

BRANNEL SCHOOL

EXCELLENCE | CREATIVITY | COMMUNITY



Exam Document Retention and Secure Storage Policy

2025-26

This policy outlines the procedures for the secure storage, retention, and disposal of examination-related documents at CELT Schools. It ensures compliance with regulatory requirements and maintains the integrity and confidentiality of examination materials.

1. Scope

This policy applies to all staff involved in the handling of examination documents, including but not limited to exam papers, candidate records, invigilation logs, and results documentation.

2. Secure Storage

All examination documents must be stored in a secure, access-controlled environment. Physical documents should be kept in locked cabinets within restricted access areas. Digital documents must be stored on secure servers with appropriate access controls and encryption.

3. Document Retention Periods

Examination documents must be retained for the following periods:

- Exam papers and scripts: 6 months after the exam date
 - Candidate records and results: 3 years
 - Invigilation logs and incident reports: 1 year
- Retention periods may be extended in cases of appeals or investigations.

4. Disposal of Documents

Documents that have reached the end of their retention period must be disposed of securely. Physical documents should be shredded using a cross-cut shredder. Digital documents must be permanently deleted using secure deletion methods.

5. Responsibilities

The Exams Officer is responsible for ensuring compliance with this policy. All staff handling examination documents must be trained in secure storage and disposal procedures.

6. Review and Updates

This policy will be reviewed annually and updated as necessary to reflect changes in regulatory requirements or best practices.