PCI College

Established 1991

Retention of Assessments Policy

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1. REVISION HISTORY AND APPROVAL

Revision	Nature of change	Approval	Date
1.0	First Issue	JL	27/07/21
1.1	Change section 2.1	EM	24/04/24
1.2	Review	AC	30/6/25

2. RETENTION OF ASSESSMENTS POLICY

2.1. The retention of learner assessments is necessary to have an audit trail of submitted materials in the event of retrospective issues arising. PCI College store submitted summative assessments for a period of 12 months following ratification at the relevant assessment board

2.2. The Programmes Office is responsible for;

- 2.2.1. management of eSubmissions (the tool used for learner assignment submissions)
- 2.2.2. the secure storage of all summative assessments
- 2.2.3. the secure management of necessary related materials

2.3. Assessments are kept in secure folders that can only be accessed by the appropriate members of the Academic Department and Administration teams for the purposes of e.g. grading, feedback, appeal, and/or review.

3. LINKED POLICIES AND PROCEDURES

Linked Policies	Completion Rates Policy Assessment of Learners Policy
Linked Procedures	Assessment of Learners Procedure