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

34. Resolving timetable clashes

Record(s) description

Retention information/period

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

35. Results information

Record(s) description

Retention information/period

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

36. Seating plans

Record(s) description

Retention information/period

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

37. Second pair of eyes check forms

Record(s) description

Retention information/period

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

38. Special consideration information

Record(s) description

Retention information/period

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

39. Suspected malpractice reports/outcomes

Record(s) description

Retention information/period

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

40. Transferred candidate arrangements

Record(s) description

Retention information/period

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

41. Very late arrival reports/outcomes

Record(s) description

Retention information/period

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

42a. Any other records/documentation/materials

Record(s) description

Retention information/period

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

42b. Any other records/documentation/materials

Record(s) description

Retention information/period

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

Changes 2024/2025

(Changed) Any reference to ALS Lead/SENCo changed to SENCo (or equivalent role).

(Added) Record type - **33. Resilience arrangements: Evidence of candidate performance**

Centre-specific changes