



WREKIN

## **Exams Archiving Policy**

Wrekin College

## Exams Archiving Policy

Centre name	Wrekin College
Centre number	29360
Date policy first created	30/04/2024
Current policy approved by	Ben Smith
Current policy reviewed by	Gemma Allen
Date of review	26/09/2025
Date of next review	26/09/2026

## Key staff involved in the policy

Role	Name
Head of centre	Mr. Ben Smith
Senior leader(s)	Mr Ben Smith - Acting Headmaster Mr David Blackhan - Deputy Head Pastoral Mrs Amandeep Rathore - Head of Facilities
Exams officer	Mrs Gemma Allen
SENCo (or equivalent role)	Mrs Cora Thurst
IT manager	Mr Steve Morton
Finance manager	Stevie Firminger
Head(s) of department	Mrs Jeannine Boulter - English/Drama Mrs Abi Tickner - Geography Mrs Adele Wright - Head of Science Mr Mark Hunter - Head of DT Mr Tom Lintern - Head of Computers/iMedia Mr Tom Asch - Head of History Mr Richard Norval - Head of Languages
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 Wrekin College, this is indicated.

## **1. Access arrangements information**

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

All Any hard copy information is kept by Darran Tunnah in his Office relating to an access arrangement candidate.

Heads of Department Hold all NEA and other work related to it securely in Departments.

All Candidate supportingl material for exams is retained in the exam office this is to include

French Oral Files/Documentation

Exam notes (Btec Sport/Business

IT Department

Hold backup copies securely of all NEA file uploads

Language Orals

Btec Exam Material

GCSE Drama exam

### **Retention information/period**

All files/data/work is retained securely until the exam certificates are issue.

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

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

Candidates work is then either returned to the candidates or securely destroyed.

All digital files are destroyed by the IT department.

## **2. Alternative site arrangements**

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

Any hard copy information generated on an alternative site arrangement. Notifications submitted online via CAP.

### **Retention information/period**

Where specific retention information is not provided by JCQ or other authorised organisation Wrekin College will retain 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)**

All physical material is securely shredded and all digital files are deleted from Wrekin's computer system

## **3. Attendance register copies**

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

Exam Seating Plans

Registers

Incident Logs

### **Retention information/period**

All Exam Material including, Registers, Incident Logs, Seating Plans are held until certificates for that Exam series have been issued.

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

All are securely Disposed of by shredding and digital files are deleted.

## **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)**

All physical material is securely shredded and all digital files are deleted from Wrekin's computer system

## **5. Candidates' scripts**

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

Candidate Scripts are the property of the candidate so would be passed to them in the first instance if not they will be destroyed securely.

### **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 disposal

## **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)**

All physical material is securely shredded and all digital files are deleted from Wrekin's computer system

## **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. Add Not applicable if this record type is not applicable to the centre.

### **Retention information/period**

Where specific retention information is not provided by JCQ or other authorised organisation Wrekin College will retain 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)**

All physical material is securely shredded and all digital files are deleted from Wrekin's computer system

## **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)**

## **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)**

All physical material is securely shredded and all digital files are deleted from Wrekin's computer system

## **10. Certificate issue information**

**Record(s) description**

A record of certificates that have been issued.

**Retention information/period**

Where specific retention information is not provided by JCQ or other authorised organisation Wrekin College will retain 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)**

All physical material is securely shredded and all digital files are deleted from Wrekin's computer system

## **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 Wrekin College will retain 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)**

All physical material is securely shredded and all digital files are deleted from Wrekin's computer system

## **12. Confidential materials: receipt, secure movement, checking 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 Wrekin College will retain 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)**

All physical material is securely shredded and all digital files are deleted from Wrekin's computer system

## **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 Wrekin College will retain 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)**

All physical material is securely shredded and all digital files are deleted from Wrekin's computer system

## **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 (England only).

## **Retention information/period**

Where specific retention information is not provided by JCQ or other authorised organisation Wrekin College will retain 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)**

All physical material is securely shredded and all digital files are deleted from Wrekin's computer system

## **15. Entry information**

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

Any hard copy information relating to candidates' entries.

## **Retention information/period**

Where specific retention information is not provided by JCQ or other authorised organisation Wrekin College will retain 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)**

All physical material is securely shredded and all digital files are deleted from Wrekin's computer system

## **16. Exam question papers**

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

Question papers for timetabled written exams.

### **Retention information/period**

Where specific retention information is not provided by JCQ or other authorised organisation Wrekin College will retain 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)**

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 Wrekin College will retain 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)**

All physical material is securely shredded and all digital files are deleted from Wrekin's computer system

## **18. Exam room incident logs**

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

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

### **Retention information/period**

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

All physical material is securely shredded and all digital files are deleted from Wrekin's computer system

## **19. Exam stationery**

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

All Exam Stationery issued by exam boards is stored in the secure room and used solely for the purpose of external examination.

### **Retention information/period**

All Exam Stationery is stored in the Secure room - it is destroyed only when it is not the most recent version and should no longer be used

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

All physical material is securely shredded and all digital files are deleted from Wrekin's computer system

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

All reports issued from the examination board

**Retention information/period**

Where/if provided by awarding body) the Records immediately provided to head of department as recorded as the owner. And a copy is passed to Mr Ben Smith

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

All physical material is securely shredded and all digital files are deleted from Wrekin's computer system

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

Exam Invoices

**Retention information/period**

Records returned to Finance department as records owner at the end of the academic year and they will store and securely destroy according to policy

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

All physical material is securely shredded and all digital files are deleted from Wrekin's computer system

**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

**Retention information/period**

Where specific retention information is not provided by JCQ or other authorised organisation, then 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)**

All physical material is securely shredded and all digital files are deleted from Wrekin's computer system

**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 Wrekin College will retain 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)**

All physical material is securely shredded and all digital files are deleted from Wrekin's computer system

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

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

A file will all certificates and training record.

### **Retention information/period**

Records Destroyed after the last day for review of results

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

All physical material is securely shredded and all digital files are deleted from Wrekin's computer system

## **25. Moderator reports**

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

Moderator reports for GCSE, ALevel and Btec

### **Retention information/period**

(Where printed from electronic copy) Records immediately provided to head of department as records owner.

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

All physical material is securely shredded and all digital files are deleted from Wrekin's computer system

## **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 Wrekin College will retain 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)**

All physical material is securely shredded and all digital files are deleted from Wrekin's computer system

## **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**

Where specific retention information is not provided by JCQ or other authorised organisation Wrekin College will retain 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)**

All physical material is securely shredded and all digital files are deleted from Wrekin's computer system

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

**Record(s) description**

Hard copy or email record of required candidate consent.

**Retention information/period**

Where specific retention information is not provided by JCQ or other authorised organisation Wrekin College will retain 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)**

All physical material is securely shredded and all digital files are deleted from Wrekin's computer system

**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 Wrekin College will retain 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)**

All physical material is securely shredded and all digital files are deleted from Wrekin's computer system

**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 Wrekin College will retain 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)**

All physical material is securely shredded and all digital files are deleted from Wrekin's computer system

**31. Private candidate information****Record(s) description**

Any hard copy information relating to private candidates' entries.

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

All physical material is securely shredded and all digital files are deleted from Wrekin's computer system

**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**

Where specific retention information is not provided by JCQ or other authorised organisation Wrekin College will retain 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)**

All physical material is securely shredded and all digital files are deleted from Wrekin's computer system

## **33. Resilience arrangements: Evidence of candidate performance**

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

### **Retention information/period**

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

## **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 Wrekin College will retain 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)**

All physical material is securely shredded and all digital files are deleted from Wrekin's computer system

## **35. Results information**

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

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

### **Retention information/period**

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

All physical material is securely shredded and all digital files are deleted from Wrekin's computer system

## **36. Seating plans**

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

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

### **Retention information/period**

Where specific retention information is not provided by JCQ or other authorised organisation Wrekin College will retain 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)**

All physical material is securely shredded and all digital files are deleted from Wrekin's computer system

## **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**

Where specific retention information is not provided by JCQ or other authorised organisation Wrekin College will retain 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)**

All physical material is securely shredded and all digital files are deleted from Wrekin's computer system

**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**

Where specific retention information is not provided by JCQ or other authorised organisation Wrekin College will retain 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)**

All physical material is securely shredded and all digital files are deleted from Wrekin's computer system

**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 Wrekin College will retain 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)**

All physical material is securely shredded and all digital files are deleted from Wrekin's computer system

**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 Wrekin College will retain 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)**

All physical material is securely shredded and all digital files are deleted from Wrekin's computer system

**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 Wrekin College will retain 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)**

All physical material is securely shredded and all digital files are deleted from Wrekin's computer system

**42a. Any other records/documentation/materials****Record(s) description**

Add any other records/documents/materials of a confidential exam related matter

**Retention information/period**

Where specific retention information is not provided by JCQ or other authorised organisation Wrekin College will retain 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)**

All physical material is securely shredded and all digital files are deleted from Wrekin's computer system

**42b. Any other records/documentation/materials****Record(s) description**

Add any other records/documents/materials of a confidential exam related matter

**Retention information/period**

Where specific retention information is not provided by JCQ or other authorised organisation Wrekin College will retain 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)**

All physical material is securely shredded and all digital files are deleted from Wrekin's computer system.

## **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**

name