SAIL Academy Exams:

Exams Archiving Procedure

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Centre name	SAIL Academy
Date process first created	13/05/2025
Current process approved by	Daniel Goldstraw
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Key staff involved in the procedure

Role	Name
Head of centre	Daniel Goldstraw (SENCo, DDSL)
Exams officer	Andrew Fulker
Other staff (if applicable)	

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

References in this procedure 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 procedure

The purpose of this procedure 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 procedure/data retention procedure

Where a particular record or information type is not held in, or not applicable to SAIL Academy, this is indicated.

1. Access arrangements information

Record(s) description

Any hard copy information kept by the exams manager relating to an access arrangement candidate.

Retention information/period

To be returned to SENCo (or equivalent role), as records owner, at the end of the candidate's final exam series.

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

Confidential destruction.

2. Alternative site arrangements

Record(s) description

Any hard copy information generated on an alternative site arrangement. Notifications submitted online via Centre Admin Portal.

Retention information/period

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.

3. Attendance register copies

Record(s) description

Candidate attendance lists. Invigilator incident logs. Invigilation arrangements for each exam session. Seating plans.

Retention information/period

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

Any hard copy publications provided by awarding bodies.

Retention information/period

To be retained until the current academic year update is provided.

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

Paper recycling.

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.

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

To be logged on return to the centre and immediately returned to the 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).

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

Returned to candidates or safe disposal.

7. Certificates

Record(s) description

Candidate certificates issued by awarding bodies.

Retention information/period

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.

8. Certificate destruction information

Record(s) description

A record of unclaimed certificates that have been destroyed.

Retention information/period

A record of certificates that have been destroyed should be retained for four years from their date of destruction. Candidates should be informed that some awarding bodies do not offer a replacement certificate any certificates requested by the awarding bodies.

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

Confidential destruction.

9. Certificate issue information

Record(s) description

A record of certificates that have been issued.

Retention information/period

Certificates distributed 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)

Confidential destruction.

10. 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 centre's secure storage facility.

Retention information/period

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.

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

Record(s) description

Logs recording confidential exam materials received (including encrypted materials received via email or downloaded from an awarding body's secure extranet site), checked and placed in the secure storage facility by the exams officer (or other authorised member of centre staff) throughout the period the materials are confidential.

Retention information/period

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.

12. Conflicts of interest records

Record(s) description

Records demonstrating the management of conflicts of interest.

Retention information/period

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)

Confidential destruction.

13. 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.

Retention information/period

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.

14. Entry information

Record(s) description

Any hard copy information relating to candidates' entries.

Retention information/period

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.

15. Exam question papers

Record(s) description

Question papers for timetabled written exams.

Retention information/period

Question papers must not be released to centre personnel for use in accordance with the above licence until after the awarding body's published finishing time for the examination or, in the case of a timetable variation, until all candidates within the centre have completed the examination. This does not restrict access to question papers by authorised centre personnel for the purpose of conducting examinations (Reference GR 6.13).

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

Issued to subject staff.

16. Exam room checklists

Record(s) description

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

Retention information/period

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.

17. Exam room incident logs

Record(s) description

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

Retention information/period

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.

18. Exam stationery

Record(s) description

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

Retention information/period

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 assessments… destroy confidentially any out-of-date stationery. (Reference ICE 30)

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

Confidential destruction.

19. Examiner reports

Record(s) description

Copy may be kept with results for the relevant period.

Retention information/period

(Where/if provided) To be immediately provided to head of department as records owner.

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

Confidential destruction.

20. Finance information

Record(s) description

Copy invoices for exams-related fees.

Retention information/period

Retain until end of the academic year.

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

Confidential destruction.

21. Handling secure electronic materials logs

Record(s) description

Logs recording handling of electronic exam materials.

Retention information/period

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.

22. Invigilation arrangements

Record(s) description

See Exam room checklists.

Retention information/period

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.

23. Invigilator and facilitator training records

Record(s) description

A record of the content of training given to invigilators available for inspection.

Retention information/period

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. (Reference ICE 12)

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

Confidential destruction.

24. Moderator reports

Record(s) description

Copy may keep with results for the relevant period.

Retention information/period

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

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

Confidential destruction.

25. Moderation return logs

Record(s) description

Logs recording moderation returns received.

Retention information/period

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.

26. 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. Any hard copy information relating to overnight supervision arrangements. Reports submitted online via CAP.

Retention information/period

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… (Reference (ICE 8)

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

Confidential destruction.

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

Record(s) description

Hard copy or email record of required candidate consent.

Retention information/period

Consent forms or e-mails 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. (Reference PRS 4, plus appendix A and B)

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

Confidential destruction.

28. 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

To be retained for at least six months following the outcome of the enquiry or any subsequent appeal.

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

Confidential destruction.

29. Post-results services: tracking logs

Record(s) description

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

Retention information/period

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.

30. Private candidate information

Record(s) description

Any hard copy information relating to private candidates' entries.

Retention information/period

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.

31. Proof of postage - candidates' work

Record(s) description

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

Retention information/period

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). (Reference ICE 29)

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

Confidential destruction.

32. Resilience arrangements: Evidence of candidate performance

Record(s) description

Students undertake a minimum of 1 mock series within their certification year. These are conducted under formal invigilation in line with JCQ regs for formal examinations. Students are given their agreed Access Arrangements as part of this process to ensure consistency with a formal examination series.

Retention information/period

Exam papers are retained in centre (within department) until the last ROM / appeal is completed.

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

Exam papers are confidentially destroyed.

33. 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

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.

34. 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 to be retained as a minimum.

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

Confidential destruction.

35. Seating plans

Record(s) description

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

Retention information/period

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... (Reference ICE 12)

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

Confidential destruction.

36. Second pair of eyes check forms

Record(s) description

Record logs of the second pair of eyes checks within the secure store.

Retention information/period

Until the deadline for reviews of marking has passed or until any appeal, malpractice or other results enquiry has been completed, whichever is later.

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

Confidential destruction.

37. 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

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. (Reference SC 6)

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

Confidential destruction.

38. 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

To be kept until at least the resolution of malpractice investigation for the exam series.

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

Confidential destruction.

39. Transferred candidate arrangements

Record(s) description

Any documentation relating to the transfer of a candidate to / from our centres.

Retention information/period

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.

40. 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

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.

42a. Any other records/documentation/materials

Record(s) description

Any exams related documentation not refenced above.

Retention information/period

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.

42b. Any other records/documentation/materials

Record(s) description

Not applicable

Retention information/period

Not applicable

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

Not applicable