Exams Archiving Policy

Queensbury Special School

Exams Archiving Policy

Centre name	Queensbury Special School
Centre number	20222
Date policy first created	23/10/2023
Current policy approved by	Mr C. Wilson
Current policy reviewed by	Sarah wolverson
Date of review	30/09/2026
Date of next review	01/10/2026

Key staff involved in the policy

Role	**Name**
Head of centre	Mr C. Wilson
Senior leader(s)	Mr C. Wilson, Executive Head . Mrs Sherree Watkins, Head of School. Mrs Bushra Adnan, Head of Post 16, Mr Adam Kearns, Associate Head of School, Mr. Nisar Khan, DSL & Pastoral Manager,Ms M Brown, Teaching & Learning Lead, Mr M Ali, Director of Learning, Mrs L Weston, Director of Learning, Ms H Dyer, Director of Learning, Ms S Ballinger, Director of Learning, Inclusion, Mrs J Seager, Director of Learning, SenDCo
Exams Manager	Sarah Wolverson
SENCo (or equivalent role)	Mrs Jess Seager
IT manager	M. Iraji
Finance manager	Mrs L Hackett
Head(s) of department	Mr Mustamer Shah, Mathematics Mr Munsur Ali, Science, Humanities & PE Miss Molly Williams English Mrs Lucy Weston, Arts & Technology Mrs Kat Antas, Life Skills Mr Dave Dennis, Personal Development
Other staff (if applicable)	Mr O Mulla /Mr A Davies EIAT IT staff

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

References in this policy to GR, ICE, SC and PRS refer to the JCQ documents **General Regulations for Approved Centres**, **Instructions for conducting examinations**, **A guide to the special consideration process** and **Post-Results**

Services.

Purpose of the policy

The purpose of this policy is to:

- identify exams-related information/records held by the exams office
- identify the retention period
- determine the action required at the end of the retention period and the method of disposal
- inform or supplement the centre-wide records management policy/data retention policy

Where a particular record or information type is not held in, or not applicable to Queensbury Special School, this is indicated.

1. Access arrangements information

Record(s) description

. hard copies of any AA assessments following testing of students, alongside the suggested AA
. data sheets signed by students.
Details of any emergency AA applied for and evidence to support this application as per AA policy

Retention information/period

these are retained by exams officer for period candidate attends Queensbury, records are then merged and kept with all other student records until the academic year following their 25th birthday

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

Confidential Destruction

2. Alternative site arrangements

Record(s) description

n/a all generated at Queensbury main site

Retention information/period

All 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)

Confidential Destruction

3. Attendance register copies

Record(s) description

Copies of registers along with all exams-related information that is held in the centre by the exams office(eg coresponding seating plans)

Retention information/period

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) as per ICE sections 12,22

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

confidential destruction

4. Awarding body exams administration information

Record(s) description

All administration information for Awarding Bodies is taken from AB website, no hard copies kept, this is to ensure latest administration details are followed.

Retention information/period

Not applicable

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

not applicable

5. Candidates' scripts

Record(s) description

not applicable as no unwanted scripts are requested through ATS

Retention information/period

not applicable for unwanted. Any scripts requested are 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…).

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

confidential destruction

6. Candidates' work

Record(s) description

All NEA work is kept within Departments in secure storage. e.g Art work is retained securely within Art department. Entry Level NEA is offered for retention in the relevant department where this cannot be kept securely it is then stored within the examination secure office.

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, (…store safely and securely all non-examination assessments, 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)

Written permission is requested to display Art work in school and are then offered to collect 12 months later, if permission not granted candidates are asked to collect Art work or are told it will be disposed of securely one month after we have contacted them should they not wish to arrange to collect work. Where work is kept as a sampler, departments are asked to obtain and retain permission from the candidate with the sampler work. All other work is disposed of via confidential destruction

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

All certificates issued by Awarding Bodies. Record of receipt is maintained by the exams office see separate policy for full details

Retention information/period

Certificates are retained until the candidates 31st birthday by examinations officer, due to the needs of candidates many collect between age 25 years and 30 years of age. candidates are contacted on a regular basis via letter and schools social media account reminding them to arrange collection

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

To date no certificates have been disposed. However certificates will be destroyed in a confidential manner as per the GR of the time and a record of that destruction is maintained for four years

9. Certificate destruction information

Record(s) description

Not applicable to date, however, GR section 5.14 will be followed at the time

Retention information/period

Due to the nature of Queensbury candidates certificates will be retained until their 31st birthday

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

Confidential destruction

10. Certificate issue information

Record(s) description

candidates sign documentation when they receive their certificates, either during a presentation evening or on a later follow up appointment. Documentation is held by the examination office

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. certificates are retained until candidates 65th birthday. A record is be kept of the certificates that are issued...).

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

To date no certificates have been destroyed, however if required they will be confidentially destroyed and a record maintained of certificates destroyed

11. Confidential materials: initial point of delivery logs

Record(s) description

JCQ recommended documentation used to record deliveries and transfers of all exam materials, Log taken from JCQ website and used in reception by Administration and Exams Officer

Retention information/period

Where specific retention information is not provided by JCQ or other authorised organisation, as good practice exams-related information is held in the centre and 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).these papers are retained by the examinations officer in secure storage

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

Confidential destruction

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

Record(s) description

JCQ recommended documentation used to record deliveries and transfers of all exam materials

Retention information/period

Where specific retention information is not provided by JCQ or other authorised organisation, as good practice exams-related information is held in the centre and 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).these papers are retained by the examinations officer in secure storage

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

confidential destruction

13. Conflicts of interest records

Record(s) description

Questionnaires via google documents are sent out to all staff at beginning of year and all new staff asked during year to declare a COI as per JCQ regulations, further paperwork completed as required and relevant Awarding Bodies notified and risk assessments completed as advised by Awarding Bodies

Retention information/period

Retained as per GR

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

Confidential Destruction

14. Dispatch logs

Record(s) description

All yellow service and Parcel force moderation dispatch logs kept by EO until all deadlines have passed

Retention information/period

Where specific retention information is not provided by JCQ or other authorised organisation, as good practice exams-related information is held in the centre and 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).these papers are retained by the examinations officer in secure storage

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

confidential destruction

15. Entry information

Record(s) description

Hard copies printed from AB for entry data checking, hard copies of amendments sent Heads of Depatrments

Retention information/period

Where specific retention information is not provided by JCQ or other authorised organisation, as good practice exams-related information is held in the centre and 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).these papers are retained by the examinations officer in secure storage

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

confidential destruction

16. Exam question papers

Record(s) description

Unused Exam papers are kept by EO as per GR and then passed to relevant Head of Department 24 hours after the Exam

Retention information/period

For confidentiality purposes question papers are 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. Departments are asked to keep securely until released to public on AB websites

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

Issued to staff or confidentially destroyed

17. Exam room checklists

Record(s) description

Checklist produced by TEO used

Retention information/period

Where specific retention information is not provided by JCQ or other authorised organisation, as good practice exams-related information is held in the centre and 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).these papers are retained by the examinations officer in secure storage

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

confidential destruction

18. Exam room incident logs

Record(s) description

TEO template used for exam room incidents

Retention information/period

Where specific retention information is not provided by JCQ or other authorised organisation, as good practice exams-related information is held in the centre and 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).these papers are retained by the examinations officer in secure storage

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

confidential destruction

19. Exam stationery

Record(s) description

Additional answer sheets provided by the relevant awarding body
graph paper provided by the relevant awarding body
Envelopes for dispatch of external examination provided by the relevant awarding body

Retention information/period

Return unused stationery to the secure storage facility or secure room until needed for a future examination. Surplus stationery is not to be used for internal school tests, mock examinations and non-examination assessments.

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

confidential destruction

20. Examiner reports

Record(s) description

NEA examiner reports
EQA reports

Retention information/period

. Once received by email, these are forwarded to SLT and HoD. Postal receipts are copied and forwarded. Hard copies kept by exams office.Where specific retention information is not provided by JCQ or other authorised organisation, as good practice exams-related information is held in the centre and 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).these papers are retained by the examinations officer in secure storage

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

confidential destruction

21. Finance information

Record(s) description

Copy invoices for exams related fees, sent via email from finance. All exam related feees are recorded on the schools PSFinacial sysytem

Retention information/period

Retained by finance as per financial regulations,

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

confidential destruction as per financial regulations

22. Handling secure electronic materials logs

Record(s) description

Not applicable

Retention information/period

not applicable

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

not applicable

23. Invigilation arrangements

Record(s) description

The Exams Office templates are used and completed for each room to record invigilation arrangements for each examination.
staff emails provide details of invigilators for each room

Retention information/period

Where specific retention information is not provided by JCQ or other authorised organisation, as good practice exams-related information is held in the centre and 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).these papers are retained by the examinations officer in secure storage

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

confidential destruction

24. Invigilator and facilitator training records

Record(s) description

All invigilators complete The Exams Office training modules, a copy of the certificate is retained on their HR file for CPD purposes and retained as per HR policy.
During an inspection by JCQ all certificates can be accessed via TEO portal for confirmation of up to date training(Hard copy also held by EO for duration of Summer Exams)

Retention information/period

Where specific retention information is not provided by JCQ or other authorised organisation, as good practice exams-related information is held in the centre and 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).these papers are retained by the examinations officer in secure storage

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

confidential destruction

25. Moderator reports

Record(s) description

Moderator reports are passed electronically to relevant subject teachers and SLT
NEA examiner reports
EQA reports

Retention information/period

Once received by email, these are forwarded to SLT and HoD. Postal receipts are copied and forwarded. Hard copies kept by exams office.Where specific retention information is not provided by JCQ or other authorised organisation, as good practice exams-related information is held in the centre and 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).these papers are retained by the examinations officer in secure storage

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

confidential destruction

26. Moderation return logs

Record(s) description

JCQ produced logs recording the return of work and details of work passed to examination officer are kept by Administration. Subject staff are notified of return of work but work is kept securely by examination officer

Retention information/period

If a subject teacher wants to keep moderated work as exemplar work, written permission is sought from the candidate requesting approval to retain work. This is only sought once all deadlines are passed.
Where specific retention information is not provided by JCQ or other authorised organisation, exams-related information is held in the centre and 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)

confidential destruction

27. Overnight supervision information

Record(s) description

not applicable

Retention information/period

not applicable

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

not applicable

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

Record(s) description

Hard copy of candidate consent

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 are 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 will 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 will be retained on the centre's files for at least six months.

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

confidential destruction

29. Post-results services: request/outcome information

Record(s) description

Hard copy of any requests submitted to an Awarding Body

Retention information/period

All 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. This information is held by the Exams Offcie

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

confidential destruction

30. Post-results services: tracking logs

Record(s) description

Logs tracking resolution 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

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

confidential destruction

31. Private candidate information

Record(s) description

Not applicable private candidates not accepted

Retention information/period

not applicable

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

not applicable

32. Proof of postage - candidates' work

Record(s) description

Yellow label service logs are used where applicable
Recorded and tracked parcel force is used where applicable
Proof of posting is used where applicable

Retention information/period

Information retained by Exams Office. 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)

confidential destruction

33. Resilience arrangements: Evidence of candidate performance

Record(s) description

For Resilience purposes, PPE examination papers are retained until after all EAR/appeals dates have passed in the academic year in which students take their final examination, e.g., the November following the student being in year 11

Retention information/period

see above. Ofqual guidance is followed, and papers are retained as required via HoF or Examination officer as required until after all appeal/EAR dates following the examination period in which all final examinations were taken

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

secure destruction

34. Resolving timetable clashes

Record(s) description

not applicable

Retention information/period

not applicable

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

not applicable

35. Results information

Record(s) description

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

Retention information/period

Records are retained on an external hard drive for all examinations from 2014 onwards

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

Not disposed

36. Seating plans

Record(s) description

Seating plans are produced for each external examination showing allocation of seat and relevant room to be used. A copy is displayed outside each relevant room room for the duration of the examination. A master copy is retained by the examination officer for the purpose of inspections.

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 will 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 destruction

37. Second pair of eyes check records/forms

Record(s) description

Second Pair of Eyes check form used as per JCQ/TEO template

Retention information/period

All 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, Retained by Exams Officer

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 along with any supporting evidence and signed evidence produced by a senior leader is retained by the examination officer securely until all review dates are completed.

Retention information/period

All 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, Retained by Exams Officer

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

confidential exams

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 is held and maintained by SLT

Retention information/period

Held by SLT 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)

confidential destruction

40. Transferred candidate arrangements

Record(s) description

Any hard copy information relating to a transferred candidate arrangement.

Retention information/period

All 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, Retained by Exams Officer

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 relating to a candidate arriving very late to an exam. Reports submitted online via CAP. Any hard copies of supporting evidence

Retention information/period

All 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, Retained by Exams Officer

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

confidential destruction

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 effective from 1 September 2026

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

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

Centre-specific changes

no centre specific changes for 2026/2027