



# **Exams Archiving Policy 2025 - 2026**

LAMP Learning Ltd

## Exams Archiving Policy 2025 - 2026

Centre name	LAMP Learning Ltd
Centre number	31114
Date policy first created	04/11/2025
Current policy approved by	Charlotte Rheams
Current policy reviewed by	Charlotte Rheams
Date of review	27/10/2025
Date of next review	01/09/2026

### Key staff involved in the policy

Role	Name
Head of centre	Timothy Ellis
Senior leader(s)	Timothy Ellis, Pip Burley, Florence Ellis
Exams officer	Charlotte Rheams
SENCo (or equivalent role)	Charlotte Rheams
IT manager	
Finance manager	
Head(s) of department	
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 LAMP Learning Ltd, this is indicated.

### **1. Access arrangements information**

#### **Record(s) description**

All Access Arrangements information is kept in the Student's folder on Teams

#### **Retention information/period**

These are held until they are invalid/ expired or the student has left the centre

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

Deletion from electronic system (Teams)

### **2. Alternative site arrangements**

#### **Record(s) description**

Electronic version of CAP applications

#### **Retention information/period**

Will be held until 3 months after the end of the review of results deadline

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

deletion of electronic record

### **3. Attendance register copies**

#### **Record(s) description**

Stored electronically on teams

#### **Retention information/period**

Will be held until 3 months after the end of the review of results deadline

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

deletion of electronic files

### **4. Awarding body exams administration information**

#### **Record(s) description**

Any stored copies of Awarding Body documents

#### **Retention information/period**

Retained until replaced by awarding body either update or new academic year

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

destroy or delete

### **5. Candidates' scripts**

#### **Record(s) description**

Any candidate scripts

#### **Retention information/period**

In line with Awarding Body retention procedure

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

confidential disposal or deletion of electronic files

**6. Candidates' work**

**Record(s) description**

Copies of candidate's work

**Retention information/period**

to be retained in line with awarding body policy

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

return to candidates or confidential waste

**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

**Retention information/period**

to be kept confidentially for 12 months

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

Confidential waste

**9. Certificate destruction information**

**Record(s) description**

record any certificates destroyed

**Retention information/period**

keep for 12 months

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

confidential waste

**10. Certificate issue information**

**Record(s) description**

records of issued certificates

**Retention information/period**

Will be held for 12 months

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

confidential waste

**11. Confidential materials: initial point of delivery logs****Record(s) description**

Logs of records of initial point of delivery at centre

**Retention information/period**

to be held until 3 months after the review of results deadline

**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 that record movement of papers to secure storage

**Retention information/period**

Retain for a period of 3 months after review of results deadline

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

confidential waste

**13. Conflicts of interest records****Record(s) description**

conflicts of interest declarations

**Retention information/period**

Will be held until 3 months after the end of the review of results deadline

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

Confidential waste

**14. Dispatch logs****Record(s) description**

records of dispatch logs of exam papers via parcel force collection or Post office receipts

**Retention information/period**

Will be held until 3 months after the end of the review of results deadline

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

deletion of records

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

Any record of entry information

**Retention information/period**

Will be held until 3 months after the end of the review of results deadline

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

confidential waste

**16. Exam question papers**

**Record(s) description**

Exam question papers

**Retention information/period**

As per JCQ policy for GCSE or A'Level papers.

Immediate disposal for Functional skills papers as live material

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

Confidential waste for Functional skills

Given to teaching staff for GCSEs and A'Levels

**17. Exam room checklists**

**Record(s) description**

Copies of exam room checklists

**Retention information/period**

Will be held until 3 months after the end of the review of results deadline

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

deletion and confidential waste

**18. Exam room incident logs**

**Record(s) description**

Exam room incident logs

**Retention information/period**

Will be held until 3 months after the end of the review of results deadline

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

Confidential waste

**19. Exam stationery**

**Record(s) description**

Any Awarding body stationery

**Retention information/period**

As per Awarding Body policy

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

Confidential waste

## **20. Examiner reports**

### **Record(s) description**

Not applicable

### **Retention information/period**

Not applicable

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

N/A

## **21. Finance information**

### **Record(s) description**

Awarding body invoices

### **Retention information/period**

As per LAMP accounting rules

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

confidential waste

## **22. Handling secure electronic materials logs**

### **Record(s) description**

logs of secure electronic materials downloaded by centre

### **Retention information/period**

Will be held until 3 months after the end of the review of results deadline

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

deletion of files

## **23. Invigilation arrangements**

### **Record(s) description**

All invigilation information for the exam series

### **Retention information/period**

Will be held until 3 months after the end of the review of results deadline

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

deletion or confidential waste as appropriate

## **24. Invigilator and facilitator training records**

### **Record(s) description**

Invigilator training records

### **Retention information/period**

Will be held until 3 months after the end of the review of results deadline

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

confidential waste or file deletion

## **25. Moderator reports**

### **Record(s) description**

reports produced by moderators

### **Retention information/period**

As per requirements of teaching staff

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

file deletion or disposal

## **26. Moderation return logs**

### **Record(s) description**

logs of moderation transfers to awarding bodies

### **Retention information/period**

Will be held until 3 months after the end of the review of results deadline

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

file deletion or confidential waste

## **27. Overnight supervision information**

### **Record(s) description**

n/a

### **Retention information/period**

N/a

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

N/A

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

### **Record(s) description**

copies of candidate consents

### **Retention information/period**

Will be held until 3 months after the end of the review of results deadline

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

confidential waste

## **29. Post-results services: request/outcome information**

### **Record(s) description**

Will be held until 3 months after the end of the review of results deadline

### **Retention information/period**

Will be held until 3 months after the end of the review of results

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

deletion/ destroyed

**30. Post-results services: tracking logs**

**Record(s) description**

tracking logs

**Retention information/period**

Will be held until 3 months after the end of the review of results deadline

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

confidential waste

**31. Private candidate information**

**Record(s) description**

N/A

**Retention information/period**

N/a

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

N/A

**32. Proof of postage - candidates' work**

**Record(s) description**

proof of postage

**Retention information/period**

Will be held until 3 months after the end of the review of results deadline

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

file deletion

**33. Resilience arrangements: Evidence of candidate performance**

**Record(s) description**

evidence on students

**Retention information/period**

Will be held until 3 months after the end of the review of results deadline

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

destroy appropriately

**34. Resolving timetable clashes**

**Record(s) description**

n/A

**Retention information/period**

n/a

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

N/A

**35. Results information**

**Record(s) description**

records of student results

**Retention information/period**

retained for 6 years exclusive of current year

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

file deletion

**36. Seating plans**

**Record(s) description**

copies of seating plans

**Retention information/period**

Will be held until 3 months after the end of the review of results deadline

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

confidential waste

**37. Second pair of eyes check records/forms**

**Record(s) description**

records of 2nd pair of eyes checks

**Retention information/period**

Will be held until 3 months after the end of the review of results deadline

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

confidential waste

**38. Special consideration information**

**Record(s) description**

special consideration application and evidence

**Retention information/period**

Will be held until 3 months after the end of the review of results deadline

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

confidential waste

**39. Suspected malpractice reports/outcomes**

**Record(s) description**

records of malpractice

**Retention information/period**

Will be held until 3 months after the end of the review of results deadline

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

confidential waste

**40. Transferred candidate arrangements**

**Record(s) description**

copies of all applicable transfer information

**Retention information/period**

Will be held until 3 months after the end of the review of results deadline

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

confidential waste

**41. Very late arrival reports/outcomes**

**Record(s) description**

Any records of late students

**Retention information/period**

Will be held until 3 months after the end of the review of results deadline

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

confidential waste

**42a. Any other records/documentation/materials**

**Record(s) description**

any other documents

**Retention information/period**

Will be held until 3 months after the end of the review of results deadline

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

confidential waste

**42b. Any other records/documentation/materials**

**Record(s) description**

N/A

**Retention information/period**

N/A

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

N/A

## **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**