



Exam Archiving Policy 2025 to 2026

Thomas Hall School

Exam Archiving Policy 2025 to 2026

Centre name	Thomas Hall School
Centre number	54214
Date policy first created	23/11/2023
Current policy approved by	Phil Arnold
Current policy reviewed by	Michelle Spiess
Date of next review	01/09/2025

Key staff involved in the policy

Role	Name
Head of centre	Phil Arnold
Senior leader(s)	Phil Arnold, Helen Towler-Williams, Joe Medland, Charlotte Webster
Exams officer	Michelle Spiess
ALS lead/SENCo	Joe Medland, Helen Towler-Williams
IT manager	IT@reachsouth.org
Finance manager	invoices@reachsouth.org

Head(s) of department	Not applicable
Other staff (if applicable)	Not 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 publications **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 Thomas Hall School, this is indicated.

1. Access arrangements information

Record(s) description

Any hard copy information (Access Arrangements Application, Form *, Form 9, etc.)

Retention information/period

Two years. To be placed in the Archive in Thomas Hall.

Action at the end of retention period (method of disposal) Confidential waste or shred.

2. Alternative site arrangements

Record(s) description

Any hard or electronic copy of information linked to alternative site arrangements.

Retention information/period

Two years. To be placed in the Archive in Thomas Hall.

Action at the end of retention period (method of disposal) Confidential waste or shred.

3. Attendance register copies

Record(s) description

Attendance register copies, seating plans (changes annotated), invigilation documents. **Retention information/period** One year.

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

Confidential waste or shred.

4. Awarding body exams administration information

Record(s) description

Any electronic or hard copy Information relating to exams administration. **Retention information/period** One year.

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

Confidential waste or shred.

5. Candidates' scripts

Record(s) description

Any unwanted scripts to be held securely until after the results day. **Retention information/period** August - post results day.

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

N/A

6. Candidates' work

Record(s) description

Coursework can be collected after the date set by the exam boards or destroyed on request.

Retention information/period as appropriate.

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

Confidential waste or shred.

7. Centre consortium arrangements for centre assessed work

Record(s) description

Centre assessed work should be retained for the set period by the exam boards.

Retention information/period One Year.

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

Confidential waste or shred.

8. Certificates

Record(s) description

Certificates issued by the exam boards.

Retention information/period Retain

securely for one year.

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

by shredding.

9. Certificate destruction information

Record(s) description

A record of unclaimed certificates will be held.

Retention information/period for one year.

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

by shredding.

10. Certificate issue information

Record(s) description

A record of certificates issued. **Retention**

information/period Retained for one year.

Confidential waste or shredding.

11. Confidential materials: initial point of delivery logs

Record(s) description

Logs for initial exam delivery logs.

Retention information/period

Retained for one year in Thomas Hall Archive.

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

Confidential waste or shred.

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

Record(s) description Recording logs.

Retention information/period

Retained for one year in Thomas Hall Archive.

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

Confidential waste or shred.

13. Conflicts of interest records

Record(s) description

Conflict of interest files.

Retention information/period

Retained for one year in Thomas Hall Archive.

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

Confidential waste or shred.

14. Dispatch logs

Record(s) description Dispatch logs.

Retention information/period

Retained for one year in Thomas Hall Archive.

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

Confidential waste or shred.

15. Entry information**Record(s) description**

Any hard copy relating to entry information.

Retention information/period

Retained for one year in Thomas Hall Archive.

16. Exam question papers**Record(s) description**

Question papers for exams.

Retention information/period

Retained until after the results are administered. **Action at the end of retention period (method of disposal)** August or once exam results are issued.

17. Exam room checklists

Record(s) description Exam room checklists.

Retention information/period

Held until after the appeals process is completed. **Action at the end of retention period (method of disposal)** December of the same year.

18. Exam room incident logs**Record(s) description**

Exam room incident logs.

Retention information/period

Retained for one year in Thomas Hall Archive. **Action at the end of retention period (method of disposal)** Confidential waste or shred.

19. Exam stationery

Record(s) description

Awarding body stationary provided specifically for the exams.

Retention information/period

Will be retained in the secure room until the following year. **Action at the end of retention period (method of disposal)** Bin or shred.

20. Examiner reports

Record(s) description Examiner reports.

Retention information/period

Are passed to the appropriate year head or teacher.
Retained for one year in Thomas Hall Archive.

21. Finance information

Record(s) description

Invoices for exam related expenses.

Retention information/period Are held securely on PSF.

Action at the end of retention period (method of disposal) Retained on file as per the system set-up.

22. Handling secure electronic materials logs

Record(s) description

Logs relating to secure exam materials.

Retention information/period

Until after results and appeals have been completed. **Action at the end of retention period (method of disposal)** Confidential waste or shred.

23. Invigilation arrangements

Record(s) description

Records relating to exam invigilation. **Retention information/period** Retained for one year.

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

Confidential waste or shred.

24. Invigilator and facilitator training records

Record(s) description

Records relating to invigilator training.

Retention information/period Retained for one year.

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

Confidential waste or shred.

25. Moderator reports

Record(s) description Moderator reports.

Retention information/period

Are passed to the appropriate member of staff and held on centre services.

26. Moderation returns logs

Record(s) description

Logs recording the candidates work.

Retention information/period

Until after results and appeals have been completed. **Action at the**

end of retention period (method of disposal) Confidential waste or shred.

27. Overnight supervision information

Record(s) description

Overnight supervision log/information.

Retention information/period

Until after results and appeals have been completed. **Action at the**

end of retention period (method of disposal) Confidential waste or shred.

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

Record(s) description

Hard copy of candidate consent.

Retention information/period

Until after results and appeals have been completed. **Action at the end of retention period (method of disposal)** Confidential waste or shred.

29. Post-results services: request/outcome information

Record(s) description

Post-results services information and outcome requests.

Retention information/period

Until after results and appeals have been completed. **Action at the end of retention period (method of disposal)** Confidential waste or shred.

30. Post-results services: tracking logs

Record(s) description

Tracking logs and related information.

Retention information/period

Until after results and appeals have been completed.

31. Private candidate information

Record(s) description

Information relating to private candidates.

Retention information/period

Until after results and appeals have been completed. **Action at the end of retention period (method of disposal)** Confidential waste or shred.

32. Proof of postage - candidates' work

Record(s) description Proof of postage.

Retention information/period

Until after results and appeals have been completed. **Action at the end of retention period (method of disposal)** Confidential waste or shred.

33. Resolving timetable clashes

Record(s) description

Information relating to timetable clashes.

Retention information/period

Until after results and appeals have been completed. **Action at the end of retention period (method of disposal)** Confidential waste or shred.

34. Results information

Record(s) description

Examination results broadsheets or downloads.

Retention information/period

Until after results and appeals have been completed. **Action at the end of retention period (method of disposal)** Confidential waste or shred.

35. Seating plans

Record(s) description Seating plans.

Retention information/period

Retained for one year in the archive in Thomas Hall.

36. Second pair of eyes check forms

Record(s) description

Second pair of eyes check records.

Retention information/period

Information held on file for one year in the Thomas Hall archive. **Action at the end of retention period (method of disposal)** Confidential waste or shred.

37. Special consideration information

Record(s) description

Special consideration applications and information.

Retention information/period

Until after results and appeals have been completed. **Action at the end of retention period (method of disposal)** Confidential waste or shred.

38. Suspected malpractice reports/outcomes

Record(s) description

Any information relating to suspected malpractice, including staff and students record.

Retention information/period

Until after results and appeals have been completed. **Action at the end of retention period (method of disposal)** Confidential waste or shred.

39. Transferred candidate arrangements

Record(s) description

Any information relating to transferred candidates including CAP applications.

Retention information/period

Until after results and appeals have been completed. **Action at the end of retention period (method of disposal)** Confidential waste or shred.

40. Very late arrival reports/outcomes

Record(s) description

Very late arrival records.

Retention information/period

Until after results and appeals have been completed.

41a. Any other records/documentation/materials

Record(s) description

Any other record, documents and materials.

Retention information/period

As appropriate to the record/documents or material according to JCQ. **Action at the end of retention period (method of disposal)** Confidential waste or shred.

41b. Any other records/documentation/materials

Record(s) description

Any other record, documents and materials.

Retention information/period

As appropriate to the record/documents or material according to JCQ. **Action at the end of retention period (method of disposal)** Any other record, documents and materials.

Changes

New record types added - **22. Handling secure electronic materials logs** and **36. Second pair of eyes check records/forms**

Centre-specific changes

Not applicable.

A handwritten signature in black ink, appearing to be 'P. M.' followed by a long horizontal stroke.