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| **Retention of Student Work** |
| Programme Type | Period evidence must be retained for | Comments/Notes |
| SQA FE materials (including SVQ & Modern Apprentice Programmes) | Please refer to: [SQA Evidence Retention Requirements Student Work](../Course%20Teams/Retention/SQA_Evidence_retention_requirements.pdf)FOR FE ONLY | Student achievement of the full group award certificate can be checked using SQA.net (Learner Administration, Admissions, Secretariat and Quality teams all have access to this site) |
| BPEC\*Candidate assessments sent to BPEC but other evidence retained by centre-see notes section | 6 years from date of assessment | The centre shall retain: The original application for assessment formAn original candidate photographA copy of the front summary sheet from all assessments to be transmitted are to be sent to BPEC |
| City and Guilds student work & assessments | 3 years | Electronic and paper based materials |
| EAL (Emta Awards Ltd) | 3 years | X200 and internal verification documentation for a period of not less than 3 years |
| ECITB | 3 years |  |
| IMI | 5 years from completion of all qualifications, accreditation and Quality Assured Programmes | The records required will be specified by the awarding organisation and may include assessment and quality assurance records, certificate claims, candidate data for each qualification etc. |
| HE Materials (SQA, degree or any other awarding body) | All materials to be kept for the exam board or progression board of that calendar year and3 years – examples of highest, average, and lowest marks (fails)and borderline cases along with feedback from the marker/moderatorSample - minimum of 10% or 6 x scripts**(whichever is greater)** | Student achievement of the full group award certificate can be checked using SQA.net(Learner Administration, Admissions, Secretariat and Quality teams all have access to this site)Sample of work for preceding 3 years must be available for subject review |