



## 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
<b>Higher National Units</b> <b>Higher National Graded Units</b>	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 five years	Retain assessment and internal verification records for five years after the case and any appeal has been heard
<b>Professional Development Award Units</b>	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 five years	Retain assessment and internal verification records for five years after the case and any appeal has been heard
<b>National Certificate Units</b> <b>National Progression Award Units</b> <b>National Qualification Units</b> <b>SQA Awards Units</b>	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 five years	Retain assessment and internal verification records for five years after the case and any appeal has been heard
<b>SVQs and other SQA accredited qualifications</b>	One calendar year following completion of the qualification	Retain assessment and internal verification records until appeal resolved*	Retain assessment and internal verification records for five years	Retain assessment and internal verification records for three years	Retain assessment and internal verification records for five years	Retain assessment and internal verification records for five years after the case and any appeal has been heard
<b>Regulated qualifications</b>	Three 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](#) (published July 2017) provides information about these additional stages of appeal.