

RETENTION OF ASSESSMENT MATERIALS

1 External Assessment Materials

- 1.1 All original¹ scripts are forwarded to ABC examiners for marking. ABC will retain all scripts for a minimum period of three months from the date of examination in order to ensure that the time for notification of appeals has expired. They will then be treated as confidential waste and destroyed.
- 1.2 ABC will retain practical pieces for a minimum period of three months from the date of marking in order to ensure that the time for notification of appeals has expired. These samples will either be recycled or given to charity.
- 1.3 External assessment materials will not be returned to the centre.

2 Assessment Materials for Moderation / Verification

- 2.1 All internally assessed materials must be retained by the centre until such time as the external moderator / verifier has completed the moderation / verification process. Beyond that centres are advised to retain materials for 28 working days subject to any appeals made against moderation / verification decisions (cf. Enquiries and Appeals policy).
- 2.2 ABC requires a centre's appeals procedure to be followed before application by the centre to ABC to activate its own process. Originally assessed materials must accompany such an appeal to ABC in order to support any claim for review of results.
- 2.3 It is the decision of the centre as to how assessed material should best be stored but all learners' assessed work must be secure, with limited access by authorised personnel only.

3 Benchmarking

In addition to, but separate from the above, ABC will request copies of assessed evidence for benchmarking purposes. Evidence will be retained for the duration of any one qualification accreditation period as a minimum and will be anonymous. Please see full Benchmarking Policy.

¹ Any copying by the centre would be subject to its own Data Protection policies and procedures apropos the rights of the individual.