



**WINDERMERE
SCHOOL**
FOUNDED 1863

Exams Archiving Policy

Windermere School

Exams Archiving Policy

Centre name	Windermere School
Centre number	42355
Date policy first created	26/09/2023
Current policy approved by	Frank Thompson
Current policy reviewed by	Ellie Vermeulen
Date of review	24/09/2025
Date of next review	28/09/2026

Key staff involved in the policy

Role	Name
Head of centre	Frank Thompson
Senior leader(s)	Lynn Moses
Exams officer	Ellie Vermeulen
SENCo (or equivalent role)	Wendy Fitton
IT manager	Arron Wakefield
Finance manager	Andrew Smith
Head(s) of department	Maths - John Western, English - Aimee Coombs, Humanities - Ryan Hill, Science - Kate Bethell, MFL - Clare Hubner, Music - Natalia Burt-Jones, Art - Katie Pateson, Drama - Naomi Nield, PE - Megan Ellery
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 Windermere School, this is indicated.

1. Access arrangements information

Record(s) description

Any records needed by SENCo for access arrangements of a candidate.

Retention information/period

SEnCo keeps all these records.

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

SEnCo will dispose in a suitable manner.

2. Alternative site arrangements

Record(s) description

Notifications sent to CAP and electronic files.

Retention information/period

Will be held until candidate leaves the school and after all exam enquiries have been completed.

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

Data is to be deleted or securely disposed of.

3. Attendance register copies

Record(s) description

Kept in the secure room as a hard copy alongside seating plans and the exam log.

Retention information/period

Records are kept in accordance with the requirements of ICE.

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

Confidential waste.

4. Awarding body exams administration information

Record(s) description

Any hard copy publications provided by awarding bodies

Retention information/period

Records retained until update is provided

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

Confidential waste is put into the confidential waste containers.

5. Candidates' scripts

Record(s) description

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

Retention information/period

To be retained 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 accessed using the awarding body's access to scripts service are no longer required, they are disposed of in a confidential manner)

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 returned to subject staff to be securely stored with non moderated work in accordance with requirements

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

Returned to candidates or safely disposed of.

7. Centre consortium arrangements for centre assessed work

Record(s) description

Not applicable

Retention information/period

Not applicable

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

Not applicable

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 securely all unclaimed certificates for a minimum of 12 months from the date of issue).

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

Confidential disposal

9. Certificate destruction information

Record(s) description

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.

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

Confidential destruction

10. Certificate issue information

Record(s) description

A Record of certificates that have been issued

Retention information/period

Records retained in accordance with the requirements of GR, section 5.14 (...obtain and maintain accurate candidate contact information to ensure the correct and secure despatch of certificates - ...distribute certificates to all candidates without delay and regardless of any disputes (such as non-payment of fees). Certificates must not be withheld without prior permission from an awarding body which will only be given in very exceptional circumstances. A record should be kept of the certificates that are issued...)

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

Confidential disposal

11. Confidential materials: initial point of delivery logs

Record(s) description

Logs recording awarding body confidential materials received by an authorised member of staff at the initial point of delivery.

Retention information/period

Information is retained until after the deadline for examination reviews has passed.

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

Confidential waste

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 centre's secure storage facility.

Retention information/period

Information is retained until after the deadline for examination reviews has passed.

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

Confidential waste

13. Conflicts of interest records

Record(s) description

Records demonstrating the management of conflict of interest.

Retention information/period

Information is retained until after the deadline for examination reviews has passed.

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

Confidential waste

14. Dispatch logs

Record(s) description

Proof of postage and Parcel force receipts.

Retention information/period

Information is retained until after the deadline for examination reviews has passed.

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

Confidential waste

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

Hard copy information regarding candidate entries.

Retention information/period

Information is retained until after the deadline for examination reviews has passed.

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

Confidential waste

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

Question papers for written exams

Retention information/period

Records retained in accordance with the requirements of ICE 31 (Releasing question papers) and GR 6.13 (...For confidentiality purposes, unused question papers must not be released to any individual for use in accordance with paragraph 6.12 until 24 hours after the awarding body's published finishing time for the examination. Where a candidate is sitting an examination scheduled for the afternoon session on the following morning with an overnight supervision arrangement unused question papers for that examination must not be released to any individual until the candidate has completed that examination.

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

Issued to subject staff.

17. Exam room checklists**Record(s) description**

Exam room check list

Retention information/period

Information is retained until after the deadline for examination reviews has passed.

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

Confidential waste

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

Exam Logs

Retention information/period

Information is retained until after the deadline for examination reviews has passed.

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

Confidential waste

19. Exam stationery**Record(s) description**

Exam stationery for the use of external exams.

Retention information/period

Records retained in accordance with the requirements of ICE, returned to the secure storage facility until future examinations.

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

Confidential disposal

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

Examiner's reports

Retention information/period

Records provided to relevant staff.

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

Confidential waste

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

Copy invoices for exams-related fees.

Retention information/period

Records returned to finance for action.

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

Confidential waste.

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

Information is retained until after the deadline for examination reviews has passed.

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

Confidential waste.

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

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

Retention information/period

Information is retained until after the deadline for examination reviews has passed.

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

Confidential waste.

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

Records of training done via The Exam's Office website and training provided on site

Retention information/period

Records retained in accordance to the regulations of ICE.

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

Confidential waste.

25. Moderator reports**Record(s) description**

Moderator reports

Retention information/period

Immediately provided to relevant staff.

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

Confidential waste.

26. Moderation return logs**Record(s) description**

Logs recording return of candidates' work to the centre.

Retention information/period

Information is retained until after the deadline for examination reviews has passed.

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

Confidential waste

27. Overnight supervision information**Record(s) description**

JCQ overnight supervision form is completed using CAP by candidate, supervisor and head of centre. 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

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

Confidential waste.

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

Record(s) description

Hard copies and emails of candidate consent.

Retention information/period

Records retained in accordance with the requirements of PRS section 4 plus appendix A and B.

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

Confidential waste

29. Post-results services: request/outcome information**Record(s) description**

Any hard copy information relating to a post results service request submitted to an awarding body for a candidate and the outcome information from the awarding body.

Retention information/period

Information is retained until after the deadline for examination reviews has passed.

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

Confidential waste

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

Information is retained until after the deadline for examination reviews has passed.

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

Confidential waste

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

Any hard copies related to private candidates' entries

Retention information/period

Information is retained until after the deadline for examination reviews has passed.

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

Confidential waste

32. Proof of postage - candidates' work**Record(s) description**

Proof of postage for candidates work

Retention information/period

Information is retained until after the deadline for examination reviews has passed.

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

Confidential waste

33. Resilience arrangements: Evidence of candidate performance

Record(s) description

The collection of evidence of candidates performance e.g. mock results and mock exam papers is held by heads of faculty and the deputy head.

Retention information/period

Mock papers are held by the head of faculties until after final external exam grades have been awarded and certificates issued.

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

Confidential waste disposal.

34. Resolving timetable clashes

Record(s) description

Clash reports and timetables resolving these clashes

Retention information/period

Information is retained until after the deadline for examination reviews has passed.

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

Confidential waste

35. Results information

Record(s) description

Results spreadsheets

Retention information/period

Records maintained online (e.g. in the Exams Admin Team) for a minimum of 6 years

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

Deleted

36. Seating plans

Record(s) description

Seating plans

Retention information/period

Information is retained until after the deadline for examination reviews has passed.

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

Confidential waste

37. Second pair of eyes check records/forms

Record(s) description

Logs of second eye checks for opening exams

Retention information/period

Information is retained until after the deadline for examination reviews has passed.

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

Confidential waste

38. Special consideration information**Record(s) description**

Hard copy of material regarding any special consideration applications made.

Retention information/period

Records retained in accordance to the regulations in SC section 6.

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

Confidential waste

39. Suspected malpractice reports/outcomes**Record(s) description**

Any hard copy of information regarding suspected malpractice reports and outcomes

Retention information/period

Information is retained until after the deadline for examination reviews has passed.

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

Confidential waste

40. Transferred candidate arrangements**Record(s) description**

Applications submitted on CAP

Retention information/period

Information is retained until after the deadline for examination reviews has passed.

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

Confidential waste

41. Very late arrival reports/outcomes**Record(s) description**

Reports submitted on CAP

Retention information/period

Information is retained until after the deadline for examination reviews has passed.

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

Confidential waste

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

Any other records or documents

Retention information/period

Information is retained until after the deadline for examination reviews has passed.

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

Confidential Waste

42b. Any other records/documentation/materials

Record(s) description

Any other relevant exam materials.

Retention information/period

Any additional exams related materials not specified by JCQ will be retained until after certificates have been published and the exams series is finished.

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

Confidential waste.

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 September 2025, no centre-specific updates or changes were applicable to this document.