

# MSLETB TRAINING CENTRE

## Policy on Assessment Evidence Retention and Disposal

### Assessment Evidence

Assessment evidence is created during the assessment event or as part of an assigned assessment task. It must be the work of the learner and includes any article, item or evidence relating to the assessment of learner performance. Evidence may include<sup>1</sup>:

- Hardcopy evidence/work: test papers containing written answers (e.g. short answer questions, multiple choice questions), drawings, assignments, activities, exercises, portfolios, diaries, workbooks, coursework, project work, answer sheets
- Softcopy evidence/work: electronic evidence of exercises, word processing, graphics, creative designs, programming, computer applications, media applications
- Practical/Craft pieces: graphics, art work, creative designs, photographs
- Electronic evidence of live/process assessments; video, audio or photographic evidence of skills demonstrations or tasks undertaken

### Assessment Evidence Retention

- All assessment evidence<sup>2</sup> must be retained securely and confidentially with authorised access to the evidence.
- All assessment evidence must be retained in a manner that facilitates easy retrieval.
- Minimum retention period:
  - Assessment evidence is retained until such time as all results have been approved, **or** in the case of results under appeal, the evidence is retained until the appeals process has been exhausted<sup>3</sup>.
- Best practice period:
  - Assessment evidence is retained until one month after the certificate has been issued to the learner<sup>4</sup> **or** in the in the case of results under appeal, the evidence is retained until the appeals process has been exhausted.
- Original practical/craft evidence only may be returned to the learner in exceptional circumstances to facilitate job applications or progression. This is by arrangement with the training location and occurs within a specified timeframe. It is limited to evidence that cannot be duplicated and does not include any softcopy or hardcopy evidence.

### Assessment Evidence Disposal

A record of the assessment evidence disposal/destruction should be maintained, detailing the;

- Assessment evidence reference (e.g. *course code and F12 id number*)
- Period record relates to (e.g. *contract period or course duration period*)
- Date scheduled for disposal
  - when (e.g. *calculate one month from the date you expect to receive the cert*)
  - how disposed (e.g. *confidentially shredded*)
  - authorisation for disposal (e.g. *name of Manager that approved evidence disposal*)
  - date disposed (e.g. *actual date disposed*)

<sup>1</sup> The list is intended to be illustrative and not exhaustive and may be increased over time

<sup>2</sup> Assessment evidence, where practical and practicable, must be retained. In the event that it is not possible to retain the actual evidence itself, alternative proof of the evidence can consist of video, audio, or photographs, as appropriate. Examples of instances where this applies includes perishable items, large practical pieces and evidence of live/process assessments

<sup>3</sup> In the event of an issue or dispute arising in regard to assessments involving a Second Provider/Contractor/ATO, all assessment evidence must be retained until the issue or dispute is resolved. Appeal process may include an external process including Awarding Body appeal process, which may occur after the ETB Training Centre has concluded its appeal process.

<sup>4</sup> For SBA, certificates are only issued after successful completion of 7 phases after a minimum of 4 years.