



## SPA SCHOOL RETENTION POLICY

Spa School Bermondsey will adhere to the following guidance provided to centres on the retention of assessment materials:

1. Spa School will maintain registration records of all candidates registered with the awarding organisation. These records must include all the details requested by the awarding organisation at registration. They must be retained and available for inspection by the awarding organisation or regulators for up to five years following registration.
2. Spa school will maintain ongoing records of candidates' formative and summative achievements. These materials may be useful in the event of reasonable adjustments, or irregularities or appeal, and access to this information may be requested by the awarding organisation, or regulator. Summative records must be retained and available for inspection by the awarding organisation for up to one year following the receipt of results (or outcome of any appeal).
3. Summative materials include copies of staff records of candidate achievements and copies of individual candidate record sheets or assessment checklists.  
Records of all final results and details of certification for registered candidates must be retained and available for inspection by the awarding organisation or regulators for a minimum of three years following registration.

Portfolios of evidence are the property of the candidate and therefore cannot be retained indefinitely. However access may be required for purposes of appeal, audit or on-going monitoring. It is advisable to retain candidate work (e.g. portfolios) after moderation and for a short period (e.g. up to six months) following the issue of results to facilitate access at this time.

Evidence is then returned to the candidate on condition that further access may be required at a later date.

4. Spa school are also required to keep representative samples of candidate work for their own monitoring and standardisation activities. There should be a minimum sample of one complete learner portfolio for each qualification for which the centre has learners, for each academic year. The portfolio may be a copy rather than the original, and the learner's written agreement for its retention must be obtained. These samples should be held by the centre for three years.
5. Spa school may be required to supply examples of candidate work to the awarding organisation (or regulator) for purposes of ongoing monitoring of standards. These may be copied and retained, but originals will be returned. This material will remain confidential to the awarding organisation and regulators, unless specific permission is sought of the centre/candidate for it to be used for training and/or standardisation purposes.
6. Portfolios may be kept by the awarding organisation for up to 5 years, in line with GDPR and ASDAN's Data Privacy policy. All records may be maintained and retained electronically and/or using hard-copy. The timescales referred to above are the minimum requirements of the awarding organisation. Many centres may wish to retain some information, on candidate achievement for example, indefinitely.