



The BRIT School

Exams Archiving Policy

2025-2026

KEY STAFF INVOLVED

Role	Name(s)
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Purpose of the policy.

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

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.

Access arrangements information

Record(s) description

Any hard copy information kept by the exams officer relating to an access arrangement (AA) is secure in the data and exams office. Information is held electronically on our MIS system, so any AA are reflected on an exam seating plan for the invigilators.

Retention information/period

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

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

Information is removed from our MIS system, any hard copy records should be shredded.

Alternative site arrangements

Record(s) description

When an alternative site arrangement is made and submitted online, the submission is printed out and kept in a folder. If applicable, this will also be recorded electronically.

Retention information/period

The BRIT School, as good practice, retains exams-related information in the centre 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)

Information is removed from our MIS system, any hard copy records should be shredded.

Attendance register copies

Record(s) description

Attendance registers are completed during the exam by the invigilator. After the exam the Exams Officer files them away in the Data and Exams office.

Retention information/period

The BRIT School will 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 them. The centre will keep them in the Exams office 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)

They will be securely shredded.

Awarding body exams administration information

Record(s) description

Any hard copy publications provided by the awarding body.

Retention information/period

Awarding body examination information is usually updated yearly as updates can be made which would mean the information is out of date. These should be refreshed every year before the examination series.

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

After the retention period is passed, outdated exams information should be removed electronically and hard copies should be shredded.

Candidates' scripts

Record(s) description

If candidate scripts are returned to the centre, this should be stored securely until the retention period.

Retention information/period

Scripts will 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 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.

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)

Work can either be returned to candidates upon request, or can be safely disposed of.

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

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)

Any hard copy records should be shredded and destroyed.

Certificates

Record(s) description

Candidate certificates which are issued by awarding bodies.

Retention information/period

At The BRIT School we retain, securely, certificates for at least 12 months, which gives students plenty of time to collect their certificates. They are informed by letter that we have them and they will also be informed that they are to be destroyed after 12 months. If the student does not collect them then they will be destroyed. (Reference GR 5.14)

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

Confidential destruction.

Certificate destruction information

Record(s) description

Once 12 months have passed and we still have certificates, we make a list electronically and as a hard copy - the list will include the qualification, the names of the students and date of birth of those who have not been collected.

Retention information/period

The BRIT School will destroy any unclaimed certificates after retaining them for 12 months minimum. They are destroyed in a confidential manner, and a record of these certificates is retained for 4 years from their date of destruction. This record lists the candidate number, awarding body, the qualification and the exam series. Candidates are 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...)

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

Confidential destruction.

Certificate issue information

Record(s) description

We keep a record of certificates that have been issued and collected by students so we are aware who has and hasn't collected their certificates, as they sign and date when they have collected.

Retention information/period

In accordance with JCQ guidance (GR 5.14), the centre will maintain accurate candidate contact information to ensure the secure despatch of certificates. Certificates will be distributed to all candidates without delay and will not be withheld in the event of disputes. A record will be kept of all certificates issued.

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

The record is removed if electronic, or shredded if it's a physical copy.

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

This information is usually retained until at least after the deadline for reviews of results.

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

Records can be removed or destroyed after the deadline of reviews of results.

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. (Including for example, the handling of confidential MFL Listening materials)

Retention information/period

Exams-related information that is held in the centre is retained at the very least until after the deadline for reviews of results.

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

Secure disposal.

Conflicts of interest records

Record(s) description

Records are kept securely in the office which demonstrate conflicts of interest

Retention information/period

Information should be retained up until they no longer attend the school

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

Secure disposal.

Dispatch logs

Record(s) description

Proof of dispatch of exam script packages to awarding body examiners covered by the DfE yellow label service.

Retention information/period

Exams-related information that is held in the centre is retained at the very least until after the deadline for reviews of results.

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

Secure disposal - shredding.

Entry information

Record(s) description

When entries are made, spreadsheets and proof of entries are printed and kept in a folder so we are aware of what entries have been made.

Retention information/period

Exams-related information that is held in the centre is retained at the very least until after the deadline for reviews of results.

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

Secure disposal - shredding.

Exam question papers

Record(s) description

Question papers for timetabled written exams.

Retention information/period

In line with JCQ regulations (ICE 31, GR 6.13), unused question papers must not be released to any individual until 24 hours after the awarding body's published finishing time for the exam. Where a candidate is sitting an exam the following day under an overnight supervision arrangement, unused papers must not be released until that candidate has completed the exam. This restriction does not apply to authorised centre personnel who may access question papers as required for the conduct of exams.

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

Any spare papers after an exam can either be given to subject teachers, after the completed papers have been sent off - or must be securely destroyed.

Exam room checklists

Record(s) description

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

Retention information/period

Exams-related information that is held in the centre is retained at the very least until after the deadline for reviews of results.

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

Room checklists should be disposed of and shredded.

Exam room incident logs

Record(s) description

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

Retention information/period

Exams-related information that is held in the centre is retained at the very least until after the deadline for reviews of results.

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

Incident logs should be disposed of and shredded.

Exam stationery

Record(s) description

Awarding body exam stationery provided 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. Confidentially destroy any out-of-date stationery.

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

Destroy confidentially any out-of-date stationery.

Examiner reports

Record(s) description

Examiner reports are given to the exams officer, these are kept and filed securely. They can also be passed onto the Head of Departments.

Retention information/period

These records should be given to Heads of Departments.

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

Records should be confidentially shredded.

Finance information

Record(s) description

Copy invoices for exams-related fees. These should be stored securely in the finance office and paid off before the due date.

Retention information/period

Records should be kept for 12 months.

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

Records should be confidentially shredded once the retention date passes.

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

Exams-related information that is held in the centre is retained at the very least until after the deadline for reviews of results

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

Records should be shredded once the retention period passes.

Invigilation arrangements

Record(s) description

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

Retention information/period

We ensure to keep this record until at least after the deadline for reviews of marking, in case any invigilators are asked to write statements in regards to any malpractice or any other incidents.

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

Records should be shredded when they are no longer needed.

Invigilator and facilitator training records

Record(s) description

In the exams office, we keep records of invigilators who attended training - this is usually certificates or signed sheets.

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.

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

Any hard copy records should be shredded when they are no longer needed.

Malpractice reports and outcomes

Record(s) description

Any hard copy information relating to candidate or centre staff alleged, suspected or actual malpractice.

Retention information/period

A permanent record will be kept of the impact of any sanctions on an individual candidate's results, and all other information relating to specific instances of malpractice or irregularities will be destroyed.

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

Any hard copy records should be shredded following the expiry of the awarding body's data retention period.

Moderator reports

Record(s) description

Moderator reports are given to the exams officer, these are kept and filed securely. They can also be passed onto the Head of Departments.

Retention information/period

Records provided to Heads of Departments as records owner.

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

Records should be confidentially shredded

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

Exams-related information that is held in the centre is retained at the very least until after the deadline for reviews of results.

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

Any records should be shredded once the retention period has passed.

Overnight supervision information

Record(s) description

Overnight Supervision Declaration form is downloaded from CAP for signing by the candidate, the supervisor and the head of centre.

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.

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

Records should be shredded once the retention period passes.

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 from candidates must be retained by the centre and kept for at least six months following the outcome of a service. The awarding bodies reserve the right to inspect such documentation. This form should be retained on the centre's files for 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 centre's files for at least six months.

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

Once the retention period passes, any records should be shredded.

Post-results services: request/outcome information

Record(s) description

Requests and outcomes are logged on a spreadsheet kept by the exams officer, and when an outcome comes in it is recorded.

Retention information/period

Exams-related information that is held in the centre is retained at the very least until after the deadline for reviews of results.

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

Electronic copies of the spreadsheet can be deleted after the retention date passes.

Post-results services: tracking logs

Record(s) description

Post-results service requests are logged and tracked on a spreadsheet kept by the exams officer.

Retention information/period

Exams-related information that is held in the centre is retained at the very least until after the deadline for reviews of results.

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

Electronic copies of the spreadsheet can be deleted after the retention date passes.

Private candidate information

Record(s) description

Any hard copy information relating to private candidates' entries - The BRIT School does not take private candidates.

Retention information/period

Exams-related information that is held in the centre is retained at the very least until after the deadline for reviews of results - The BRIT School does not take private candidates.

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

Hard copies should be shredded - The BRIT School does not take private candidates.

Proof of postage - candidates' work

Record(s) description

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

Retention information/period.

Centres not involved in the secure despatch of the exam scripts service must obtain proof of postage or despatch for each pack 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 provides evidence that the candidates' scripts have left the centre. This will indicate that the scripts were written at the appointed time and that, should scripts not be received by the awarding body or examiner, then special consideration may be possible.

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

Hard copies of records should be shredded.

Resilience arrangements: Evidence of candidate performance

Record(s) description

The collection of evidence of student performance ensures resilience in the qualifications system.

Retention information/period

Student work, original or a copy, must be retained by the centre, and can be retained digitally or physically. Students may be given this where this would support their study.

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

Any digital copies should be removed and hard copies should be disposed of.

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

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 for the relevant exam series.

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

Copies should be disposed of.

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)

Secure disposal.

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. The centre must keep them until the deadline for post results has been completed, whichever is later.

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

Hard copies of records should be shredded. Electronic copies should be removed from any computer.

Second pair of eyes check 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

In order to avoid potential breaches of security, care must be taken to ensure that the correct question paper packets are opened. In addition to the person removing the question paper packets from secure storage, another member of centre staff must check the day, date, time, subject, unit or component and tier of entry immediately before a question paper packet is opened. This second pair of eyes check is recorded.

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

Hard copies of records should be shredded. Electronic copies should be removed from any computer.

Special consideration information

Record(s) description

Hard copy information relating to a suspected / actual malpractice investigation submitted to an awarding body and outcome information from the awarding body.

Retention information/period

Records retained in accordance with the requirements of special considerations must be retained until after the publication of results.

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

Hard copies of records should be shredded. Electronic copies should be removed from any computer.

Suspected malpractice reports/outcomes

Record(s) description

Hard copy information relating to a suspected / actual malpractice investigation submitted to an awarding body and outcome information from the awarding body.

Retention information/period

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.

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

Hard copies of records should be shredded. Electronic copies should be removed from any computer.

Transferred candidate arrangements

Record(s) description

Any hard copy information relating to a transferred candidate arrangement.

Applications submitted online via CAP.

Retention information/period

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.

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

Hard copies of records should be shredded. Electronic copies should be removed from any computer.

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

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.

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

Hard copies of records should be shredded. Electronic copies should be removed from any computer.