

Policy

Subject: Retention of Candidate Examination Records
Approval Date: 27 September 1999, October 2002, March 2007, August 2012, July 2016
Review Date: July 2020
Review By: Board of Education and Assessment
Number: 9/1999

The College shall retain records of Trainees' examinations in line with the following policy.

The records include all examination booklets, examination papers, practical exam material, examiners' marking sheets and reports on oral examinations. The majority of the material is held securely on a designated College server and in CD-ROM format. Any hard copy material is stored securely at the College.

All such documentation shall be kept for six (6) years.

Chief Examiners will forward all such material to the College after the examination process.

These records will be held securely and in confidence by the College, and made available at the discretion of the Board of Education and Assessment.