

Evidence retention requirements



Table 1: Centres NOT selected for external verification				Table 2: Centres NOTIFIED of selection for external verification		
Type of qualification	Retention time	Bulky evidence	Ephemeral evidence	Retention time	Bulky evidence	Ephemeral evidence
Higher National units **Professional Development Award units	3 weeks after candidate unit completion date	3 weeks after candidate unit completion date	3 weeks after candidate unit completion date	Retain for EV visit	Retain physical evidence of identified unit sample for EV visit, keep *records of other evidence but dispose of other physical evidence	Keep *record of evidence of unit sample, if visit not scheduled for date of assessment
Higher National Graded units	3 weeks after candidate unit completion date	3 weeks after candidate unit completion date	3 weeks after candidate unit completion date	Retain project evidence for EV visit/examination evidence for central verification event	Retain physical evidence of identified unit sample for EV visit, keep *records of other evidence but dispose of other physical evidence	Keep *record of evidence of unit sample, if visit not scheduled for date of assessment
Regulated Skills for Work Courses	3 weeks after candidate Group Award completion date	3 weeks after candidate Group Award completion date	3 weeks after candidate Group Award completion date	Retain for EV visit	Retain physical evidence of identified unit sample for EV visit, keep *records of other evidence but dispose of other physical evidence	Keep *record of evidence of unit sample, if visit not scheduled for date of assessment
NQ units SCQF levels 1–4 and Advanced Higher NQ Coursework (all levels)	End of academic year in which unit resulted — 31 July	Keep records of evidence to end of academic year in which unit resulted — 31 July	Keep records of evidence to end of academic year in which unit resulted — 31 July	End of academic year in which unit resulted — 31 July	Retain physical evidence of identified unit sample for EV visit, keep *records of other evidence record but dispose of other physical evidence	Keep *record of evidence of unit sample, if visit not scheduled for date of assessment
NQ units SCQF levels 5 and 6	Until 30 September in academic year after unit resulted.	Keep records of evidence until 30 September in academic year after unit resulted.	Keep records of evidence until 30 September in academic year after unit resulted.	Until 30 September of academic year after unit resulted.	Retain physical evidence of identified unit sample for EV visit, keep *records of other evidence record but dispose of other physical evidence	Keep *record of evidence of unit sample, if visit not scheduled for date of assessment
SQA Awards National Certificates **National Progression Awards	3 weeks after candidate unit completion date	3 weeks after candidate unit completion date	3 weeks after candidate unit completion date	3 weeks after qualification completion date	Retain physical evidence of identified unit sample for EV visit, keep *records of other evidence but dispose of other physical evidence	Keep *record of evidence of unit sample, if visit not scheduled for date of assessment
**Construction short duration qualifications: Street Work qualifications Health and Safety in a Construction Environment Level 1 and National Workplace Awards	End of academic year in which qualification resulted — 31 July	Keep records of evidence to end of academic year in which qualification resulted — 31 July	Keep records of evidence to end of academic year in which qualification resulted — 31 July	Retain for EV visit	Retain physical evidence of identified unit sample for EV visit, keep *records of other evidence but dispose of other physical evidence	Keep *record of evidence of unit sample, if visit not scheduled for date of assessment

*records of evidence may be in electronic, paper, visual or audio formats

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