



Examinations Archiving Policy

Fulford School

Examinations Archiving Policy

Centre name	Fulford School
Centre number	48317
Date policy first created	08/11/2023
Current policy approved by	Rachel Baroni
Current policy reviewed by	Michelle Hutchinson
Date of review	20/10/2025
Date of next review	30/09/2026

Key staff involved in the policy

Role	Name
Head of centre	Russell Harris
Senior leader(s)	Rachel Baroni
Exams officer	Michelle Hutchinson
SENCo (or equivalent role)	Anna Mehta
IT manager	Andy Church
Finance manager	
Head(s) of department	All Curriculum Leaders
Other staff (if applicable)	Jackie Hudson Pam Weller

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 Fulford School, this is indicated.

1. Access arrangements information

Record(s) description

Any hard copy information kept by the exams officer relating to an access arrangement candidate.

From September 2024 all new records will be stored digitally, starting with year 10 in 2024-2025. All other year groups will remain as paper records. Each new year group will then be recorded and stored digitally.

Retention information/period

Records returned to ALS lead/SENCo as records owner at end of the candidate's final exam series.

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

Securely destroyed

2. Alternative site arrangements

Record(s) description

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

Retention information/period

Until after the deadline for receiving outcomes of post-results and appeals, or the resolution of malpractice and special consideration cases, whichever is latest.

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

Securely destroyed

3. Attendance register copies

Record(s) description

Attendance registers kept as hard copies by the exams officer in secure storage.

Retention information/period

Until after the deadline for receiving outcomes of post-results and appeals, or the resolution of malpractice and special consideration cases, whichever is latest.

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

Securely destroyed

4. Awarding body exams administration information

Record(s) description

Any hard copy publications provided by awarding bodies.

Retention information/period

Records retained until the current academic year update is provided.

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

Securely destroyed

5. 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

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

Securely destroyed

6. 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.

Until after the deadline for receiving outcomes of post-results and appeals, or the resolution of malpractice and special consideration cases, whichever is latest.

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

Returned to candidates or securely destroyed.

7. 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

8. Certificates**Record(s) description**

Candidate certificates issued by awarding bodies.

Retention information/period

Retained for a minimum of 12 months and a maximum of 5 years.

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

Securely destroyed

9. Certificate destruction information**Record(s) description**

A record of unclaimed certificates that have been destroyed.

Retention information/period

4 years after the certificates have been destroyed.

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

Securely destroyed.

10. Certificate issue information**Record(s) description**

A record of certificates that have been issued.

Retention information/period

Records kept throughout the 5 years that unclaimed certificates are held within the school, and for a further 4 years in line with keeping records of securely destroyed certificates.

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

Securely destroyed

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

Until after the deadline for receiving outcomes of post-results and appeals, or the resolution of malpractice and special consideration cases, whichever is latest.

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

Securely destroyed

12. Confidential materials: receipt, secure movement, checking and secure storage logs**Record(s) description**

Logs recording awarding body confidential exam materials 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

Until after the deadline for receiving outcomes of post-results and appeals, or the resolution of malpractice and special consideration cases, whichever is latest.

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

Securely destroyed

13. Conflicts of interest records**Record(s) description**

Records demonstrating the management of conflicts of interest.

Retention information/period

Until after the deadline for receiving outcomes of post-results and appeals, or the resolution of malpractice and special consideration cases, whichever is latest.

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

Securely destroyed

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.

Retention information/period

Until after the deadline for receiving outcomes of post-results and appeals, or the resolution of malpractice and special consideration cases, whichever is latest.

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

Securely destroyed

15. Entry information

Record(s) description

Any hard copy information relating to candidates' entries.

Retention information/period

Until after the deadline for receiving outcomes of post-results and appeals, or the resolution of malpractice and special consideration cases, whichever is latest.

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

Securely destroyed

16. Exam question papers

Record(s) description

Question papers for timetabled written exams.

Retention information/period

Question papers are released to curriculum leaders 24 hours after the published finishing time of the exam, and after all candidates within the centre have completed the examination.

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

Used for future mock examinations within the centre.

17. Exam room checklists

Record(s) description

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

Retention information/period

Until after the deadline for receiving outcomes of post-results and appeals, or the resolution of malpractice and special consideration cases, whichever is latest.

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

Securely destroyed

18. Exam room incident logs

Record(s) description

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

Retention information/period

Until after the deadline for receiving outcomes of post-results and appeals, or the resolution of malpractice and special consideration cases, whichever is latest.

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

Securely destroyed

19. Exam stationery

Record(s) description

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

Retention information/period

Retained in secure storage.

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

Used in future public examinations.

Excess is securely destroyed.

20. Examiner reports

Record(s) description

Awarding body examiner reports.

Retention information/period

Immediately given to curriculum leaders.

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

Records 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

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 staff).

Retention information/period

Until after the deadline for receiving outcomes of post-results and appeals, or the resolution of malpractice and special consideration cases, whichever is latest.

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

Securely destroyed

23. Invigilation arrangements

Record(s) description

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

Retention information/period

Until after the deadline for receiving outcomes of post-results and appeals, or the resolution of malpractice and special consideration cases, whichever is latest.

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

Securely destroyed

24. Invigilator and facilitator training records

Record(s) description

All training records for invigilators including face-to-face and on-line training sessions.

Retention information/period

Until after the deadline for receiving outcomes of post-results and appeals, or the resolution of malpractice and special consideration cases, whichever is latest.

Copies of certificates given to invigilators.

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

Securely destroyed

25. Moderator reports

Record(s) description

Awarding body moderator reports.

Retention information/period

Immediately given to curriculum leaders.

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

Until after the deadline for receiving outcomes of post-results and appeals, or the resolution of malpractice and special consideration cases, whichever is latest.

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

Securely destroyed

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

Retention information/period

Until after the deadline for receiving outcomes of post-results and appeals, or the resolution of malpractice and special consideration cases, whichever is latest.

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

Securely destroyed

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 for 6 months following the outcome of the clerical re-check or review of marking or any subsequent appeal.

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

Securely destroyed

29. 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

Retained for 6 months following the outcome of the clerical re-check or review of marking or any subsequent appeal.

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

Securely destroyed

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

Retained for 6 months following the outcome of the clerical re-check or review of marking or any subsequent appeal.

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

Securely destroyed

31. Private candidate information**Record(s) description**

Not Applicable

Retention information/period

Not Applicable

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

Not Applicable

32. Proof of postage - candidates' work

Record(s) description

Not Applicable

Retention information/period

Not Applicable

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

Not Applicable

33. Resilience arrangements: Evidence of candidate performance

Record(s) description

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

Retention information/period

Until after the deadline for receiving outcomes of post-results and appeals, or the resolution of malpractice and special consideration cases, whichever is latest.

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

Securely 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

Until after the deadline for receiving outcomes of post-results and appeals, or the resolution of malpractice and special consideration cases, whichever is latest.

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

Securely destroyed

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 retained as a minimum.

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

Securely destroyed

36. Seating plans

Record(s) description

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

Retention information/period

Until after the deadline for receiving outcomes of post-results and appeals, or the resolution of malpractice and special consideration cases, whichever is latest.

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

Securely destroyed

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

Until after the deadline for receiving outcomes of post-results and appeals, or the resolution of malpractice and special consideration cases, whichever is latest.

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

Securely destroyed

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

Retention information/period

Until after the deadline for receiving outcomes of post-results and appeals, or the resolution of malpractice and special consideration cases, whichever is latest.

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

Securely destroyed

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

Until after the deadline for receiving outcomes of post-results and appeals, or the resolution of malpractice and special consideration cases, whichever is latest.

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

Securely destroyed

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

Until after the deadline for receiving outcomes of post-results and appeals, or the resolution of malpractice and special consideration cases, whichever is latest.

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

Securely destroyed

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

Until after the deadline for receiving outcomes of post-results and appeals, or the resolution of malpractice and special consideration cases, whichever is latest.

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

Securely destroyed

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