Quality Assurance Handbook PART A1

POLICY No.13: Access, retention and destruction of assessment documentation

13. Purpose of policy

This policy explains the mechanisms and practical processes FIT utilises to manage physical materials and any data held on FIT's ICT systems and associated with assessing active 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 after the assessment point/submission window, the convening of applicable Examination Boards, and the closing of appeal periods. It covers the expunging of soft copy (held in electronic format) materials and physical assessment documentation that may include, but is not limited to, examination materials, continuous assessment material, physical project items and posters, etc.

13.2 Overarching considerations

All activities FIT undertakes regarding the access, retention and destruction of apprentices' assessment material are managed by FIT in accordance with the data subject rights as outlined in the General Data Protection Regulation (2018), while also adhering to sectoral

best practices where applicable. FIT recognises the sensitive nature of all such documentation.

13.3 Policy statement

Access, retention, and subsequent destruction of various documentation[1] related to the assessment of apprentices is a vital process for the fulfilment of quality assurance activities in FIT concerning Tech Apprenticeship programmes. This policy is underpinned by the requirement to provide access to assessment evidence when an apprentice may be involved in an ongoing FIT investigation, appeals application or active 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 during the apprenticeship cycle, in collaboration with participating employers and delivering partners.

13.3.1 Access and retention of examination scripts

Apprentices seeking to view assessment materials after having submitted them to their tutor should contact the FIT Registrar to apply to view such materials. FIT retains all apprentice assessment material in electronic format for five years from module completion. Any aligned physical documentation held by FIT or Delivering Partners during this period is stored in a permanently locked location, accessible only to relevant partners and the FIT Registry Team. The locked area works under the principle of a *locked box within a locked box*.

[1] Physical or electronic formats.

13.3.2 Destruction of examination materials and continuous assessment documentation

FIT will destroy all assessment documentation by secure shredding after no less than five years following module completion. FIT will retain all soft copy information stored on FIT's LMS for no less than five years from its upload date. After that, FIT will expunge all soft copy materials.

Document History		
Document Name	**Access, Retention and Destruction of Assessment Documentation Policy**	
Policy document number	**FIT-POL-013**	
Version reference	**V3.0**	
Document owner	**FIT Registrar**	
Roles with related responsibility	**Registrar and Director of Academic Affairs**	
Approved by	**Academic Council**	**20/09/2022 (active)**
Revision cycle	V1.0: document created 05/22	
	V2.0: logo updated (04/24)	
	V2.1: text additions made to Sec 13.3.1-13.3.2 (07/26)	
	V3.0: full policy and language use review (10/26)	