

# Arrangements for the Retention of Assessment Materials

As an approved awarding organisation ASDAN must maintain rigorous quality assurance and control arrangements as outlined in the General Conditions of Recognition.

Awarding organisations are required to monitor centres to ensure they are acting in accordance with the Conditions. This includes keeping records of candidates' registration and achievements, and ensuring that the specified levels of attainment set for ASDAN qualifications remain consistent over time and between similar qualifications.

The following guidance is provided to centres on the retention of assessment materials:

1. Centres must maintain registration records of all candidates registered with the awarding organisation. These records must include all the details requested by the awarding organisation at registration. They must be retained and available for inspection by the awarding organisation or regulators for up to five years following registration.
2. Centres must maintain ongoing records of candidates' formative and summative achievements. These materials may be useful in the event of reasonable adjustments, or irregularities or appeal, and access to this information may be requested by the awarding organisation, or regulator. Summative records must be retained and available for inspection by the awarding organisation for up to one year following the receipt of results (or outcome of any appeal). Summative materials include copies of staff records of candidate achievements and copies of individual candidate record sheets or assessment checklists.
3. Centres must be able to make available candidate work for moderation or inspection up to one year following the receipt of results. Portfolios of evidence are the property of the candidate and therefore cannot be retained indefinitely. However access may be required for purposes of appeal, irregularity or on-going monitoring. It is advisable to retain candidate work (e.g. portfolios) after moderation and for a short period (e.g. two months) following the issue of results to facilitate access at this time. Evidence is then returned to the candidate on condition that further access may be required at a later date. (Centres may also wish to copy representative samples of candidate work for their own monitoring and standardisation activities).
4. Centres may be requested to supply examples of candidate work (e.g. portfolios) to the awarding organisation (or regulator) for purposes of ongoing monitoring of standards. These may be copied and retained, but originals will be returned. This material will remain confidential to the awarding organisation and regulators, unless specific permission is sought of the centre/candidate for it to be used for training and/or standardisation purposes.
5. Centres must retain and make available records and evidence of results of any unit or qualification that might be used as exemptions for part or whole assessment for qualifications. These are valid for up to three years and therefore should be retained for this purpose for a minimum of this period. Evidence of ASDAN's agreement to recognise prior learning must also be retained for the same period.
6. Centres must maintain records of all final results and details of certification for registered candidates. These must be retained and available for inspection by the awarding organisation or regulators for up to seven years following registration.

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All records may be maintained and retained electronically and/or using hard-copy. The timescales referred to above are the minimum requirements of the awarding organisation. Many centres may wish to retain some information, on candidate achievement for example, indefinitely.

As an awarding organisation ASDAN will also retain assessment materials for each qualification in the following way:

1. Registration records of all candidates from all centres will be retained and available for inspection by the regulators, for an indefinite period.
2. Records of moderation, including sampling records and reports for all candidates from all centres will be retained and available for inspection by the regulators, for an indefinite period.
3. Representative samples of candidate work (e.g. portfolio evidence) will be retained for up to seven years. Centres may be requested to supply examples of candidate work to the awarding organisation (or regulator) for purposes of ongoing monitoring of standards. These may be copied and retained, but originals will be returned. This material will remain confidential to the awarding organisation and regulators, unless specific permission is obtained from the centre/candidate for it to be used for training and/or standardisation purposes.
4. Records of all final results, including exemptions, and details of all certificates issued to registered candidates, will be retained, and available for inspection by the regulators, indefinitely.
5. Records of all reasonable adjustments, irregularities, enquiries and appeals will be retained, and available for inspection by the regulators, for a period of seven years.
6. All data specified and requested by the regulators will be supplied.

All records specified in 1-6 above will be retained electronically and/or using hard-copy.