

Policy Owner: Examinations Officer

Review Cycle: Annual

Next Review Date: September 2026

All examination records will be securely stored within the Exams Office and/or within secure electronic systems in accordance with current JCQ regulations, awarding body requirements and the school's data retention schedule.

Entry and Results Records

The Exams Office will retain records by examination season/year including:

- Awarding body results
- Moderation reports
- Access arrangements documentation
- Special consideration applications
- Enquiries about results documentation
- Access to scripts documentation
- Malpractice investigations and appeals documentation
- Relevant notes and communications relating to the examination series

Access arrangements documentation and other sensitive personal data will be stored securely and accessed only by authorised staff.

Records will be retained in accordance with current JCQ regulations, awarding body requirements and the school's data retention procedures. Where records contain personal data, confidential disposal methods including secure shredding will be used when records reach the end of their retention period.

Certificates

Candidates are required to collect their examination certificates within one calendar year of the published collection date. The collection date will be published within results information provided to students on results day and within the school newsletter.

