Quality Assurance Handbook PART A1

POLICY No.13: Access, Retention & Destruction of Assessment Documentation

13. Purpose of Policy

This policy No.13 details the mechanisms and practical processes FIT utilises to manage physical materials associated with assessing apprentices. Physical assessment material may include but is not limited to examination scripts, continuous assessment material and/or physical project items and posters, etc.

13.1 Policy Scope

This policy applies to documentation processed post module delivery, the convening of applicable Examination Boards, and the closing of appeal periods. This policy covers the expunging of soft copy materials and physical assessment material/documentation that may include but is not limited to examination scripts, continuous assessment material and/or physical project items and posters, etc.

13.2 Overarching Considerations

All activity actioned by FIT regarding the access, retention, and destruction of apprentices' assessment material is managed by FIT in accordance with the data subject rights as outlined in the General Data Protection Regulation while also adhering to sectoral best practices where appropriate. FIT recognises the sensitive nature of such documentation.

13.3 Policy Statement

Access, retention, and subsequent destruction of varied assessment documentation[1] related to the assessment of apprentices is a vital process within the overarching fulfilment of quality assurance activities in FIT and concerning the provision of Tech Apprenticeship programmes. This policy is underpinned by the requirement to provide access to assessment evidence throughout the periods where an apprentice may be involved in an ongoing FIT investigation, appeals application, or active

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[1] Physical or electronic fomrats.

complaint/grievance. Under the leadership/oversight of the Registrar, the FIT Registry Team retains overall responsibility for the collection, management, and storage of physical and soft copy assessment materials throughout the apprenticeship cycle, and where applicable and appropriate, in collaboration with participating employers and delivering partners.

13.3.1 Access and Retention of Examination Scripts

Apprentices seeking access to view assessment materials post submission to their tutor should revert to the appeals and verification policy procedure. FIT retains all apprentice assessment material for five years from the time of module completion. Physical documentation held by FIT or Delivering Partners throughout this period is stored in a permanently locked location only to be accessed by relevant partners and the FIT Registry Team. The permanently locked area works to the principle of a *locked box within a locked box*.

13.3.2 Destruction of Examination Scripts and Continuous Assessment Documentation

FIT will destroy all assessment documentation via secure shredding after a period of no less than five years following module completion. FIT will retain all soft copy information on the Online Logbook System for no less than five years from the upload date. After that, FIT will expunge all soft copy materials.

Document History

Document Name	Access, Retention & Destruction of Assessment Documentation	
Policy Document Number	**FIT-POL-013**	
Version Reference	**V1.0**	
Document Owner	**FIT Registrar**	
Roles with Aligned Responsibility	**Registrar and Director of Academic Affairs**	
Approved by	**Academic Council**	**20/09/2022 (active)**
Revision Cycle x5 Year	V1.0 document created May 2022	