



Sibford
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Examinations Archiving Policy

Sibford School

Examinations Archiving Policy

Centre name	Sibford School
Centre number	62211
Date policy first created	19/09/2023
Current policy approved by	Rebecca Evans
Current policy reviewed by	Sarah Lake
Date of review	08/10/2025
Date of next review	01/10/2026

Key staff involved in the policy

Role	Name
Head of centre	Rebecca Evans
Senior leader(s)	Jessica Boyle - Assistant Head (Academic and Operations)
Exams officer	Sarah Lake
SENCo (or equivalent role)	Natalie Morris-Muir/Emily Butterworth
IT manager	Blue Planet
Finance manager	Ally Lynch
Head(s) of department	
Other staff (if applicable)	

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 Sibford 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

Retention information/period

- Records returned to SENDCo as records owner at end of the candidate's final exam series

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

- At the end of the retention period the records are disposed of in confidential waste

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

- Records are retained 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)

- At the end of the retention period the records are disposed of in confidential waste

3. Attendance register copies

Record(s) description

- Exam board issued registers

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)

- At the end of the retention period the records are disposed of in confidential waste

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)

- At the end of the retention period publications are disposed of in recycling waste

5. Candidates' scripts**Record(s) description**

- Digital copies of word processed examination scripts
- 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 General Regulations, 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)

- At the end of the retention period any paper records are disposed of in confidential waste. Any digital records will be deleted

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. 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 General Regulations, section 3.15 (store safely and securely all non-examination assessments, including controlled assessments, coursework or portfolios, retained in, or returned to, the centre 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. This includes materials stored electronically)

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

- At the end of the retention period the work will be returned to subject staff to be returned to candidates

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

- Records retained in accordance with the requirements of General Regulations, section 5.14 (retain all unclaimed certificates under secure conditions for a minimum of 12 months from the date of issue)

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

- Certificates will be filed with student records, and kept in school archives. School files remain in archives until candidates turn 25 years old (30 years for candidates with Special Educational Needs). The entire student file is then destroyed after this

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

- As certificates are retained until candidates turn at least 25 records of destruction are kept for 4 years

Retention information/period

- Certificates will be filed with student records, and kept in school archives. School files remain in archived until candidates turn 25 years old (30 years for candidates with Special Educational Needs)

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

- At the end of the retention period the records are disposed of in confidential waste

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

- A record of certificates that have been issued

Retention information/period

- Records retained in accordance with the requirements of General Regulations, section 5.14 (distribute certificates to all candidates without delay and regardless of any disputes (such as non-payment of fees). Certificates must not be withheld without prior permission from an awarding body which will only be given in very exceptional circumstances. A record should be kept of the certificates that are issued)

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

- At the end of the retention period the records are disposed of in confidential waste

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 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

Retention information/period

- Exams-related information that is held in the centre is retained 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)

- At the end of the retention period the records are disposed of in confidential waste

12. Confidential materials: receipt, secure movement, checking 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 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)

- At the end of the retention period the records are disposed of in confidential waste

13. Conflicts of interest records

Record(s) description

- Records demonstrating the management of conflicts of interest

Retention information/period

- Records retained in accordance with the requirements of General Regulations, section 5.3 (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)

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

- At the end of the retention period the records are disposed of in confidential waste

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

- Proof of Postage for NEA work
- Proof of Postage for non-yellow label service dispatch

Retention information/period

- Exams-related information that is held in the centre is retained 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)

- At the end of the retention period the records are disposed of in 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 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)

- At the end of the retention period the records are disposed of in 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 General Regulations, section 6.13 (For confidentiality purposes question papers must not be released to centre personnel for use in accordance with the above licence until 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. This does not restrict access to question papers by authorised centre personnel for the purpose of conducting examinations)

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

- For specifications delivered within the centre examination papers will be issued to subject staff. For specifications not delivered within the centre these will be disposed of in confidential waste

17. Exam room checklists

Record(s) description

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

Retention information/period

- Exams-related information that is held in the centre is retained 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)

- At the end of the retention period the records are disposed of in confidential waste

18. Exam room incident logs

Record(s) description

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

Retention information/period

- Exams-related information that is held in the centre is retained 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)

- At the end of the retention period the records are disposed of in confidential waste

19. Exam stationery

Record(s) description

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

Retention information/period

- Unused stationery to be returned to the secure storage facility or secure room until needed for a future examination
- Surplus stationery must not be used for internal school tests, mock examinations and non-examination assessments
- Any out-of-date stationery destroyed confidentially

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

- Any out-of-date stationery destroyed confidentially

20. Examiner reports

Record(s) description

- Examiners reports issued after subject moderation

Retention information/period

- Records immediately provided to head of department as records owner

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

- At the end of the retention period the records are disposed of in confidential waste

21. Finance information

Record(s) description

- Copy invoices for exams-related fees

Retention information/period

- Records returned to Finance department as records owner once signed off by the Exams Officer

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

- At the end of the retention period the records are disposed of in confidential waste

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 centre staff)

Retention information/period

- Exams-related information that is held in the centre is retained 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)

- At the end of the retention period the records are disposed of in confidential waste

23. Invigilation arrangements

Record(s) description

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

Retention information/period

- Exams-related information that is held in the centre is retained 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)

- At the end of the retention period the records are disposed of in confidential waste

24. Invigilator and facilitator training records

Record(s) description

- Invigilator training records

Retention information/period

- Records retained in accordance with the requirements of ICE, section 12 (A record of the content of the

training given to invigilators and those facilitating an access arrangement for a candidate under examination conditions must be available for inspection and retained on file 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 record of the content of the training given to invigilators and those facilitating an access arrangement for a candidate under examination conditions must be available for inspection and retained on file 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)

- At the end of the retention period the records are disposed of in confidential waste

25. Moderator reports

Record(s) description

- Moderator reports issued after subject moderation

Retention information/period

- Where printed from electronic copy, records immediately provided to head of department as records owner

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

- At the end of the retention period the records are disposed of in confidential waste

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

- Exams-related information that is held in the centre is retained 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)

- At the end of the retention period the records are disposed of in confidential waste

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

- Records retained in accordance with the requirements of ICE, section 8: keep all completed forms 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. Forms may be stored electronically or in hard copy paper format and must not be sent to an awarding body, unless specifically requested

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

- At the end of the retention period the records are disposed of in confidential waste

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

Record(s) description

- Hard copy or email record of required candidate consent

Retention information/period

- Records retained in accordance with the requirements of PRS, section 4 plus appendix A and B: Consent forms or e-mails from candidates must 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. This form should be retained on the centre's files for at least six months following the outcome of the clerical re-check, review of marking or any subsequent appeal. This form should be retained on the centre's files for at least six months

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

- At the end of the retention period the records are disposed of in confidential waste

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

- Exams-related information that is held in the centre is retained 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)

- At the end of the retention period the records are disposed of in confidential waste

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

- Exams-related information that is held in the centre is retained 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)

- At the end of the retention period the records are disposed of in confidential waste

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

- Any hard copy information relating to private candidates' entries

Retention information/period

- Exams-related information that is held in the centre is retained 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)

- At the end of the retention period the records are disposed of in confidential waste

32. Proof of postage - candidates' work**Record(s) description**

- Proof of postage/despatch of candidates' scripts to awarding body examiners/markers. Proof of postage/despatch of sample of candidates' work submitted to awarding body moderators

Retention information/period

- Records (proof of postage/despatch of candidates' scripts to awarding body examiners/markers) retained in accordance with the requirements of ICE, section 29: Centres not involved in the secure despatch of exam scripts service must obtain proof of postage/despatch for each packet of scripts, which must be retained on the centre's files until the results are published, in case of loss or damage. (Proof of postage will provide evidence that the candidates' scripts have left the centre. This will indicate that the scripts were written at the appointed time and that, should the scripts not be received by the awarding body/examiner, then special consideration may be possible). Proof of recorded delivery postage is retained in centre for 7 years

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

- At the end of the retention period the records are disposed of in confidential waste

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

- Student work, either the original or a copy, must always 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

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

- At the end of the retention period the records are disposed of in confidential waste

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

- Exams-related information that is held in the centre is retained 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)

- At the end of the retention period the records are disposed of in confidential waste

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)

- At the end of the retention period the records are disposed of in confidential waste

36. Seating plans

Record(s) description

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

Retention information/period

- Records retained in accordance with the requirements of ICE, section 12: 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)

- At the end of the retention period the records are disposed of in confidential waste

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

- Exams-related information that is held in the centre is retained 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)

- At the end of the retention period the records are disposed of in confidential waste

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

- Records retained in accordance with the requirements of SC, section 6: All applications must be supported by signed evidence produced by a member of the senior leadership team. The centre must retain this evidence until after the publication of results

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

- At the end of the retention period the records are disposed of in confidential waste

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

- Exams-related information that is held in the centre is retained 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)

- At the end of the retention period the records are disposed of in confidential waste

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

- Exams-related information that is held in the centre is retained 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)

- At the end of the retention period the records are disposed of in confidential waste

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

- Exams-related information that is held in the centre is retained 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)

- At the end of the retention period the records are disposed of in confidential waste

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

Upon review in October 2025, additional information has been added in relation to staff involved in examination processes to represent the changes in responsibilities within the Support for Learning Department. The job title of Jessica Boyle has been updated.