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|  **THE SCHOOL AT THE HEART OF WALES** |  |



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| **Date adopted** | **December 2021** |
| **Signature of Headteacher** |  |
| **Signature of chair of governors** |  |
| **Review Date**  | **December 2023**  |

**Retention of Assessment and Internal Quality Assurance Material Policy and Procedure**

**1.Context**

1.1 Qualifications Wales regulates all qualifications which are designated for funding in Wales through the Qualifications in Wales database (QiW) and all those qualifications which have not been subject to surrender. Ofqual is Wales’ statutory regulator for qualifications.

1.2 The Quality Assurance Agency for Higher Education (QAA) regulates the Access to Higher Education (AHE) Diploma.

1.3 YCC works with the Argored Cymru to ensure that its codes of practice set out standards which enable the fair treatment of all learners.

1.4 YCC works with the Argored Cymru to monitor standards over time.

1.5 This document sets out how YCC retains assessment/internal quality assurance (IQA) materials to meet the requirements of Argored Cymru

1.6 The intended audience for this document is:

 All staff in YCC who teach, assess or verify Argored Cymru Qualifications

1.7 The document applies to Agored Cymru Regulated qualifications outdoor learning

**2. Policy**

2.1 YCC must maintain rigorous quality assurance and control arrangements as outlined by Argored Cymru.

2.2 YCC must retain sufficient assessment evidence and internal quality assurance documentation for defined periods of time.

2.3 YCC must ensure that learner work, which has not been certificated, is made available to Agored Cymru on request. Related assessment and internal quality assurance (IQA) records must also be made available.

2.4 YCC must retain the following for a minimum of three years following certification:

 Candidate registration and certification details

 Assessment records, including name of the assessor and location, date and outcome of assessment e.g. formative and summative achievements, assessment tracking records, assessment results

 Internal quality assurance records e.g. observation reports, IQA schedules, complaints correspondence

 Representative samples of learner work, including those where there are irregularities or reasonable adjustment, special consideration or appeals.

2.5 All retained samples must include all of the assessed evidence, supporting assessment documentation and IQA records.

2.6 YCC is responsible for ensuring that all retained evidence is secure and only accessible to authorised staff members. All learner work must be held securely. Moderation is to take place with hardcopies of learners’ work. Samples for external verification must be scanned and sent electronically.

2.7 YCC will retain all evidence/documentation securely and in line with YCC General Data Protection Regulation (GDPR) policy and procedure.

2.8 Agored Cymru may request examples of learner work and related assessment and internal quality assurance records as part of its quality assurance activity and monitoring of standards. Where copies of learner work are retained, these will be held securely by Agored Cymru and will be available to the regulators on request. YCC must make all requests available.

**3. Procedure – Centre**

3.1 YCC are advised to retain the work of all their learners for 30 working days following certification. This will ensure that sufficient evidence is available should a learner choose to submit an enquiry or appeal against the verification decision.

3.2 YCC must follow their own internal enquiries and appeals through exams officers process before submitting an enquiry or appeal submitted to Agored Cymru must be accompanied by original assessed learner work and supporting IQA documentation.

3.3 YCC must keep a minimum of one representative sample of learner work [full unit(s)/qualification(s) for each qualification and each academic year] for a period of three years to facilitate the monitoring of standards over time within their own centre. The sample(s) may be a copy rather the original, and the learners written agreement for its retention must be obtained.

3.4 Irrespective of the nature of the learner work, YCC must keep sufficient evidence (documentary, photographic, audio or video recordings as appropriate) and IQA records.

3.5 For the purpose of standardisation/cross-centre moderation, YCC must make available samples of assessed learner work selected by the external quality assurer or requested separately by Agored Cymru.

3.6 For the purpose of standardisation/cross-centre moderation, YCC must anonymise samples of assessed learner work and accompanying IQA documentation before they are submitted to Agored Cymru.

3.7 YCC must ensure a risk based internal verification assessment is completed for assessors to ensure monitoring of assessment is robust

**4. Monitoring and Review**

The Exams Officer and Internal Verifier are accountable for ensuring the review of this document. The review takes account of monitoring activity carried out in respect of policies and procedures as well as any customer and stakeholder feedback, changes in practice, requirements of the qualification regulators, external agencies and amendments to legislation, every two years.