

STCG EXAMS RETENTION OF RECORDS

Appendix 7

Department	GLT Lead	Record	Location of Records (pre archive)	Funding Body or Institutions driving retention	Retention date	Disposal method
Exams	Vice Principal, Curriculum	Exam Day Management - Attendance register copies/Invigilator arrangements/Seating plans/Incident reports	Hard copies completed by invigilators filed in the Exams Office	JCQ (on behalf of AQA, Pearson, OCR, WJEC, C&G)	Four months from the end of each exam series	Confidential waste/shredding
Exams	Vice Principal, Curriculum	Candidates’ scripts	Unwanted copies of scripts returned to the centre through the Access to Scripts service stored in Exams Office	JCQ (on behalf of AQA, Pearson, OCR, WJEC, C&G)	As specified by awarding body	Confidential disposal
Exams	Vice Principal, Curriculum	Candidates’ work e.g. non-exam assessments	Non-examination assessment work returned to the centre by the awarding body at the end of the moderation period returned to relevant teaching staff for storage	JCQ (on behalf of AQA, Pearson, OCR, WJEC, C&G)	To 31 October each year	Returned to candidates or safe disposal
Exams	Vice Principal, Curriculum	Certificates	Candidate certificates issued by awarding bodies kept in Exams Office storage	JCQ (on behalf of AQA, Pearson, OCR, WJEC, C&G)	12 months minimum	Confidential destruction
Exams	Vice Principal, Curriculum	Certificate destruction records	A record of unclaimed certificates that have been destroyed filed in Exams Office	JCQ (on behalf of AQA, Pearson, OCR, WJEC, C&G)	Four years from date of destruction	Confidential destruction
Exams	Vice Principal, Curriculum	Certificate issue information	A record of certificates that have been issued filed in Exams Office	JCQ (on behalf of AQA, Pearson, OCR, WJEC, C&G)	Certificate lists are often records of results therefore kept for current year plus 6 years	Confidential disposal
Exams	Vice Principal, Curriculum	Conflict of interest records	Records demonstrating the management of conflicts of interest filed in the Exams Office, declarations on Cascade	JCQ (on behalf of AQA, Pearson, OCR, WJEC, C&G)	By 31 October for the year they apply to	Confidential disposal
Exams	Vice Principal, Curriculum	Exam question papers	Question papers for timetabled written exams kept in Exams Office secure storage for required period until issued to staff	JCQ (on behalf of AQA, Pearson, OCR, WJEC, C&G)	Retained in Exams Offices for 24 hours from the exam end time for organisational reasons	Issued to subject staff to support teaching
Exams	Vice Principal, Curriculum	Invigilator and facilitator training records	Training attendance records kept in Exams Office. Copies of training presentations and materials kept in Exams Office or electronically	JCQ (on behalf of AQA, Pearson, OCR, WJEC, C&G)	To 31 October for the year they apply to	Training records destroyed, training presentations updated for use the following year
Exams	Vice Principal, Curriculum	Post-results services: confirmation of candidate consent information	Hard copy or email record of required candidate consent filed in Exams Office	JCQ (on behalf of AQA, Pearson, OCR, WJEC, C&G)	6 months following outcomes	Confidential disposal
Exams	Vice Principal, Curriculum	Post-results services: requests/ outcome information	Any hard copy information relating to a post-results service request (RoRs, ATS, Appeals) submitted to an awarding body for a candidate and outcome information from the awarding body filed in the Exams Office	JCQ (on behalf of AQA, Pearson, OCR, WJEC, C&G)	To 31 October in the year they apply to	Confidential disposal
Exams	Vice Principal, Curriculum	Results information	Printed or electronic results summarising candidates' final grades and marks filed in the Exams Office	JCQ (on behalf of AQA, Pearson, OCR, WJEC, C&G)	Current year plus 6 years minimum	Confidential disposal
Exams	Vice Principal, Curriculum	Special consideration information	Any hard copy information relating to a special consideration application which has been submitted to an awarding body for a candidate and signed evidence produced by a senior leader in support of the application filed in the Exams Office	JCQ (on behalf of AQA, Pearson, OCR, WJEC, C&G)	To 31 August in the year they apply to	Confidential waste/shredding
Exams	Vice Principal, Curriculum	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 filed in the Exams Office following investigation and reporting by member of senior management	JCQ (on behalf of AQA, Pearson, OCR, WJEC, C&G)	3 months following the outcome decision and any appeals	Confidential disposal
Inclusive Learning	Vice Principal, Curriculum and High Needs	Copies of the candidate’s approved application, appropriate evidence of need (where required), Form 8/EHCP, assessment scores, signed candidate personal data consent form	Electronic files on college system	JCQ (on behalf of AQA, Pearson, OCR, WJEC, C&G)	Current year plus 3 years	Confidential disposal

NB: Details above are based on JCQ Regulations. Where other awarding body rules differ, their rules supersede those of the JCQ.