

MSLETB Training Centre Policy on Assessment Record Retention and Disposal

Assessment Records

Assessment Records¹ are mechanisms for recording that an assessment event has taken place and which document the assessment outcomes for each learner. Records relating to Fair and Consistent Assessment of learners may be electronic or paper and consist of the following²:

- Notifications assessment events and requests for test packs (F11s)
- Request and declaration for Common Award Assessment Instrument Specifications
- Learner requests for assessment support and copy of approval decision.
- Assessment instruments and briefs including drawings, instructions, etc., marking / scoring sheets, individual marking sheets, summary assessment sheets
- Assessment Supervisor & Assessor Reports
- F12 -Course Summary Assessment Sheet and Results Approval Form
- Learner requests for recheck / review
- Outcome of the recheck and review process
- Internal verification on the conduct of assessment process reports
- Peer reviewer reports
- Checklist for submitting results to TSO
- Internal verification of assessment results report
- External authentication reports
- Minutes of ETB Training Centre Results Approval Panel meeting
- Record of learner notification of change to provisional result following RAP
- Record of learner appeal requests and appeal request outcome
- Evidence of certificates requested
- Evidence of certificates received from Awarding Bodies
- Copy of the record of assessment evidence disposal.

Assessment Record Retention

- Learner assessment and training records are confidential.
- Assessment records should be maintained in a safe and secure location with authorised access to the data.
- Records should be retained in a manner that facilitates easy retrieval of the record.
- Assessment records are maintained for **16 years**³ after certificates have been issued or after the contract is completed (whichever is the greater).⁴
- Assessment results are maintained indefinitely through ETB Training Centre electronic certification systems.

Assessment Record Disposal

A register of records should be maintained, cataloguing the;

- record title (e.g. *assessment records, assessment evidence*)
- record 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. *16 years after the date of record closure*)
 - how disposed (e.g. *confidentially shredded*)
 - authorisation for disposal (e.g. *name of Manager that approved the destruction of the record*)
- date disposed (e.g. *actual date of disposal*)

¹ In line with the specific programme operating procedures for the course/programme some of the assessment related records listed above may be retained with the training records by the Provider, some are submitted to the Training Standards Office, where they are retained.

² The list is intended to be illustrative and not exhaustive and may be amended over time

³ Non-ESF funded programmes (CSCS/QSCS) must maintain records for a period of 7 years.

⁴ SBA records must be kept indefinitely

