Exams Archiving Policy

Cambridge Steiner School

Exams Archiving Policy

Centre name	Cambridge Steiner School
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Date policy first created	01/04/2025
Current policy approved by	Tina Hobday
Current policy reviewed by	Libby Merritt
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Date of next review	01/04/2026

Key staff involved in the policy

Role	**Name**
Head of centre	Tina Hobday
Senior leader(s)	Tina Hobday Charlotte Burdett
Exams officer	Libby Merritt
SENCo (or equivalent role)	Anita Hempenius
IT manager	Sonar IT
Finance manager	
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 Cambridge Steiner School, this is indicated.

1. Access arrangements information

Record(s) description

Electronic copies of forms and supporting evidence held on school computer system; hard copies of tests and supporting evidence held securely by SENCO.

Retention information/period

When the candidate reaches their 25th birthday.

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

Deletion and/or confidential destruction.

2. Alternative site arrangements

Record(s) description

Electronic copies of plans held on school computer system.

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)

Deletion.

3. Attendance register copies

Record(s) description

Hard copies held securely by Exams Officer.

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 destruction.

4. Awarding body exams administration information

Record(s) description

Electronic copies held on school computer system; hard copies held securely by SENCO.

Retention information/period

Records retained until the current academic year update is provided.

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

Deletion and/or destruction.

5. Candidates' scripts

Record(s) description

Any unwanted copies of scripts returned to the centre through the Access to Scripts (ATS) service.

Retention information/period

To be retained securely until the awarding body's earliest date for confidential disposal of unwanted scripts in accordance with the requirements of 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

Non-examination assessment work returned to the centre by the awarding body at the end of the moderation period.

Retention information/period

Records logged on return to the centre 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 candidates or confidential destruction.

7. Centre consortium arrangements for centre assessed work

Record(s) description

Not applicable to this centre.

Retention information/period

Not applicable to this centre.

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

Not applicable to this centre.

8. Certificates

Record(s) description

Candidate certificates issued by awarding bodies.

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 of 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, 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)

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 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)

Deletion and/or 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 authorised organisation, material will be 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)

Deletion and/or 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 transferal to the centre's secure storage facility.

Retention information/period

Where specific retention information is not provided by JCQ or other authorised organisation, material will be 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)

Deletion and/or confidential destruction.

13. Conflicts of interest records

Record(s) description

Records demonstrating the management of conflicts of interest.

Retention information/period

Where specific retention information is not provided by JCQ or other authorised organisation, material will be 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)

Deletion and/or confidential destruction.

14. Dispatch logs

Record(s) description

Proof of dispatch of exam script packages to awarding bodies.

Retention information/period

Where specific retention information is not provided by JCQ or other authorised organisation, material will be 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)

Deletion and/or confidential destruction.

15. Entry information

Record(s) description

Any hard copy or electronic copy information relating to exam entries.

Retention information/period

Where specific retention information is not provided by JCQ or other authorised organisation, material will be 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)

Deletion and/or confidential destruction.

16. Exam question papers

Record(s) description

Question papers for written examinations.

Retention information/period

Records retained in accordance with the requirements of ICE 31 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)

Issued to subject staff.

17. Exam room checklists

Record(s) description

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

Retention information/period

Where specific retention information is not provided by JCQ or other authorised organisation, material will be 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)

Deletion and/or confidential destruction.

18. Exam room incident logs

Record(s) description

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

Retention information/period

Where specific retention information is not provided by JCQ or other authorised organisation, material will be 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)

Deletion and/or confidential destruction.

19. Exam stationery

Record(s) description

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

Retention information/period

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

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

Confidential destruction.

20. Examiner reports

Record(s) description

Examiner reports.

Retention information/period

Records immediately provided to teaching staff as records owner.

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

Held by teaching staff.

21. Finance information

Record(s) description

Copy invoices for exams-related fees.

Retention information/period

Records returned to finance department as records owner.

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

Held by finance department.

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

Where specific retention information is not provided by JCQ or other authorised organisation, material will be 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)

Deletion and/or confidential destruction.

23. Invigilation arrangements

Record(s) description

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

Retention information/period

Where specific retention information is not provided by JCQ or other authorised organisation, material will be 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)

Deletion and/or confidential destruction.

24. Invigilator and facilitator training records

Record(s) description

Training records.

Retention information/period

Records retained in accordance with the requirements of ICE, section 12 (a record of the content of the training given to invigilators and those facilitating an access arrangement for a candidate under examination

conditions must be available for inspection and retained on file until the deadline for reviews of marking has passed or until any appeal, malpractice or other results enquiry has been completed, whichever is later. A record of the content of the training given to invigilators and those facilitating an access arrangement for a candidate under examination conditions must be available for inspection and retained on file until the deadline for reviews of marking has passed or until any appeal, malpractice or other results enquiry has been completed, whichever is later).

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

Deletion and/or confidential destruction.

25. Moderator reports

Record(s) description

Moderator reports.

Retention information/period

Records immediately provided to teaching staff as records owner.

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

Held by teaching staff.

26. Moderation return logs

Record(s) description

Logs recording the return of candidates' work to the centre by the awarding body at the end of the moderation period.

Retention information/period

Where specific retention information is not provided by JCQ or other authorised organisation, material will be 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)

Deletion and/or 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 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)

Deletion and/or confidential destruction.

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

Record(s) description

Hard copy or electronic record of required candidate consent.

Retention information/period

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

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

Deletion and/or 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 the awarding body.

Retention information/period

Where specific retention information is not provided by JCQ or other authorised organisation, material will be 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)

Deletion and/or confidential destruction.

30. Post-results services: tracking logs

Record(s) description

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

Retention information/period

Where specific retention information is not provided by JCQ or other authorised organisation, material will be 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)

Deletion and/or confidential destruction.

31. Private candidate information

Record(s) description

Electronic information relating to private candidate entries.

Retention information/period

Where specific retention information is not provided by JCQ or other authorised organisation, material will be 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)

Deletion and/or confidential destruction.

32. Proof of postage - candidates' work

Record(s) description

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

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)

Deletion and/or confidential destruction.

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. Where specific retention information is not provided by JCQ or other authorised organisation, material will be 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)

Deletion and/or confidential destruction.

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

Where specific retention information is not provided by JCQ or other authorised organisation, material will be 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)

Deletion and/or confidential destruction.

35. Results information

Record(s) description

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

Retention information/period

Records for current year plus previous 6 years retained as a minimum.

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

Deletion and/or confidential destruction.

36. Seating plans

Record(s) description

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

Retention information/period

Records retained in accordance with the requirements of ICE, section 12 (keep signed records of the seating plan, the invigilation arrangements and the centre's copies of the attendance registers for each examination. The awarding bodies may need to refer to these records. The centre must keep them until the deadline for reviews of marking has passed or until any appeal, malpractice or other results enquiry has been completed, whichever is later).

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

Deletion and/or 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 authorised organisation, material will be 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)

Deletion and/or 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 approriate 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)

Deletion and/or 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 authorised organisation, material will be 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)

Deletion and/or confidential destruction.

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

Where specific retention information is not provided by JCQ or other authorised organisation, material will be 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)

Deletion and/or 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.

Retention information/period

Where specific retention information is not provided by JCQ or other authorised organisation, material will be 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)

Deletion and/or confidential destruction.

42a. Any other records/documentation/materials

Record(s) description

Add any other records/documents/materials.

Retention information/period

Where specific retention information is not provided by JCQ or other authorised organisation, material will be 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)

Deletion and/or confidential destruction.

42b. Any other records/documentation/materials

Record(s) description

None applicable.

Retention information/period

None applicable.

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

None applicable.

Changes 2024/2025

(Changed) Any reference to ALS Lead/SENCo changed to SENCo (or equivalent role).

(Added) Record type - **33. Resilience arrangements: Evidence of candidate performance**

Centre-specific changes

None applicable.