HAGLEY CATHOLIC HIGH SCHOOL

SEMPER FIDELIS

Exams Archiving Policy

Version	5
Date created/updated	October 2025
Ratified by	Local Governing Body
Date ratified	02/12/2025
Date issued	03/12/2025
Policy review date	Autumn 2026
Post holder responsible	Exams Officer
Director / LGB Chairperson	Mr G Taylor Smith

Commitment to Equality:

We are committed to providing a positive working environment which is free from prejudice and unlawful discrimination and any form of harassment, bullying or victimisation. We have developed a number of key policies to ensure that the principles of Catholic Social Teaching in relation to human dignity and dignity in work become embedded into every aspect of school life and these policies are reviewed regularly in this regard.

This Exams Archiving Policy has been approved and adopted by Hagley Catholic High School Governing Body on 2nd December 2025 and will be reviewed in Autumn 2026.

Signed by LGB representative for Hagley Catholic High School:

G Taylor Smith

Signed by Principal:

J Hodgson

Key staff involved in the exams archiving process

Assistant Exams Officer
Exams Officer
Exams Officer Line Manager
SENCO
School Business Manager
IT Support Lead
Head of Department(s)

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.

Summary of changes

September 2024
Certificates – retention information/period amended.
Certificate destruction information – retention information/period amended.
Exam question papers – Retention information/period – addition - question papers issued to departments no earlier than 24 hours after awarding bodies published finish time.
Second pair of eyes check records/forms – added to table.
Suspected malpractice reports outcomes – Retention information/period – Addition - A permanent record will be kept of the impact of any sanctions on an individual candidate's results

September 2025
Page 6 Certificates - Retention Information / Period Changed to 5 years
Page 6 Certificate Destruction Information – Retention Information / Period Changed to 5 years
Page 8 Exam question papers – added rule: papers issued to departments no earlier than 24 hours after awarding bodies' published finish time
Page 11 Second pair of eyes check records/forms – new record type added
Page 12 Suspected malpractice reports/outcomes – added requirement: permanent record of impact of sanctions on candidate results

Record type	Record(s) description (where required)	Retention information/period	Action at end of retention period (method of disposal)
Access arrangements information	**Access Arrangements Online approval, candidate personal data consent form and Invigilator Feedback form.**	**To be returned to SENCo as records owner at end of the candidate's final exam series.**	Pupil files until 25 yrs non SEN or 35 yrs SEN, then confidential shredding
Alternative site arrangements	Any hard copy information on an alternative site arrangement. Notifications submitted online via CAP.	To be held on file in the Exams Office until the deadline for reviews of marking and the resolution of outstanding enquiries or appeals, malpractice or other results enquiry has been completed, whichever is later.	Confidential disposal
Attendance 1: Invigilator sheet showing: Invigilators in venue Seating plans/acting as Room attendance register Clash resolution information	Candidate details, name and candidate number. Exam dates and times. Invigilator's notes of any incidents, access arrangements. Record of Invigilators and any staff entering exam venue	To be held on file in the Exams Office until the deadline for reviews of marking and the resolution of outstanding enquiries or appeals, malpractice or other results enquiry has been completed, whichever is later.	Confidential disposal
Attendance 2: Exam board attendance register	Candidates details: Full name and candidate number	To be held on file in the Exams Office until the deadline for reviews of marking and the resolution of outstanding enquiries or appeals, malpractice or other results enquiry has been completed, whichever is later	Confidential disposal

Record type	Record(s) description (where required)	Retention information/period	Action at end of retention period (method of disposal)
Awarding body exams administration information	Any hard copy publications provided by awarding bodies.	To be retained until the current academic year update is provided.	Recycling
Candidates' scripts	Any unwanted copies of scripts returned to the centre through the Access to Scripts (ATS) service.	To be retained securely until the awarding body's earliest date for confidential disposal of unwanted scripts. Where teachers have used copies of candidates' scripts for teaching and learning purposes but no longer wish to retain them, they must ensure that the scripts are disposed of in a confidential manner. … 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…	Confidential disposal
Candidates' work	Non-examination assessment work returned to the centre by the awarding body at the end of the moderation period.	To be logged on return to the centre and immediately returned to curriculum leaders 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) 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 (for the exam series).	Returned to candidates or confidential disposal

Record type	Record(s) description (where required)	Retention information/period	Action at end of retention period (method of disposal)
Certificates	Candidate certificates issued by awarding bodies.	All certificates received by the Examinations Office are checked against the official results records to confirm accuracy and completeness. Certificates are then issued to current students (those still on the school roll), subject to their signature confirming receipt. School leavers may collect their certificates from the school from December of the year in which the certificates are issued. If certificates remain uncollected, they will be posted to the student via Royal Mail (using "signed for" service) no earlier than the following spring. A written or electronic log is maintained to record: • certificate candidate name/ID, • date issued or posted, • signature or date of posting, • any returned/unclaimed status Any certificates returned undelivered by Royal Mail shall be stored in a secure locked cabinet within the Examinations Office, awaiting collection by the student. Such returned or uncollected certificates will be retained for **5 years from the original issue date**.	Confidential disposal
Certificate destruction information	A record of unclaimed certificates that have been destroyed.	Destroy any unclaimed certificates after retaining them for 5 years. A record of certificates that have been destroyed will be retained in exams office for	Confidential disposal

Record type	Record(s) description (where required)	Retention information/period	Action at end of retention period (method of disposal)
		4 years from their date of destruction. The record will list the candidate number, the awarding body, the qualification(s) and the examination series.	
Certificate issue information	A record of certificates that have been issued.	All certificates issued will require signature of owner of certificate or confirmed representative collecting certificate. Record of collection is kept indefinitely in Certificate signing out book.	
Confidential materials: initial point of delivery logs	Logs recording awarding body confidential exam materials received by an authorised member of staff at the initial point of delivery (reception) 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.	To be stored safely and securely until after the deadline for RoR's or the resolution of any outstanding enquiry/appeal or malpractice investigations for the exams series	Confidential disposal
Confidential materials: receipt, secure movement and secure storage logs	Logs recording confidential exam materials received (including encrypted materials received via email or downloaded from an awarding body's secure extranet site), checked and placed in the secure storage facility by the exams officer (or other authorised member of centre	To be stored safely and securely until after the deadline for RoR's or the resolution of any outstanding enquiry/appeal or malpractice investigations for the exams series	Confidential disposal

Record type	Record(s) description (where required)	Retention information/period	Action at end of retention period (method of disposal)
	staff) throughout the period the materials are confidential.		
Conflicts of Interest records	Records demonstrating the management of Conflicts of Interest	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.	Confidential disposal
Dispatch logs (Parcel force)	Proof of dispatch of exam script packages to awarding body examiners covered by the DfE (Standards & Testing Agency) yellow label service	To be stored safely and securely until after the deadline for RoR's or the resolution of any outstanding enquiry/appeal or malpractice investigations for the exams series	Confidential disposal
Entry information	Any hard copy information relating to candidates' entries.	To be held on file in the Exams Office until the deadline for post-results services and the resolution of outstanding enquiries or appeals	Confidential disposal
Exam question papers	Question papers for timetabled written exams.	Issued to Head of Departments no earlier than 24 hours 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.	Issued to subject staff

Record type	Record(s) description (where required)	Retention information/period	Action at end of retention period (method of disposal)
Exam stationery	Awarding body exam stationery provided solely for the purpose of external exams.	Unused stationery will be returned to the centre's secure storage facility until needed for a future examination. Surplus stationery must not be used for internal school tests, Prep examinations and NEA's. Out of date stationery will be destroyed.	Confidential disposal
Examiner reports	Copy kept with results for the relevant period	To be immediately provided to head of department as records owner. Copy also to SLT	Confidential disposal
Finance information	Copy invoices for exams-related fees.	To be held on file for 6 years to allow for cross referencing with regard to registrations	
Invigilator and facilitator training records	Names of invigilators attending training and record of training	To be retained on file and 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.	Confidential disposal
Moderator reports	Copy kept with results for the relevant period	To be immediately provided to head of department as records owner.	
Moderation returns logs	Logs recording the return of candidates' work to the centre by the awarding body at the end of the moderation period	To be stored safely and securely until after the deadline for RoR's or the resolution of any outstanding enquiry/appeal or malpractice investigations for the exams series	Confidential disposal
Overnight supervision information	The JCQ Overnight Supervision form is completed online using CAP. The JCQ Overnight	To be retained for inspection purposes until the deadline for reviews of marking has passed or until	Confidential disposal

Record type	Record(s) description (where required)	Retention information/period	Action at end of retention period (method of disposal)
	Supervision Declaration form is downloaded from CAP for signing by the candidate, the supervisor and the head of centre.	any appeal, malpractice or other results enquiry has been completed, whichever is later.	
Post-results services: confirmation of candidate consent information	Hard copy or email record of required candidate consent for Post-results service.	Consent forms or e-mails from candidates to 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.	Confidential disposal
Post-results services: requests/outcome information and tracking log	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.	To be retained on file and tracked to resolution and invoicing and kept for at least six months following the outcome of the clerical re-check or review of marking or any subsequent appeal.	Confidential disposal
Private candidate information	Any hard copy information relating to private candidates' entries.	To 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.	Confidential disposal
Proof of postage – candidates' work	Certificate of posting with address and name of moderator and unit number.	Certificate of Postage kept in Reception. To be retained by the centre and kept for at least six months following the outcome of the clerical re-	Confidential disposal

Record type	Record(s) description (where required)	Retention information/period	Action at end of retention period (method of disposal)
		check or review of marking or any subsequent appeal.	
Resilience arrangements: Evidence of candidate performance	The collection of evidence of student performance to ensure resilience in the qualification system.	Student work, either the original or a copy will 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. This will 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.	Confidential disposal
Resolving timetable clashes information	Any hard copy information relating to the resolution of a candidate's clash of timetabled exam papers.	To be retained for inspection purposes until the deadline for reviews of marking has passed or until any appeal, malpractice or other results enquiry has been completed, whichever is later.	Confidential disposal
Results information	Broadsheets of public examination results summarising candidate final grades by subject by exam series.	Records for current year plus previous 6 years to be retained as a minimum.	Confidential disposal
Second pair of eyes check records/forms	Records of the check that must be taken by a second person (additional to the person removing question paper packets from secure storage)	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	

Record type	Record(s) description (where required)	Retention information/period	Action at end of retention period (method of disposal)
	immediately before a question paper packet is opened.	question paper packet is opened. This second pair of eyes check must be recorded.	
Special consideration information	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.	All information and evidence supporting special consideration will be retained for inspection purposes 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 centre may be asked by an awarding body to provide signed evidence.	Confidential disposal
Suspected malpractice reports/outcomes	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.	A permanent record will be kept of the impact of any sanctions on an individual candidate's results. Other documentation will be retained for inspection purposes until the deadline for reviews of marking has passed or until any appeal, malpractice or other results enquiry has been completed, whichever is later.	Confidential disposal
Transferred candidate arrangements	Any hard copy information relating to a transferred candidate arrangement. Applications submitted online via CAP.	To be held on file in the Exams Office until the deadline for reviews of marking and the resolution of outstanding enquiries or appeals, malpractice or other results enquiry has been completed, whichever is later.	Confidential disposal
Very late arrival reports/outcomes	Any hard copy information relating to a candidate arriving very late to an exam. Reports submitted online via CAP.	To be held on file in the Exams Office until the deadline for reviews of marking and the resolution of outstanding enquiries or appeals, malpractice or	Confidential disposal

Record type	Record(s) description (where required)	Retention information/period	Action at end of retention period (method of disposal)
		other results enquiry has been completed, whichever is later.	