

Retention of candidate assessment records



SQA Awarding Body, SQA Accreditation and the regulatory authorities all have policies for the retention of candidate assessment records. These records are required as they are the basis on which certification is made.

What are candidate assessment records?

Records of candidate assessment will show:

- ◆ a list of candidates registered with SQA for each qualification offered in the centre
- ◆ details of candidate assessment, including the name of the assessor, location, date and outcome
- ◆ internal verification activity
- ◆ assessment results
- ◆ certificates claimed

These records must be made available to the External Verifier, SQA, SQA Accreditation and the regulatory authorities as appropriate on request. Records must be stored securely and in a retrievable format.

The retention requirements for each qualification type are provided in the accompanying table.

Retention of candidate assessment records

Type of qualification	Retention time for records of candidate assessment	If subject to internal assessment appeal	Additional stages of appeal (Accredited and Regulated qualifications only)**	If subject to malpractice investigation	If subject to an appeal to SQA against a malpractice decision	If subject to investigation involving a criminal prosecution or civil claim
Higher National Units Higher National Graded Units	One calendar year following completion of the qualification	Retain assessment and internal verification records until appeal resolved*		Retain assessment and internal verification records for three years	Retain assessment and internal verification records for six years	Retain assessment and internal verification records for six years after the case and any appeal has been heard
Professional Development Award Units	One calendar year following completion of the qualification	Retain assessment and internal verification records until appeal resolved*		Retain assessment and internal verification records for three years	Retain assessment and internal verification records for six years	Retain assessment and internal verification records for six years after the case and any appeal has been heard
National Certificate Units National Progression Award Units National Qualification Units SQA Awards Units	One calendar year following completion of the qualification	Retain assessment and internal verification records until appeal resolved*		Retain assessment and internal verification records for three years	Retain assessment and internal verification records for six years	Retain assessment and internal verification records for six years after the case and any appeal has been heard
***Construction short duration courses: Street Work qualifications Health and Safety in a Construction Environment Level 1 and National Workplace Awards	One calendar year following completion of the qualification 3 years after the assessment. (streetwork qualifications)	Retain assessment and internal verification records until appeal resolved*		Retain assessment and internal verification records for three years	Retain assessment and internal verification records for six years	Retain assessment and internal verification records for six years after the case and any appeal has been heard
SVQs and other SQA accredited qualifications	One calendar year following completion of the qualification	Retain assessment and internal verification records until appeal resolved*	Retain assessment and internal verification records for six years	Retain assessment and internal verification records for six years	Retain assessment and internal verification records for six years	Retain assessment and internal verification records for six years after the case and any appeal has been heard
Ofqual and Qualification Wales regulated qualifications	Six years following completion of the qualification	Retain assessment and internal verification records until appeal resolved*	Retain assessment and internal verification records for six years	Retain assessment and internal verification records for six years	Retain assessment and internal verification records for six years	Retain assessment and internal verification records for six years after the case and any appeal has been heard

*You may wish to retain records for a longer period to meet other requirements, such as funding purposes, as well as your own centre's policies and procedures.

**Appendix 1 of [The Appeals Process: Information for centres](#) provides information about these additional stages of appeal.

***Includes Training and Assessment Programme documents/other documents containing combined evidence and assessment decisions