|  |  |  |
| --- | --- | --- |
|  | | |
| **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 form  An original candidate photograph  A 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 and  3 years – examples of highest, average, and lowest marks (fails)  and borderline cases along with feedback from the marker/moderator  Sample - 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 |