Loreto Grammar School- Archiving Procedure- To be reviewed by Mrs Stokes in October 2027

Record type	Record(s) description (where required)	Retention information/period	Action at end of retention period (method of disposal)
Access arrangements information	Any hard copy information kept by the Examinations Officer relating to an access arrangement candidate.	To be returned to SENDCo as records owner at end of the candidate's final exam series.	Confidential disposal
Alternative site arrangements	Any hard copy information generated on an alternative site arrangement. Notifications submitted online via CAP.	Until the deadline for reviews of marking has passed or until any appeal, malpractice or other results enquiry has been completed, whichever is later.	Confidential disposal
Attendance register copies	Signed copies of the seating plans, invigilation arrangements and attendance registers.	Until the deadline for reviews of marking has passed or until any appeal, malpractice or other results enquiry has been completed, whichever is later.	Confidential waste/shredding
Awarding body exams administrative information	Any hard copy publications provided by awarding bodies.	To be retained until the current academic year update is provided.	Confidential disposal
Candidates' scripts	Any unwanted copies of scripts returned to the centre through the Access to Scripts (ATS) service.	To be retained securely until the awarding body's earliest date for confidential disposal of unwanted scripts. Where teachers have used copies of candidates' scripts for teaching and learning purposes but no longer wish to retain them, they must ensure that the scripts are disposed of in a confidential manner. When scripts that have been returned under access to scripts arrangements are no longer	Confidential disposal

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		required, they are disposed of in a confidential manner, but no earlier than the dates specified by the awarding bodies.	
Candidates' work	Non-examination assessment work returned to the centre by the awarding body at the end of the moderation period.	To be 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 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.	Returned to candidates or safe disposal
Centre consortium arrangements for centre assessed work	Any hard copy information generated or relating to consortium arrangements for centre assessed work. Applications submitted online via CAP.	Until the deadline for reviews of marking has passed or until any appeal, malpractice or other results enquiry has been completed, whichever is later.	Confidential disposal
Certificates	Candidates' certificates issued by exam boards	12 months from date of issue	Confidential disposal
Certificate destruction information	A record of unclaimed certificates that have been destroyed	Retained for four years from their date of destruction	Confidential disposal

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Certificate issue information	A record of certificates that have been issued	12 months from date of issue	Confidential disposal
Confidential materials: initial point of delivery logs	Logs recording awarding body confidential exam materials received at the initial point of delivery	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.	Confidential disposal
Confidential materials: receipt, secure movement and secure storage logs	Logs recording the receipt and secure movement of exam board confidential materials to the safe storage	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.	Confidential disposal
Conflicts of interest records	Records demonstrating the management of conflicts of interest	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.	Confidential disposal
Dispatch logs	Proof of dispatch of exam script packages to awarding body examiners	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.	Confidential disposal
Entry information	Any hard copy information relating to candidates' entries.	The records must be retained until the deadline for reviews of marking has passed or until any appeal, malpractice or other results	Confidential disposal

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		enquiry has been completed, whichever is later.	
Exam question papers	Question papers for timetabled written exams.	Question papers must not be released to centre personnel 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. For CCEA examinations question papers must not be released until 24 hours after the published finishing time for the examination For confidentiality purposes 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.	Issued to subject staff
Exam room checklists	Checklists confirming exam room conditions and invigilation arrangements for each exam session.	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.	Confidential disposal

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Exam room incident logs	Logs recording any incidents or irregularities in exam rooms for each exam session.	Until the deadline for reviews of marking has passed or until any appeal, malpractice or other results enquiry has been completed, whichever is later.	Confidential disposal
Exam stationery	Awarding body examination stationery provided solely for the purpose of external exams.	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. Any out-of-date stationery must be destroyed confidentially	Confidential destruction
Examiner reports	Digital copies of feedback forms following the publication of results	To be immediately provided to head of department as records owner.	Confidential disposal
Finance information	Copy invoices for exams-related fees.	To be returned to Finance department as records owner at the end of the academic year.	Confidential disposal
Handling secure electronic materials logs	Logs recording the handling of secure electronic materials provided to the centre and accessed by the exams officer	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.	Confidential disposal
Invigilation arrangements	Checklists confirming invigilation arrangements for each exam session	Retained on file until the deadline for reviews of marking has passed or until any appeal,	Confidential disposal

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		malpractice or other results enquiry has been completed, whichever is later.	
Invigilator and facilitator training records	Records of invigilator training sessions delivered by the exams officer prior to the beginning of each exam season	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.	Confidential disposal
Moderator reports	Digital copies of feedback forms following the publication of results	To be immediately provided to head of department as records owner.	Confidential disposal
Moderation returns logs	Logs recording the return of candidates' work to the centre by the awarding body at the end of the moderation 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.	Confidential disposal
Overnight supervision information	JCQ form is completed electronically using CAP. The overnight supervision form is downloaded and signed by the candidate, supervisor and head of centre	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.	Confidential disposal
Post-results services: confirmation of candidate consent information	Hard copy or email record of required candidate consent	Consent forms or emails from candidates must be retained by the centre and kept for at least six months following the outcome of the	Confidential disposal

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		clerical re-check or review of marking or any subsequent appeal.	
Post-results services: requests/outcome information	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.	Until the deadline for reviews of marking has passed or until any appeal, malpractice or other results enquiry has been completed, whichever is later.	Confidential disposal
Post-results services: tracking logs	Logs tracking to resolution all post-results service requests submitted to awarding bodies.	Until the deadline for reviews of marking has passed or until any appeal, malpractice or other results enquiry has been completed, whichever is later.	Confidential disposal
Private candidate information	Any hard copy information relating to private candidates' entries.	Until the deadline for reviews of marking has passed or until any appeal, malpractice or other results enquiry has been completed, whichever is later.	Confidential disposal
Proof of postage – candidates' work	Proof of postage of sample of candidates' work submitted to awarding body moderators. Proof of postage of candidates' scripts to awarding body examiners/marker 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	Until the results are published	Confidential disposal

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	body/examiner, then special consideration may be possible.		
Resilience arrangements: Evidence of candidate performance	The evidence of students' performance to ensure resilience in the qualifications system	Student work can be retained digitally or physically by the centre and copies can be given to candidates as a revision aid until these are no longer needed	Confidential disposal
Resolving timetable clashes information	Any hard copy information relating to the resolution of a candidate's clash of timetabled exam papers	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.	Confidential disposal
Results information	Broadsheets of public examination results summarising candidate final grades by subject by exam series.	Records for current year plus previous 6 years to be retained as a minimum.	Confidential disposal
Seating plans	Plans showing the seating arrangements of candidates for exams	Until the deadline for reviews of marking has passed or until any appeal, malpractice or other results enquiry has been completed, whichever is later.	Confidential disposal
Second pair of eyes check forms	Records of the check that must take place by a second person immediately before the exam packet is opened	Until the deadline for reviews of marking has passed or until any appeal, malpractice or other results enquiry has been completed, whichever is later.	Confidential disposal

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Special consideration information	Any hard copy information relating to a special consideration request and supporting evidence submitted to an awarding body for a candidate.	Until the deadline for reviews of marking has passed or until any appeal, malpractice or other results enquiry has been completed, whichever is later.	Confidential disposal
Suspected malpractice reports/outcomes	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.	Until the deadline for reviews of marking has passed or until any appeal, malpractice or other results enquiry has been completed, whichever is later.	Confidential disposal
Transferred candidate arrangements	Any hard copy information relating to a transferred candidate arrangement. Applications submitted online via CAP.	Until the deadline for reviews of marking has passed or until any appeal, malpractice or other results enquiry has been completed, whichever is later.	Confidential disposal
Very late arrival reports/outcomes	Any hard copy information relating to a candidate arriving very late to an exam. Reports submitted online via CAP.	Until the deadline for reviews of marking has passed or until any appeal, malpractice or other results enquiry has been completed, whichever is later.	Confidential disposal