



Exams Archiving Policy

2017/18

This policy is reviewed annually to ensure compliance with current regulations

Approved/reviewed by	
BRYAN SMITH – SLT Governor -	
Date of next review	SEPT 2018

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 method of disposal
- inform/supplement the centre-wide records management policy

The policy is annually reviewed to ensure that records are archived/retained in accordance with current requirements.