Exams Archiving Policy

2025-26

The Bridge Trust

Satellite School

Pride
Passion
Partnership
Professionalism
Positivity

Centre name	The Bridge Satellite Provision
Centre number	12679
Date policy first created	28.02.2025
Current policy approved by	Elliot Blackmore
Current policy reviewed by	Elliot Blackmore
Date of review	01.03.2026
Date of next review	01.03.2027

Key staff involved in the policy

Role	Name
Head of Centre	Elliot Blackmore
Senior leader(s)	Oliver Fogg Karen Mcdonagh
Exams officer	Jittumol Chandy Thomas
SENCo (or equivalent role)	Oliver Fogg
IT manager	Razu Ahad
Finance manager	Harold Reid
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 Satellite 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.

Retention information/period

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

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

Secure disposal at the end of the retention period.

2. Alternative site arrangements Record(s) description

Not applicable.

Retention information/period

Where specific retention information is not provided by JCQ or other organisation, it is suggested as good practice that exams-related information that is held in the centre is retained at least until after the deadline for reviews of results or other results enquiries (or the resolution of any outstanding appeals or malpractice investigations) for the relevant exams series).

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

Secure destruction.

3. Attendance register copies Record(s) description

The registers of attendance for each exam.

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)

Confidential waste shredding.

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)

Secure disposal.

5. Candidates' scripts

Record(s) description

Any unwanted copies of scripts returned to the centre under access to scripts service. (ATS)

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 (...ensure that when scripts that have been returned under access to scripts 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)

Confidential disposal.

6. Candidates' work Record(s) description

Non examination assessment work returned to the centre 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 (...store safely and securely all non-examination assessments, including controlled assessments, coursework or portfolios, retained in or returned to students)

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

Return to candidates or safe disposal.

7. Centre consortium arrangements for centre assessed work

Record(s) description

Not applicable.

Retention information/period

Where specific retention information is not provided by JCQ or other organisation, it is suggested as good practice that exams-related information that is held in the centre is retained at least until after the deadline for reviews of results or other results enquiries (or the resolution of any outstanding appeals or malpractice investigations) for the relevant exams series).

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

Not applicable.

8. Certificates Record(s) description

Candidate certificates issued by awarding body.

Retention information/period

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

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

Confidential destruction.

9. Certificate destruction information

Record(s) description

A record of unclaimed certificates that have been destroyed.

Retention information/period

Records retained in accordance with the requirements of GR< section5.14 (...destroy any unclaimed certificates after retaining them for a minimum period of 12 months. They must be destroyed in a confidential manner. Centres that do not have a means of destroying certificates confidentially may return them to the respective awarding body. A record of certificates that have been destroyed should be retained for four years form their date of destruction)

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

Confidential destruction.

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 GR, section 5.14 (...obtain and maintain accurate candidate information to ensure the correct and secure dispatch of certificates - ... 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)

Confidential destruction.

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

Where specific retention information is not provided by JCQ or other organisation, it is suggested as good practice that exams-related information that is held in the centre is retained at least until after the deadline for reviews of results or other results enquiries (or the resolution of any outstanding appeals or malpractice investigations) for the relevant exams series.

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

Confidential destruction.

12. Confidential materials: receipt, secure movement 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 transfer to the centre's secure storage facility.

Retention information/period

Where specific retention information is not provided by JCQ or other organisation, it is suggested as good practice that exams-related information that is held in the centre is retained at least until after the deadline for reviews of results or other results enquiries (or the resolution of any outstanding appeals or malpractice investigations) for the relevant exams series.

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

Confidential destruction.

13. Conflicts of interest records

Record(s) description

Records demonstrating the management of conflicts of interests.

Retention information/period

Where specific retention information is not provided by JCQ or other organisation, it is suggested as good practice that exams-related information that is held in the centre is retained at least until after the deadline for reviews of results or other results enquiries (or the resolution of any outstanding appeals or malpractice investigations) for the relevant exams series.

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

Confidential destruction.

14. Dispatch logs

Record(s) description

Proof of dispatch of exam script packages to awarding body examiners covered by the DfE (Standards and Testing Agency) yellow label service (England only).

Retention information/period

Where specific retention information is not provided by JCQ or other organisation, it is suggested as good practice that exams-related information that is held in the centre is retained at least until after the deadline for reviews of results or other results enquiries (or the resolution of any outstanding appeals or malpractice investigations) for the relevant exams series.

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

Confidential destruction.

15. Entry information

Record(s) description

Any hard copy information relating to candidate's entries.

Retention information/period

Where specific retention information is not provided by JCQ or other organisation, it is suggested as good practice that exams-related information that is held in the centre is retained at least until after the deadline for reviews of results or other results enquiries (or the resolution of any outstanding appeals or malpractice investigations) for the relevant exams series.

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

Confidential destruction.

16. Exam question papers

Record(s) description

Question papers for timetabled written exams.

Retention information/period

Records retained in accordance with the requirements of ICE< section 31 (releasing question papers) and GR, 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 queries with the exam boards.)

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

Issued to subject staff.

17. Exam room checklists

Record(s) description

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

Retention information/period

Where specific retention information is not provided by JCQ or other organisation, it is suggested as good practice that exams-related information that is held in the centre is retained at least until after the deadline for reviews of results or other results enquiries (or the resolution of any outstanding appeals or malpractice investigations) for the relevant exams series.

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

Confidential destruction.

18. Exam room incident logs

Record(s) description

Logs recording any incidents or irregularities in every exam room for each exam.

Retention information/period

Where specific retention information is not provided by JCQ or other organisation, it is suggested as good practice that exams-related information that is held in the centre is retained at least until after the deadline for reviews of results or other results enquiries (or the resolution of any outstanding appeals or malpractice investigations) for the relevant exams series.

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

Confidential destruction.

19. Exam stationery

Record(s) description

Awarding body stationary provided solely for the purpose of the examination.

Retention information/period

Records retained in accordance with the requirements of ICE< section 30 (...return unused stationary to the secure storage facility or secure room until needed for a future examination. Surplus stationary must not be used for internal school tests, mock examinations and non-examination assessments…destroy confidentially any out-of-date stationary.)

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

Confidential destruction.

20. Examiner reports Record(s) description

Any reports received from examiners.

Retention information/period

Where provided, records immediately provided to head of department as records owner.

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

Confidential destruction.

21. Finance information Record(s) description

Copy invoices for exam related fees.

Retention information/period

Records returned to finance team as record owner at the end of the academic year.

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

Records returned to finance team as record owner, for audit purposes.

22. Handling secure electronic materials logs Record(s) description

Where used, logs recording the arrangements applied when handling secure electronic materials provided by the centre and accessed by the exams officer (or other authorised member of the centre staff.)

Retention information/period

Where specific retention information is not provided by JCQ or other organisation, it is suggested as good practice that exams-related information that is held in the centre is retained at least until after the deadline for reviews of results or other results enquiries (or the resolution of any outstanding appeals or malpractice investigations) for the relevant exams series.

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

Confidential destruction.

23. Invigilation arrangements

Record(s) description

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

Retention information/period

Where specific retention information is not provided by JCQ or other organisation, it is suggested as good practice that exams-related information that is held in the centre is retained at least until after the deadline for reviews of results or other results enquiries (or the resolution of any outstanding appeals or malpractice investigations) for the relevant exams series.

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

Confidential destruction

24. Invigilator and facilitator training records

Record(s) description

Invigilator and facilitator and exams officer training records and certification.

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 is kept on the centre's Exams Office membership platform and is available to anyone inspecting.

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

Confidential destruction.

25. Moderator reports Record(s) description

Any moderator reports received from external moderators.

Retention information/period

Records immediately provided to head of department as records owner. Action at the end of retention period (method of disposal) Confidential destruction.

26. Moderation return logs

Record(s) description

Logs recording the return of candidate's work to the centre at the end of the moderation period.

Retention information/period

Where specific retention information is not provided by JCQ or other organisation, it is suggested as good practice that exams-related information that is held in the centre is retained at least until after the deadline for reviews of results or other results enquiries (or the resolution of any outstanding appeals or malpractice investigations) for the relevant exams series.

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

Confidential destruction.

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 are retained in accordance with the requirements of CIE, 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)

Confidential destruction.

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

Record(s) description

Hard copy or email record of candidate consent information.

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, review of marking or any subsequent appeal).

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

Confidential destruction.

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 an awarding body.

Retention information/period

Where specific retention information is not provided by JCQ or other organisation, it is suggested as good practice that exams-related information that is held in the centre is retained at least until after the deadline for reviews of results or other results enquiries (or the resolution of any outstanding appeals or malpractice investigations) for the relevant exams series.

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

Confidential destruction.

30. Post-results services: tracking logs

Record(s) description

Logs tracking to resolution all post-results service requests sent to awarding bodies.

Retention information/period

Where specific retention information is not provided by JCQ or other organisation, it is suggested as good practice that exams-related information that is held in the centre is retained at least until after the deadline for reviews of results or other results enquiries (or the resolution of any outstanding appeals or malpractice investigations) for the relevant exams series.

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

Confidential destruction.

31. Private candidate information

Record(s) description

N/A

Retention information/period

Where specific retention information is not provided by JCQ or other organisation, it is suggested as good practice that exams-related information that is held in the centre is retained at least until after the deadline.

for reviews of results or other results enquiries (or the resolution of any outstanding appeals or malpractice investigations) for the relevant exams series.

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

N/A

32. Proof of postage - candidates' work

Record(s) description

Proof of postage/dispatch of candidate’s scripts to awarding body examiners / markers. Proof of postage / dispatch of sample or candidate's work submitted to awarding body moderators.

Retention information/period

Records of above retained in accordance with the requirements of ICE, section 29) Proof will remain on file until the results are published, in case of loss or damage. Proof of postage will provide evidence that the candidate's scripts have left the centre and were written at the appointed time.

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

Confidential destruction.

33. Resilience arrangements: Evidence of candidate performance

Record(s) description

The collection of evidence of student performance to provide resilience in the examinations system.

Retention information/period

Student work, the original or a digital copy, will be retained in the centre. Students will be given copies, or the original work, where this would support their study.

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

Confidential destruction.

34. Resolving timetable clashes

Record(s) description

Any hard copy information relating to the resolution of a candidate's timetable clashes.

Retention information/period

Where specific retention information is not provided by JCQ or other organisation, it is suggested as good practice that exams-related information that is held in the centre is retained at least until after the deadline for reviews of results or other results enquiries (or the resolution of any outstanding appeals or malpractice investigations) for the relevant exams series.

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

Confidential destruction.

35. Results information

Record(s) description

Broadsheets of public information relating to examination results by candidate.

Retention information/period

Records of current year plus previous six years retained as a minimum.

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

Confidential destruction.

36. Seating plans

Record(s) description

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

Retention information/period

Records retained in accordance with ICE, section 12 (...keep signed copies 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. They must be kept until the deadline for reviews of marking has passed or until any appeal, malpractice or any other results enquiry has been completed, whichever is later.)

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

Confidential destruction.

37. Second pair of eyes check 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

Where specific retention information is not provided by JCQ or other organisation, it is suggested as good practice that exams-related information that is held in the centre is retained at least until after the deadline for reviews of results or other results enquiries (or the resolution of any outstanding appeals or malpractice investigations) for the relevant exams series.

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

Confidential destruction.

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 by a senior leader in support of the application.

Retention information/period

Records retained in accordance with the requirements of SC, section6 (all applications must be supported by appropriate evidence signed by a member of the senior leadership team...The centre must retain this evidence until after the publication of results ... A centre may be asked by an awarding body to provide signed evidence).

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

Confidential destruction.

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

Where specific retention information is not provided by JCQ or other organisation, it is suggested as good practice that exams-related information that is held in the centre is retained at least until after the deadline for reviews of results or other results enquiries (or the resolution of any outstanding appeals or malpractice investigations) for the relevant exams series.

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

Confidential destruction.

40. Transferred candidate arrangements

Record(s) description

Any hard copy information relating to a transferred candidate. Submitted online via CAP.

Retention information/period

Where specific retention information is not provided by JCQ or other organisation, it is suggested as good practice that exams-related information that is held in the centre is retained at least until after the deadline for reviews of results or other results enquiries (or the resolution of any outstanding appeals or malpractice investigations) for the relevant exams series.

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

Confidential destruction.

41. Very late arrival reports/outcomes

Record(s) description

Any hard copy information regarding any candidate arriving very late to an exam. Submitted via CAP.

Retention information/period

Where specific retention information is not provided by JCQ or other organisation, it is suggested as good practice that exams-related information that is held in the centre is retained at least until after the deadline for reviews of results or other results enquiries (or the resolution of any outstanding appeals or malpractice investigations) for the relevant exams series.

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

Confidential destruction.

42a. Any other records/documentation/materials

Record(s) description

N/A

Retention information/period

Where specific retention information is not provided by JCQ or other organisation, it is suggested as good practice that exams-related information that is held in the centre is retained at least until after the deadline for reviews of results or other results enquiries (or the resolution of any outstanding appeals or malpractice investigations) for the relevant exams series.

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

Where specific retention information is not provided by JCQ or other organisation, it is suggested as good practice that exams-related information that is held in the centre is retained at least until after the deadline for reviews of results or other results enquiries (or the resolution of any outstanding appeals or malpractice investigations) for the relevant exams series.

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

N/A

Changes 2025/2026

The policy has been created using JCQ's guidance and therefore, no changes to this policy is required this academic year.

Centre-specific changes

As above.