



## **Exams Archiving Policy**

Kendal College

## Exams Archiving Policy

Centre name	Kendal College
Centre number	42327
Date policy first created	02/12/2025
Current policy approved by	Jason Turton
Current policy reviewed by	Craig Owen
Date of review	02/12/2025
Date of next review	18/09/2026

## Key staff involved in the policy

Role	Name
Head of centre	Jason Turton
Senior leader(s)	Craig Owen
Exams officer	Chloe Chatting-Walters
SENCo (or equivalent role)	Neal Banner
IT manager	Sam Rowles
Finance manager	Elaine Gilpin
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 Kendal College, this is indicated.

## **1. Access arrangements information**

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

Any hard copy information kept by the Exams Officer relating to a candidate with an access arrangement.

### **Retention information/period**

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

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

Records disposed of by shredding.

## **2. Alternative site arrangements**

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

Any hard copy information on an alternative site arrangement.

Notifications submitted online via CAP.

### **Retention information/period**

Exams-related information that is held in the centre is retained at the very least 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)**

Records disposed of by shredding.

## **3. Attendance register copies**

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

Signed examination registers and seating plans

### **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)**

Records disposed of by 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)**

Records disposed of by shredding.

## **5. Candidates' scripts**

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

Any unused exam papers returned to the awarding bodies or securely destroyed.

### **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 arrangements are no longer required, they are disposed of in a confidential manner, but no earlier than the dates specified by the awarding bodies...)

Where teachers have used 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.

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

Records disposed of by shredding.

## **6. Candidates' work**

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

Non-examination assessment work which has been 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 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, 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)**

Returned to the candidates or safe disposal

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

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

Any hard copy information generated or relating to consortium arrangements for centre assessed work. Applications submitted online via CAP.

### **Retention information/period**

Exams-related information that is held in the centre is retained at the very least 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.

After this it is archived for a minimum of 7 years, after which it will be securely destroyed.

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

Records disposed of by shredding.

## **8. Certificates**

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

Candidate certificates that have been issued by awarding bodies.

**Retention information/period**

Records retained for 2 years after which they will be securely destroyed.

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

Records disposed of by shredding.

**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, section 5.14 ( ... destroy any unclaimed certificates after retaining them for a minimum 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 from their date of destruction. However, candidates should be informed that some awarding bodies do not offer a replacement certificate service. In such circumstances the awarding body will issue a Certifying Statement of Results... (Where an awarding body issues a replacement certificate, or a Certifying Statement of Results, this will provide an accurate and complete record of results for all qualifications covered by the original certificate... return any certificates requested by the awarding bodies. Certificates always remain the property of the awarding bodies.).

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

Records disposed of by shredding.

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

A record of certificates that have been issued and posted.

**Retention information/period**

Records retained in accordance with the requirements of GR, section 5.14 (...obtain and maintain accurate candidate contact information to ensure the correct and secure despatch 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)**

Records will be disposed of by shredding.

**11. Confidential materials: initial point of delivery logs****Record(s) description**

Logs recording awarding body confidential exam materials received at the initial point of delivery in the centre to the point where materials are securely issued to an authorised member of staff.

**Retention information/period**

Exams-related information that is held in the centre is retained at the very least 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).

After this it is archived for a minimum of 7 years, after which it will be securely destroyed.

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

Records disposed of by shredding.

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

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

Record logs recording the receipt, checking, secure movement and secure storage of confidential exam materials.

### **Retention information/period**

Exams-related information that is held in the centre is retained at the very least 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.

After this it is archived for a minimum of 7 years, after which it will be securely destroyed

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

Records destroyed of by shredding.

## **13. Conflicts of interest records**

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

Records of declared conflicts of interest

Records demonstrating the management of conflicts of interest

### **Retention information/period**

Exams-related information that is held in the centre is retained at the very least 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.

After this it is archived for a minimum of 7 years, when it will be securely destroyed

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

Records disposed of by shredding.

## **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.

### **Retention information/period**

Exams-related information that is held in the centre is retained at the very least 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.

After this it is archived for a minimum of 7 years, when it will be securely destroyed.

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

Records disposed of by shredding.

## **15. Entry information**

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

Any hard copy information relating to candidate entries.

### **Retention information/period**

Exams-related information that is held in the centre is retained at the very least 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). After this it is archived for a minimum of 7 years, when it will be securely destroyed.

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

Records disposed of by shredding.

**16. Exam question papers**

**Record(s) description**

Exam question papers for written exams.

**Retention information/period**

Records retained in accordance with the requirements of ICE 31 (Releasing question papers) and GR, 6.13 (...For confidentiality purposes question papers must not be released to centre personnel for use in accordance with paragraph 6.12 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)**

Records disposed of by shredding.

**17. Exam room checklists**

**Record(s) description**

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

**Retention information/period**

Exams-related information that is held in the centre is retained at the very least 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).

After this it is archived for a minimum of 7 years, when it will be securely destroyed

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

Records disposed of by shredding.

**18. Exam room incident logs**

**Record(s) description**

Logs recording any incidents or irregularities in the room for each examination session.

**Retention information/period**

Exams-related information that is held in the centre is retained at the very least 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). After this it is archived for a minimum of 7 years, when it will be securely destroyed

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

Records disposed of by shredding

**19. Exam stationery**

**Record(s) description**

Awarding body stationery provided solely for the purpose of external exams.

**Retention information/period**

Unused stationery will be returned to the centre's secure storage facility until needed for a future examination. Surplus stationery will not be used for internal college tests, mock examinations and non-examination assessments.

Any surplus or out-of-date stationery will be securely destroyed

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

Records disposed of by shredding.

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

Examiner reports made available following release of exam results

**Retention information/period**

Records immediately provided to head of departments as record owner.

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

Records disposed of by shredding.

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

Copies of invoices for exams related fees.

**Retention information/period**

Returned to Finance department as records owner at the end of the academic year.

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

Records disposed of by shredding.

**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 at the very least 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. After this it is archived for a minimum of 7 years and then is securely destroyed.

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

Records disposed of by shredding.

**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 at the very least 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.

After this it is archived for a minimum of 7 years and then is securely destroyed.

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

Records disposed of by shredding

## **24. Invigilator and facilitator training records**

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

Records of the invigilator training delivered

### **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.).

After this, the records are archived for a minimum of 7 years and then securely destroyed.

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

Records disposed of by shredding.

## **25. Moderator reports**

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

Reports returned following moderation

### **Retention information/period**

Records immediately provided to head of department as records owner.

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

Records disposed of by shredding.

## **26. Moderation return logs**

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

Logs recording the return of candidate's 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 at the very least 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. After this it is archived for a minimum of 7 years and then is securely destroyed

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

Records disposed of by shredding.

## **27. Overnight supervision information**

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

The JCQ Overnight Supervision Form is completed online using CAP but is printed to be signed by the candidate, supervisor and 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)**

Records disposed of by shredding.

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

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

Paper copies of required candidate consent forms.

### **Retention information/period**

Records retained in accordance with the requirements of PRS, section 4 plus appendix A and B (Consent forms or emails 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.).

After this it is archived for a minimum of 7 years and then securely destroyed.

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

Records disposed of by shredding.

## **29. Post-results services: request/outcome information**

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

Any hard copy information relating to a post-results service request submitted to an awarding body for a candidate and outcome information for the awarding body.

### **Retention information/period**

Exams-related information that is held in the centre is retained at the very least 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. After this it is archived for a minimum of 7 years and then is securely destroyed

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

Records disposed of by shredding.

## **30. Post-results services: tracking logs**

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

Logs tracking the status of all post-results service requests submitted to awarding bodies.

### **Retention information/period**

Exams-related information that is held in the centre is retained at the very least 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. After this it is archived for a minimum of 7 years and then is securely destroyed

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

Records disposed of by shredding.

**31. Private candidate information**

**Record(s) description**

Any hard copy information relating to a private candidate's entries, access arrangements or results.

**Retention information/period**

Exams-related information that is held in the centre is retained at the very least 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. After this it is archived for a minimum of 7 years and then is securely destroyed

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

Records disposed of by shredding.

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

**Record(s) description**

Proof of postage of the sample of candidate's work dispatched to awarding body moderators.

Proof of postage of candidate's scripts dispatched to awarding bodies.

**Retention information/period**

Records (proof of postage/dispatch 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.)).

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

Records disposed of by shredding.

**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)**

Records returned to the student or disposed of by shredding.

## **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 at the very least 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. After this it is archived for a minimum of 7 years and then is securely destroyed

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

Records disposed of by shredding.

## **35. Results information**

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

Broadsheets of results summarising candidate final grades by subject exam series.

### **Retention information/period**

Records retained for 7 years.

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

Records disposed of by shredding.

## **36. Seating plans**

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

Plans showing the seating arrangements of all candidates for each 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.).

After this they are archived for 7 years and then securely destroyed

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

Records disposed of by shredding.

## **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 at the very least 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. After this it is archived for a minimum of 7 years and then is securely destroyed.

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

Records disposed of by shredding.

**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 appropriate evidence signed by a senior leader.

**Retention information/period**

Records retained in accordance with the requirements of SC, section 6 (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)**

Records disposed of by shredding.

**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 at the very least 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. After this it is archived for a minimum of 7 years and then is securely destroyed

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

Records disposed of by shredding.

**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 at the very least 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. After this it is archived for a minimum of 7 years and then is securely destroyed

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

Records disposed of by shredding.

**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 at the very least 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. After this it is archived for a minimum of 7 years and then is securely destroyed

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

Records disposed of by shredding.

**42a. Any other records/documentation/materials****Record(s) description****Retention information/period****Action at the end of retention period (method of disposal)****42b. Any other records/documentation/materials****Record(s) description****Retention information/period****Action at the end of retention period (method of disposal)**

## **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**