NORTHUMBERLAND

COUNTY COUNCIL



The Grove School
ASDAN Retention Policy

Date Reviewed: September 2026
Next Review Date: September 2027

Our Retention Policy

Introduction

This policy sets out our responsibility to keep and retain records of candidates' registration and achievements and ensures that the specific levels of attainment set for ASDAN qualifications remains consistent over time and between similar qualifications to meet ASDAN's principles of assessment and meet national standards.

Access

Candidates and their parent and carers are made aware of the existence of this policy and have open access to it. It can be found in the policy file, situated in the front office and on the school website.
All teaching staff are made aware of the contents and purpose of this policy.
This policy is reviewed annually and may be revised in response to feedback from candidates, teaching staff, parents and carers, governors and external organisations.

Retention Guideline Statement of Records

- The Grove School staff will ensure registration records including all details of candidates be retained for up to five years from registration.
- The Grove School staff will ensure ongoing records of candidates' formative and summative achievements be retained for up to one year following the receipt of results or appeal. This will include candidate achievements, copies of candidate record sheets and assessment checklists.
- The Grove School staff will ensure records of final results and details of certification will be retained for a minimum of three years following registration.
- All records may be maintained and retained electronically and/or hard copy.

Retention Guideline Statement of Candidate Work

- The Grove School staff will retain candidate portfolios of evidence following the issue of results for one year then returned to candidate on the understanding it may be required again.
- The Grove School staff will keep one representative sample of candidate work for each of the qualifications each academic year for our own monitoring and standardisation process. Candidates' will sign a retention agreement for three years retention.

- The Grove School staff will supply examples of candidate work to the awarding organisation as and when required for monitoring purposes. Such examples may be kept by the awarding organisation for up to five years.

Penny Derries
Headteacher

George Murray
Chair of Governors

Next date for review:- September 2027