

Tupton Hall School
REDHILL ACADEMY TRUST



Exam Archiving Policy

Tupton Hall School

Exam Archiving Policy

Centre name	Tuption Hall School
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Current policy approved by	Steve Roberts
Current policy reviewed by	Steve Roberts
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Date of next review	24/09/2027

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, MrD Thompson, Mr M Edwards
Exams Manager	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 H.Allsop
Other staff (if applicable)	

This policy is reviewed and updated annually to ensure that records are archived/retained in accordance with current requirements and reflects centre practice.

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 until the end of review of results

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 within each faculties workroom

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**

Any paperwork that is generated from the completion of NEA or any other assessed work will be kept until the end of review of results period. It will then be securely destroyed

Retention information/period

This will be kept until the end of review of results or until any malpractice investigations have finished whichever is the latest date.

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

They will be shredded securely

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 for students to collect. -this will run from Dec - Dec each year

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

They will be disposed of securely - a record will be kept of which certificates have been destroyed

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 - record kept of which certificates have been destroyed

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 Forms 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 hour prior to the scheduled exam start time.

Retention information/period

Papers will not be released to teaching staff until all exams have finished including 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 incident log- paper copies will be kept in the daily folders in a locked cabinet

Digital room incident 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 Stationery 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 softawre 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 securley 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 securely- 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 securely

Retention information/period

In relation to ICE section 8 this information will be kept securely 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 securely

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 securely

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/JJ/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 securely

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 securley

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 reveiw of results/ review of moderation have come back

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

Dispsod of securley

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 candiates 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 wont be allowed access to their mobile devices.

Retention information/period

The informtion 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 toboth 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 dispsoed of securley

36. Seating plans

Record(s) description

Seating plans will be jept digiatally on the softawre 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 accorandance to guidelines set out in ICE

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

Disposed of Securley

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 effective from 1 September 2026

In terms of JCQ regulations (effective from 1 September 2026), no changes are applicable to this policy.

Some insert field prompts have been slightly amended to reflect wording changes in ICE (5.2,12.5,12.8, 31)

Centre-specific changes