

ASDAN Retention of Assessment Materials Policy

Policy Owner – Head of Quality

Review History	
V1	2017
V2	April 2019
V3	April 2021
V4	April 2022
V5	August 2025
Next Review	August 2027

1 Purpose

- 1.1.1** ASDAN qualifications are regulated by Ofqual (England and international), CCEA (Northern Ireland) and Qualifications Wales (Wales).
- 1.2** This policy responds to condition G4 of the General Conditions of Recognition, (Ofqual and CCEA, 2025) and Standard Conditions of Recognition (Wales, 2024) and General Data Protection Regulation (GDPR 2018).
- 1.3** This document is for the attention of:
- ASDAN trustees, staff and associate staff
 - ASDAN centres of assessment
 - ASDAN's regulators: Ofqual, CCEA, Qualifications Wales
- 1.4** This document applies to all ASDAN centres delivering any ASDAN qualification or programme or utilising any ASDAN products or services.
- 1.5** ASDAN must maintain rigorous quality assurance and control arrangements as outlined by the Conditions of Recognition set by the regulators. Awarding organisations are required to monitor centres to ensure they are acting in accordance with the Conditions. This includes keeping records of learner registration and certification and ensuring that the specified levels of attainment set for ASDAN qualifications remain consistent over time and between similar qualifications. This policy sets out ASDAN and centre requirements with regards to retention of this information.

ASDAN Retention of Assessment Materials Policy

2 Policy

- 2.1** This Retention of Assessment Materials Policy sets out the responsibilities of both centres and ASDAN with regards to good record keeping and adherence to the Conditions of Recognition.
- 2.2** This document supports the ASDAN Data Protection Policy, which explain fully how ASDAN processes and records all data. For the context of this policy, ASDAN refers to assessment materials only and focuses primarily on learner data.
- 2.3** ASDAN's responsibilities include making available to the regulators, assessment materials for each qualification, in line with regulatory requirements and GDPR policy, along with the following information:
- Registration records of all learners from all centres
 - Records of EQA activities, sampling records and reports from all centres
 - Examples of learner work supplied to ASDAN (or the regulator) by centres for the purposes of ongoing monitoring of standards. These would remain confidential to ASDAN/regulators, unless specific permission is obtained from the centre/learner for it to be used for training and/or standardisation purposes
 - Records of all final outcomes, including exemptions and details of all certificates issued to learners
 - Records of all reasonable adjustments, incidents, enquiries and appeals
 - All data specified and requested by the regulators will be supplied
- 2.4** All records specified above will be retained electronically and/or using a hard copy.
- 2.5** Centres have the following responsibilities with regards to retention of assessment materials.
- 2.5.1** Centres must maintain:
- Registration records of all learners registered with the ASDAN. These records must include all the details requested by ASDAN at registration. They must be retained and available for inspection by ASDAN or regulators for up to five years following registration.
 - Ongoing records of learners' formative and summative achievements. These materials may be useful in the event of reasonable adjustments, or appeal, and access to this information may be requested by ASDAN, or the regulator. Summative records must be retained and available for inspection by ASDAN for up to one year following the receipt of results (or outcome of an appeal). Summative materials include copies of staff records of learner achievements and copies of individual learner record sheets or assessment checklists.
 - Records of all results and details of certification for registered learners. These must be retained and available for inspection by ASDAN or regulators for a minimum of three years following registration.

ASDAN Retention of Assessment Materials Policy

- 2.5.2** Portfolios of evidence are the property of the learner and therefore cannot be retained indefinitely. Evidence can be returned to the learners following the issue of results, however, should be retained initially until the window for enquiry or appeal has closed. Please see ASDAN Appeals Policy for more details.
- 2.5.3** Centres are also required to keep representative samples of learner work for their own monitoring and standardisation activities. For each qualification, 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.
- 2.5.4** Centres may be required to supply examples of learner work to ASDAN (or the regulator) for the purposes of ongoing monitoring of standards. Copies may be taken, and original materials returned. This material will remain confidential to ASDAN and the regulator, unless specific permission is obtained from the centre or learner for use in training and/or standardisation activities. Portfolios may be retained by ASDAN for up to 5 years, in line with GDPR and ASDAN policy.
- 2.5.5** All records may be maintained and retained electronically and/or in hard copy. The timescales referred to above represent the minimum requirements set by ASDAN. Some centres may choose to retain certain information, such as learner achievement records, indefinitely.

3 Associated Documentation

- Registration and Certification policy
- Data Protection Policy (GDPR)
- Centre Approval Policy
- Complaints Policy
- Appeals Policy
- Malpractice and Maladministration Policy and Procedure
- Sanctions Policy