

**Tupton Hall School**  
REDHILL ACADEMY TRUST



# **Exam Archiving Policy**

Tupton Hall School

## Exam Archiving Policy

Centre name	Tuption Hall School
Centre number	23146
Date policy first created	02/07/2025
Current policy approved by	Steve Roberts
Current policy reviewed by	Steve Roberts
Date of review	30/09/2025
Date of next review	30/09/2026

## Key staff involved in the policy

Role	Name
Head of centre	Mr Andrew Knowles
Senior leader(s)	Mrs C Burton, Mrs S Burton, Mrs R Holland, Mrs J Lammin, Mrs A Lindley, Mr S Roberts, Mr C Sinclair,
Exams officer	Miss Amy Roberts
SENCo (or equivalent role)	A Barnett
IT manager	A.Adams
Finance manager	A.Lindley
Head(s) of department	K.Brett C.Dixon L.Dana G.Newton R.Crunkhorn R.Wilson P.Lambert N.Campbell R.Moxon R.Temple

Other staff (if applicable)	
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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 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 Tupton Hall School, this is indicated.

### **1. Access arrangements information**

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

Access Arrangement information is kept in a locked cabinet throughout the exam period.

#### **Retention information/period**

After the exam period has ended all Access Arrangement information is then given to the SENDCO - 7 years

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

Destroyed Securley

### **2. Alternative site arrangements**

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

Alternative Arrangement information along with application made to JCQ- kept in a locked cabinet with the Access arrangement information

#### **Retention information/period**

Kept for 12 months after the exam period.

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

Destroyed securley

### **3. Attendance register copies**

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

These are kept in date folders for each of the exam days.

They are then kept in a locked cabinet

#### **Retention information/period**

In accordance with JCQ these are kept in a secure cabinet and are kept for 12 months after the last exam.

This is so that if any queries are raised by exam boards this information is to hand

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

Securely disposed off

### **4. Awarding body exams administration information**

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

Any information relating to the exams will be kept in a secure locked cabinet.

this includes attendance records and any hard copies of books that may be used in exams

#### **Retention information/period**

these are kept until after the post result service period ends

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

securley disposed off

## **5. Candidates' scripts**

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

If candidates have completed their exam on word processor this information is kept on a secure drive which only Exams team can access, this information is then kept until after the post result service window has ended

### **Retention information/period**

These records will be kept in accordance with the GR 3.15, and also until the end of the post result service period had ended

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

ICT will be given access to these and then will make sure that they have been deleted off the servers

## **6. Candidates' work**

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

NEA will be kept in a secure location either on the server or in a locked cabinet.

### **Retention information/period**

This will be secured safely for 12 months after the post results service has ended.

this needs to be kept either on the server or in a locked cabinet

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

Deleted off the server by ICT or by securely disposing of the paper copies

## **7. Centre consortium arrangements for centre assessed work**

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

### **Retention information/period**

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

## **8. Certificates**

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

Certificates will be kept in the exams office when they are delivered in a secure locked cabinet.

After the celebration evenings and they have been collected if any are left they will be kept in a secure locked cabinet in reception.

### **Retention information/period**

Certificates will be kept for 12 months

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

They will be disposed of securely

## **9. Certificate destruction information**

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

Record of which certificates have been collected will be kept this will be kept and students will need to sign to

say they have collected their certificates.

**Retention information/period**

In relation to GR 5.14 they will be retained for 12 months

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

They will be disposed of securely

**10. Certificate issue information**

**Record(s) description**

Once candidates have collected their certificates they will sign to say they have collected them this will be along with the date they have collected them.

**Retention information/period**

In relation to GR 5.14 they will be kept for 12 months

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

the information will be disposed of securely

**11. Confidential materials: initial point of delivery logs**

**Record(s) description**

Exam room logs- paper copies will be kept until the end of post result services.

Digital logs from exams assist will be archived

**Retention information/period**

Until after the deadline of review of results has passed or any appeals have finalised

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

once the review of results deadline has passed the logs will be disposed of securely

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

**Record(s) description**

Receipt logs/ Postage Logs will be kept in secure storage until

**Retention information/period**

These will be kept until the review of results has passed or any appeals that may be processed have been cleared

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

they will be disposed of securely

**13. Conflicts of interest records**

**Record(s) description**

Conflict of interest will be collected via a Microsoft form and the information gained from this only the exams officer will be able to view.

All information will be collected by 31st October each academic year

**Retention information/period**

These will be kept until all post result services and/or appeals have closed

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

Record will be deleted from the server

**14. Dispatch logs****Record(s) description**

Dispatch logs will be kept in a secure locked cabinet within the exam's office.

**Retention information/period**

They will be kept in the exams office until all queries regarding results have passed along with any appeals that may take place

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

They will be disposed of securely

**15. Entry information****Record(s) description**

Any digital information stored on MIS will be kept for 7 years.

Any hard copies of candidates numbers/ exam entries will be kept in a secure locked cabinet

**Retention information/period**

The data that is stored on MIS will be kept for 7 years.

Any hard copy information in relation to results will be kept for 12 months

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

Hard copy information will be disposed of securely

**16. Exam question papers****Record(s) description**

When exam papers arrive into centre they will be marked off with the dispatch script in the secure exam storage. Until the day of the exam and will only be taken out of the secure storage an hr prior to the scheduled exam start time.

**Retention information/period**

Papers will not be released to teaching staff until all exams have finished inc Extra time students or all clashes have completed.

Exam Papers will remain in the exams office until this time.

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

They will be issued to staff after all students have completed the exam

**17. Exam room checklists****Record(s) description**

Exam room checklists will be completed online via exams assist.

these will be digital records

**Retention information/period**

This information will be kept until all review of results or appeals have ended. The data will then be archived



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

The data will be archived after the review of results have ended

**18. Exam room incident logs****Record(s) description**

Exam room inc log- paper copies will be kept in the daily folders in a locked cabinet

Digital room inc logs will be kept on the exams assist software programme.

**Retention information/period**

This information will be kept until the end of review of results or the end of all appeals.

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

Paper logs will be disposed off securley

**19. Exam stationery****Record(s) description**

Exam Stationary such as extra paper will be kept in a secure locked cabinet.

**Retention information/period**

These will be kept in the secure locked cabinet for future use in exam periods

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

N/A

**20. Examiner reports****Record(s) description**

Any reports that are sent via examiners these will be sent to the HOD.

A copy will also be stored in the exams office

**Retention information/period**

Records in the departments will be given to HOF for them to determine how long they keep them for.

Exams Office record will be kept until the end of review of results / appeals have all finished

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

Dispoed of securley

**21. Finance information****Record(s) description**

These will be keptby the finance department

**Retention information/period**

This will be determined by the Finance Department

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

Disposed of Securley

**22. Handling secure electronic materials logs**

**Record(s) description**

These will be kept on the software system that we use Exams Assist. These can be downloaded if required and can be stored on the school secure system.

**Retention information/period**

These are to be kept until all review of results have been completed and all appeals have been completed. 12 months

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

To be deleted of the server by ICT

**23. Invigilation arrangements****Record(s) description**

Log of where the invigilators were for each of exam is stored digitally on exams assist and also on the printed logs that are stored securely in the daily files.

**Retention information/period**

These will be kept until after the review of results period has ended and any appeals have closed.

We will keep these in a secure cabinet.

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

These will be disposed of securely

**24. Invigilator and facilitator training records****Record(s) description**

Training records will be kept for all invigilators in the exams office in the training folder.

These will be available to view by any member of staff or JCQ

**Retention information/period**

These records will be updated regularly and will be kept up to date adding on any new invigilators along with any training they do.

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

N/A

**25. Moderator reports****Record(s) description**

These will be kept by the individual faculties

**Retention information/period**

The records will be provided to the HOF and it will be down to them to retain this information

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

This will be disposed of securely

**26. Moderation return logs****Record(s) description**

These will be kept until the end of moderation and or the results have been published.

**Retention information/period**

They will be retained within the centre until the review of results have closed or any appeals have closed.

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

To dispose of securley- this will be down to each individual department.

**27. Overnight supervision information****Record(s) description**

Any applications made to JCQ for overnight supervision all details will be kept within the Access Arrangement folder within the exam office, where it can be viewed securley

**Retention information/period**

In relation to ICE section 8 this information will be kept securley until all review of results have come in and the period has ended along with any appeals that may have taken place have come back

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

These will be disposed of securley

**28. Post-results services: confirmation of candidate consent information****Record(s) description**

Candidate consent information for post result service will be kept in a secure locked cabinet for a period of 6 months from results day.

**Retention information/period**

These will be retained in the exams office for a period of 6 months after the review of marking period has closed

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

they will be disposed of securley

**29. Post-results services: request/outcome information****Record(s) description**

The post results outcomes will be printed off and kept in a folder in the exams office in a locked cabinet.

They will also be emailed to Head of Faculty/ Head of Sixth Form/ S.Roberts/J/Lammin so they have a record of any marks that may have gone up or down.

**Retention information/period**

This information will be kept in the exams office for a period of 6 months after the closing of the review of results.

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

To be disposed of securley

**30. Post-results services: tracking logs****Record(s) description**

An Excel log will be kept of all remark requests that have been made along with the date they were made and the date that they came back along with the outcome. This will be kept in the exams folder on the school shared drive.

Exams folder has limited access.

**Retention information/period**

This information will be kept for 12 months following the end of review of results.

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

ICT will be asked to make sure that it has been deleted off the server

**31. Private candidate information**

**Record(s) description**

N/A

**Retention information/period**

N/A

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

N/A

**32. Proof of postage - candidates' work**

**Record(s) description**

These will be kept in a folder in the secure storage.

This will be for the whole of the school year for all proof of postage.

**Retention information/period**

Proof of postage will be kept until all results have come in for the summer exam series and there are no queries in relation to the exam results.

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

They will be disposed of securely

**33. Resilience arrangements: Evidence of candidate performance**

**Record(s) description**

This will be done by the individual departments when they are collecting results for coursework and performances.

**Retention information/period**

This will need to be kept until all review of results/ review of moderation have come back

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

Disposed of securely

**34. Resolving timetable clashes**

**Record(s) description**

Resolving timetable clashes will be done when the entries are uploaded into exams assist this will show of any clashes that candidates may have.

Once it shows which candidates have clashes this will then be resolved by working out which exam will be sat at different points in the day.

The candidates will be made aware that they have clashes and that they will need to be supervised throughout the whole day and they won't be allowed access to their mobile devices.

**Retention information/period**

The information for clashes will be kept until after the review of results have closed.

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

Archived in the exams assit software.

**35. Results information**

**Record(s) description**

Results information will be kept in the exams office until it can be published to both staff and students.

**Retention information/period**

Retention of the results will be kept on the MIS system for a period of 7 years.

paper copies of candidates individual results will be kept for 12 months

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

They will be disposed of securely

**36. Seating plans**

**Record(s) description**

Seating plans will be kept digitally on the software and hard copies of the seating plans will be added to the daily room logs, which will be kept locked in a secure cabinet.

**Retention information/period**

This information will be kept until all review of results have come back and also any appeals have come back, this is in accordance to guidelines set out in ICE

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

Disposed of Securely

**37. Second pair of eyes check records/forms**

**Record(s) description**

Second Pair of Eyes sheets will be kept in a secure cabinet.

**Retention information/period**

These will be kept until the review of results/ appeals have closed.

This will be the same for any exam series that is run.

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

They will be disposed of securely.

**38. Special consideration information**

**Record(s) description**

Special consideration information will be compiled in an excel document, where both SLT and also Head of Sixth Form can add to and send in any that need to be added.

Along with any medical information/ evidence that will support the application.

This will be kept secure on the exams part of the S Drive

**Retention information/period**

The information along with the outcomes of the special consideration will be kept in a folder in a secure locked cabinet until the review of results has closed and or appeals have all come back

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

They will be disposed of securely

**39. Suspected malpractice reports/outcomes**

**Record(s) description**

Suspected malpractice reports and outcomes will be stored in a folder in the secure cabinet. They will be detailed records of what happened along with any witness reports that are received

**Retention information/period**

The reports and outcomes will be kept in the secure cabinet until the review of results and or appeals have closed for that exam series.

If the malpractice is in relation to staff this will be held on record ( duration depends on whether any sanctions have been put in place by the exam board)

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

Disposed of Securely

**40. Transferred candidate arrangements**

**Record(s) description**

N/A

**Retention information/period**

N/A

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

N/A

**41. Very late arrival reports/outcomes**

**Record(s) description**

Any candidates that arrive late to the exams the report will be kept within the daily folders and will be locked away. This will be along with any evidence ( if received) as to why the candidate was late.

**Retention information/period**

This information along with any documents received by the exam board detailing the outcome of the submission of very late arrival will be kept in the daily folders and will be kept until after the review of results have closed and any appeals have closed.

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

Disposed of securely

**42a. Any other records/documentation/materials**

**Record(s) description**

N/A

**Retention information/period**

N/A

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

N/A

**42b. Any other records/documentation/materials**

**Record(s) description**

N/A

**Retention information/period**

N/A

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

N/A

## **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**