

# One Awards Record Keeping Policy

The management of retaining records relating to assessment.

## 1. Why do centres need to keep records ?

- a) Records are kept in order to provide accurate information on learner achievement and confirm that achievements are mapped to the stated assessment criteria
- b) They contribute to quality assurance and standardisation processes
- c) They provide a basis for feedback to learners and help in the review of their progress
- d) They provide vital evidence in the event of learner appeals
- e) They are used to inform Internal targets and meet External Awarding Organisation audit requirements

## 2. Who has access to learner assessment records?

- a) Learners have access to sections which aid them in their progression
- b) Staff involved in delivery and tracking – Assessors and Tutors
- c) Administrators
- d) Internal Verifiers/Internal Quality Assurers IV/IQA
- e) External Verifiers/External Quality Assurers EV/EQA

## 3. Which regulations cover the maintaining of records?

- a) General Data Protection Regulation (GDPR)
- b) All assessment data should be stored securely in line with centres policy and meet One Awards requirements (Retention Policy)

## 4. Who is responsible for completing and storing assessment records?

- a) Assessors are responsible for completing the assessment tracking documentation and ensuring feedback is provided to guide progression. It is the assessor's responsibility to work with the nominated administrator if necessary to upload learner achievement onto the Electronic Recommendation for Award of Credit (eRAC) on Quartz Web.
- b) Administrators are responsible for registering learners and generating the eRAC and may have a role in working with the assessor to upload learner achievement onto the Electronic Recommendation for Award of Credit (eRAC) on Quartz Web
- c) Internal Verifiers/Internal Quality Assurers are responsible for managing the information and ensuring that all assessment requirements are undertaken and to ensure that achievements have been confirmed prior to External Verification/External Quality Assurance taking place.
- d) External Verifiers/External Quality Assurers EV/EQA are responsible for verifying the eRAC to confirm achievement and completing the required reports.

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Original created: 23 January 2018	Last edited: 04 November 2020	Due for review: November 2021
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