

Information for centres

RETENTION OF CANDIDATES' WORK FOR THE SUMMER 2021 SERIES

It is important that, where possible, all evidence on which a candidate's grade is based, including copies of the candidate's work and any mark records, is retained safely by the centre as this will be needed to support their own determination of students' grades and the internal and external quality assurance processes and appeals. It is not a requirement that the copy retained is the original version, and a scanned copy of handwritten evidence or digital document will be acceptable. Centres must retain any information relating to a candidate's access arrangements, or personal circumstances affecting candidate performance, which might need to be taken into account during the process of determining a student's grade. Records of student evidence should be kept accessible in order that it can be easily drawn upon in the event a student wishes to appeal their grade.

As teachers will not yet have made any final decisions about the range of evidence on which candidates' grades will be based, all candidate work and mark records for assessments should be retained for the time being as they might later be selected to form part of the final evidence base. If some evidence of candidates' work is not available (e.g. because it was from earlier in the course and evidence was not retained at that point), the marks can still be used in determining the final grade, and the evidence that is available can be considered by the awarding organisations if the candidate decides to appeal on the grounds of the grade being unreasonable based on the evidence provided.