



**Stockport School**

## **Exams Archiving Policy**

**2025-2026**

### **Purpose of the policy**

The purpose of this policy is to:

- ▶ identify exams-related information/records held by the exam's 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

### **Key staff involved in the exams archiving process**

<b>Role</b>	<b>Name(s)</b>
Exams Officer	<b>Mrs Susan Wordsworth</b>
Exams Officer line manager (SLT)	<b>Mr Casey Beever</b>
Head of Centre	<b>Mr Ian Irwin</b>
SENCO	<b>Ms Lauren Jennings</b>
Finance Manager	<b>Mrs Karen Oaks</b>
IT Manager	<b>Mr A Grzywna</b>

### **Review**

This policy is annually reviewed to ensure that records are archived/retained in accordance with current requirements

Reviewed by	SWo
Approved by	CBv
Date of next review	September 2026

Record type	Record(s) description (where required)	Retention information/period
Access arrangements information	Any hard copy information kept by the SENCO/Pastoral Managers relating to an access arrangement candidate.	To be returned to SENCO as records owner at the candidate's final exam series.
Attendance register copies/Seating plans/Exam Checklist		Signed copies of the Attendance Registers are retained until the start of the next exam season (approximately 12 months)
Awarding body administrative information	Any hard copy publications provided by awarding bodies.	To be retained until the current academic year is provided.
Candidates' scripts	Any unwanted copies of scripts returned to the centre through the Access to Scripts (ATS) service.	To be retained securely until the awarding body's earliest date for confidential disposal of unwanted scripts.  Where teachers have used copies of candidates' scripts for teaching and learning purposes but no longer wish to retain them, they must ensure that the scripts are disposed of in a confidential manner.
Candidates' work	Non-examination assessment work returned to the centre by the awarding body at the end of the moderation period.	To be 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) until the deadline for review of moderation has passed or until a review of moderation, an appeal or a malpractice investigation has been completed, whichever is later (for the whole series).
Certificates	Candidate certificates issued by awarding bodies.	Certificates are retained as per Student Record retention policy for the academic year that the ex-student would have been in year 11, plus 25 along with list of who had collected theirs and when they were collected
Confidential materials: initial point of delivery logs	Logs recording awarding body confidential exam materials received at schools Reception	Retained until the start of the following exam series
Confidential materials: receipt, secure movement and secure storage logs	Logs recording the receipt, checking, secure movement and secure storage of confidential exam materials.	Retained until the start of the following exam series
Dispatch logs	Proof of dispatch of exam script packages to awarding body examiners covered by the <a href="#">DfE (Standards &amp; Testing Agency) yellow label service</a>	Retained until the start of the following exam series
Entry information	Any hard copy information relating to candidates' entries.	Retained until the start of the following exam series

Record type	Record(s) description (where required)	Retention information/period
Exam question papers	Question papers for timetabled written exams.	Question papers are not released to staff until 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 and all the exam administrative tasks are complete and the completed scripts parcelled up to be sent to the Exam Board and in the safe storage does not restrict access to question papers by authorised centre personnel for the purpose of conducting examinations.
Exam room checklists	Checklists confirming exam room conditions and invigilation arrangements for each exam session.	Retained until the start of the following exam session.
Exam room incident logs	Logs recording any incidents or irregularities in exam rooms for each exam session.	Retained until the start of the following exam session.
Exam stationery	Awarding body exam stationery provided solely for the purpose of external exams.	Unused stationery will be returned to the centre secure storage facility until needed for a future examination. Surplus stationery must not be used for internal school tests, mock examinations and non-examination assessments.  Any surplus or out-of-date stationery will be confidentially shredded.
Examiner reports & Moderator Reports	Awarding body exam reports	To be immediately provided to head of Centre Head of department as records owner.
Finance information	Copy invoices for exams-related fees.	To be returned to Finance department as records owner at the end of the academic year.
Invigilation arrangements	Invigilator arrangements posted outside Exams Office as to who is in which room	Retained until the start of the following exam session.
Invigilator and facilitator training records	Training given to invigilators	Training is provided by way of The Exam Office Invigilator Online Training, all invigilators to complete Practical training is given via the internal exam
JCQ publications	Any hard copy publications provided by JCQ.	To be retained until the current academic year provided.
Moderation returns logs	Logs recording the return of candidates' work to the centre by the awarding body at the end of the moderation period	Retained until the start of the following exam session.
Overnight supervision information	JCQ form <i>Timetable variation and confidentiality declaration for overnight supervision</i> for any candidate eligible for these	Kept for inspection all completed forms available your centre until the deadline for reviews of marks has passed or until any appeal, malpractice or results enquiry has been completed, whichever

Record type	Record(s) description (where required)	Retention information/period
	arrangements.	Forms may be stored electronically or in hard copy paper format and must not be sent to an awarding body, unless specifically requested;
Post-results services: confirmation of candidate consent information	Hard copy or email record of required candidate consent	Consent forms or e-mails from candidates are retained by the centre until the start of the following examination season following the outcome of the clerical review of marking or any subsequent appeal. The awarding bodies reserve the right to inspect such documentation.  ATS consent to be retained for at least six months from the date consent given.
Post-results services: requests/outcome information	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.	Retained until the start of the following examination season
Private candidate information	Any hard copy information relating to private candidates' entries.	Retained until the start of the following examination season
Proof of postage – candidates' work	Proof of postage of sample of candidates' work submitted to awarding body moderators.  (Proof of postage of candidates' scripts to awarding body examiners/markers)	Proof of Postage is retained by the school's mail reception and is kept for a period of 12 months
Resolving timetable clashes information	Any hard copy information relating to the resolution of a candidate's clash of timetabled exam papers	Retained until the start of the following examination season
Results information	Broadsheets of results summarising candidate final grades by subject by exam series.	Retained as per Student Records up to the academic year that the ex-student would have been 25
Special consideration information	Any hard copy information relating to a special consideration request and supporting evidence submitted to an awarding body for a candidate.	Retained until the start of the following examination season
Suspected malpractice reports/outcomes	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.	Retained until the start of the following examination season
Transferred candidate arrangements	Any hard copy information relating to a transferred candidate arrangement. Applications submitted	Retained until the start of the following examination season

Record type	Record(s) description (where required)	Retention information/period
	online via CAP.	
Very late arrival reports/outcomes	Any hard copy information relating to a candidate arriving very late to an exam. Reports submitted online via CAP.	Retained until the start of the following exam s