



# **Exams Archiving Policy**

Bradford AP Academy

## Exams Archiving Policy

Centre name	Bradford AP Academy
Centre number	37237
Date policy first created	08/01/2024
Current policy approved by	Local Advisory Board
Current policy reviewed by	Claire Tattersall
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## Key staff involved in the policy

Role	Name
Head of centre	Deborah Hudson
Senior leader(s)	Richard Bottomley
Exams officer	Claire Tattersall
SENCo (or equivalent role)	Liam Gordon
IT manager	Ben Batty
Finance manager	Sarah Elsey
Head(s) of department	Kristy Sheeran Phillip Gillett
Other staff (if applicable)	Suzy Zito

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 Bradford AP Academy, this is indicated.

## **1. Access arrangements information**

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

Access Arrangements - all information stored electronically and in hard copy form  
Information such as request from Head of subject, Form 8, Assessor report, Access Arrangement application to awarding body

### **Retention information/period**

Records are filed in the candidates student file at the end of the candidates final exam series and retained in line with the schools retention policy

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

At the end of the retention period, records are disposed of by means of shredding or a secure, confidential waste company

## **2. Alternative site arrangements**

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

Any hard copy of information generated on an alternative site arrangement notification submitted online via CAP

### **Retention information/period**

Information is retained in the centre, as good practice, 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 exam series

Information, if appropriate, to be stored in student file and kept in line with BAPA s retention policy

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

Shredding  
Confidential, waste disposal company

## **3. Attendance register copies**

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

Information is retained in the centre, as good practice, until after the deadline for reviews of results or other enquiries (or the resolution of any outstanding reviews/appeals or malpractice investigations) for the relevant exam series

### **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 centres 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, which ever is that late...).

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

Shredding  
Confidential, waste disposal company

## **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  
If appropriate, records filed into student files are retained under BAPAs retention policy

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

Shredding  
Confidential, waste disposal company

**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)**

Shredding  
Confidential, waste disposal company

**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 in examination storage room 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 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)**

Shredding  
Confidential, waste disposal company

**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**

When specific retention information is not provided by JCQ or other authorised organisation, it is suggested as good practice that exams related information that is held in the centre is retained for 12 months and/or 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 exam series).

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

Shredding  
Confidential, waste disposal company

**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)**

Refer to JCQ ICE booklet and follow advice  
Centre to communicate to students regarding the end of the retention period for certificates  
Confidential destructions

**9. Certificate destruction information**

**Record(s) description**

A record of unclaimed certificates that have been destroyed to be retained on file.

**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 month. They must be destroyed in a confidential manner. Centres that do not have 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.

Candidates to be informed that some awarding bodies do not offer 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)**

Shredding  
Confidential, waste disposal company

**10. Certificate issue information**

**Record(s) description**

A signed by candidate, record of certificate collection

**Retention information/period**

Records retained in accordance with the requirements of GR section 5.14 (...distribute certificates to all candidates without delay and regardless of any disputes ( such as non payment 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)**

Shredding  
Confidential, waste disposal company

### **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 and the secure movement of packages by an authorised member of staff to the secure room for transferal to the centres secure storage facility.

#### **Retention information/period**

Logs regarding awarding body confidential exam materials received by an authorised member of staff at the initial point of delivery and the secure movement of packages by an authorised member of staff to the secure room for transferal to the centres secure storage facility.

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

Shredding  
Confidential, waste disposal company

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

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

Logs recording awarding body confidential exams materials received by an authorised member of staff at the initial point of delivery and the secure storage facility.

#### **Retention information/period**

Where specific retention information is not provided by JCQ or other authorised organisation, it is suggested as good practice that 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)**

Shredding  
Confidential, waste disposal company

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

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

Record log demonstrating the management of conflicts of interest

#### **Retention information/period**

Records retained in accordance with the requirements of GR section 5.3 (.. The records may be inspected by a JCQ Centre Inspector and/or awarding body staff. They might be requested in the event of concerns being reported to an awarding body. the records must be retained 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)**

Shredding  
Confidential, waste disposal company

### **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  
Parcelforce Despatch logs

### **Retention information/period**

Where specific retention information is not provided by JCQ or other authorised organisation, it is suggested as good practice that the exams-related information that is held in the centre is retained at the very least until after the deadline for review of results or other results enquiries ( or the resolution of any outstanding reviews/appeals or malpractice investigations)for the relevant exam series).

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

Shredding  
Confidential, waste disposal company

## **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, it is suggested as good practice that exam-related information that is held in the centre is retained at the very least until after the deadline for review 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)**

Shredding  
Confidential, waste disposal company

## **16. Exam question papers**

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

Question papers for timetabled written exams.

### **Retention information/period**

Records retained in accordance with the requirements of GR section 6.13 (...For confidentiality purposes question papers must not be released to centre personnel for use in accordance with the above licence until after the awarding bodys published finishing time for the examination or, in the case of a timetabled 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 Head of Subjects

## **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, it is suggested as good practice that exam-related information that is held in the centre is retained at the very least until after the deadline of results or other results enquiries ( or the resolution of any outstanding reviews/appeals or malpractice investigations) for the relevant exam series).

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

Shredding  
Confidential, waste disposal company

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

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

Logs recording and 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, it is suggested as good practice that exam-related information that is held in the centre is retained at the very least until after the deadline of results or other results enquiries ( or the resolution of any outstanding reviews/appeals or malpractice investigations) for the relevant exam series).

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

Shredding  
Confidential, waste disposal company

## **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 future examination.  
Surplus stationery must not be used for internal school tests, mock examinations and non-examination assessments...destroy confidentially any out-of-date stationery).

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

Shredding  
Confidential, waste disposal company

## **20. Examiner reports**

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

Record any examiner reports from awarding bodies.

### **Retention information/period**

Records immediately provided to head of department as records owner.  
Copies of Records retained by Examinations officer.

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

Shredding  
Confidential, waste disposal company

## **21. Finance information**

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

Copy invoices for exams-related fees to be retained by Finance team at Exceed Academies Trust, in line with the Trust financial policies and procedures

### **Retention information/period**

To be retained by the Finance department at Exceed Academies Trust financial policies and procedures.

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

Shredding

Confidential, waste disposal company

**22. Handling secure electronic materials logs****Record(s) description**

Where used by the centre 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, it is suggested as good practice that exam-related information that is held in the centre is retained at the very least until after the deadline of results or other results enquiries ( or the resolution of any outstanding reviews/appeals or malpractice investigations) for the relevant exam series).

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

Shredding

Confidential, waste disposal company

**23. Invigilation arrangements****Record(s) description**

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

**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 result 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)**

Shredding

Confidential, waste disposal company

**24. Invigilator and facilitator training records****Record(s) description**

Invigilator 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 the invigilators and those facilitating an access arrangement for a candidate under exam 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)**

Shredding  
Confidential, waste disposal company

**25. Moderator reports**

**Record(s) description**

Logs recording the return of candidate 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, it is suggested as good practice that exam-related information that is held in the centre is retained at the very least until after the deadline of results or other results enquiries ( or the resolution of any outstanding reviews/appeals or malpractice investigations) for the relevant exam series).

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

Shredding  
Confidential, waste disposal company

**26. Moderation return logs**

**Record(s) description**

Logs recording the candidates return of 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, it is suggested as good practice that exam-related information that is held in the centre is retained at the very least until after the deadline of results or other results enquiries ( or the resolution of any outstanding reviews/appeals or malpractice investigations) for the relevant exam series).

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

Shredding  
Confidential, waste disposal company

**27. Overnight supervision information**

**Record(s) description**

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 review of marking has passed or until any appeal, malpractice or other results enquiry has been completed, which ever is later. Forms may be stored electronically or in a 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)**

Shredding  
Confidential, waste disposal company

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

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

Hard copy or email record of required candidate consent to be kept on record by the exams officer.

### **Retention information/period**

Records retained in accordance with the requirements of PRS section 4 plus appendix A and B (consent forms or emails from candidate 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 centres files 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 centres file for at least six months).

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

Shredding  
Confidential, waste disposal company

## **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 by 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, it is suggested as good practice that the exams related information that is held in the centre is retained at the very least until after the deadline for review of results or other results enquiries ( or the resolution of any outstanding reviews/appeals or malpractice investigations) for the relevant exam series.

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

Shredding  
Confidential, waste disposal company

## **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, it is suggested as good practice that exam-related information that is held in the centre is retained at the very least until after the deadline of results or other results enquiries ( or the resolution of any outstanding reviews/appeals or malpractice investigations) for the relevant exam series).

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

Shredding  
Confidential, waste disposal company

## **31. Private candidate information**

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

Any hard copy information relating to private candidates entries.

### **Retention information/period**

Where specific retention information is not provided by JCQ or other authorised organisation, it is suggested as good practice that exam-related information that is held in the centre is retained at the very least until after the deadline of results or other results enquiries ( or the resolution of any outstanding reviews/appeals or malpractice investigations) for the relevant exam series).

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

Shredding

Confidential, waste disposal company

## **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 of scripts, which must be retained on the centres 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)**

Shredding

Confidential, waste disposal company

## **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 candidates clash of timetabled exam papers.

### **Retention information/period**

Where specific retention information is not provided by JCQ or other authorised organisation, it is suggested as good practice that exam-related information that is held in the centre is retained at the very least until after the deadline of results or other results enquiries ( or the resolution of any outstanding reviews/appeals or malpractice investigations) for the relevant exam series).

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

Shredding

Confidential, waste disposal company

## **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)**

Shredding

Confidential, waste disposal company

**36. Seating plans**

**Record(s) description**

Plans show 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 centres 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)**

Shredding

Confidential, waste disposal company

**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, it is suggested as good practice that exam-related information that is held in the centre is retained at the very least until after the deadline of results or other results enquiries ( or the resolution of any outstanding reviews/appeals or malpractice investigations) for the relevant exam series).

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

Shredding

Confidential, waste disposal company

**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 signed evidence produced by a senior leader in support of the application.

**Retention information/period**

Records retained in accordance with the requirements of SC section 6 (All applications must be supported by signed evidence produced by a member of the senior leadership team. The centre must retain this evidence until after the publication of results.

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

Shredding

Confidential, waste disposal company

### **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, it is suggested as good practice that exam-related information that is held in the centre is retained at the very least until after the deadline of results or other results enquiries ( or the resolution of any outstanding reviews/appeals or malpractice investigations) for the relevant exam series).

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

Shredding

Confidential, waste disposal company

### **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, it is suggested as good practice that exam-related information that is held in the centre is retained at the very least until after the deadline of results or other results enquiries ( or the resolution of any outstanding reviews/appeals or malpractice investigations) for the relevant exam series).

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

Shredding

Confidential, waste disposal company

### **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, it is suggested as good practice that exam-related information that is held in the centre is retained at the very least until after the deadline of results or other results enquiries ( or the resolution of any outstanding reviews/appeals or malpractice investigations) for the relevant exam series).

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

Shredding

Confidential, waste disposal company

### **42a. Any other records/documentation/materials**

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

Any other records /documents /materials relating to the exam series

**Retention information/period**

Where specific retention information is not provided by JCQ or other authorised organisation, it is suggested as good practice that exam-related information that is held in the centre is retained at the very least until after the deadline of results or other results enquiries ( or the resolution of any outstanding reviews/appeals or malpractice investigations) for the relevant exam series).

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

Shredding

Confidential, waste disposal company

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

Additional records/documentation/materials not covered in policy

**Retention information/period**

Where specific retention information is not provided by JCQ or other authorised organisation, it is suggested as good practice that exam-related information that is held in the centre is retained at the very least until after the deadline of results or other results enquiries ( or the resolution of any outstanding reviews/appeals or malpractice investigations) for the relevant exam series).Upon

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

Shredding

Confidential, waste disposal company

## **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**

Upon review in January 2025 no centre specific updates or changes were applicable to this document.