

CENTRE RECORDS
CANDIDATE RECORD KEEPING

All centres are required to maintain records to track candidate progress and to allow for the independent authentication of any candidate related claims e.g. linked to funding support or claims for certification of. All centre records should be retained for 3 years and include at minimum:

A list of all candidates registered with GQA together with details of the qualifications upon which each one is registered. The information for each candidate must include at minimum:

- Candidate surname or family name
 - Candidate first name (or the first letter from up to three forenames of the candidate)
 - Date of birth
 - Contact address
 - Workplace address and contact details
 - Assessor(s) name and GQA licence number
 - Internal verifier(s) name and GQA licence number
 - Date of registration with GQA (and GQA registration number).
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- Candidate assessment records detailing who assessed what and when, the assessments decision, the assessment methods used for each unit/component at the location of the supporting evidence.
 - Records of internal verification (IV) activity detailing who verified what and when, details of the sample selected and its rationale, records of IV standardisation meetings and records of assessor support meetings.
 - Assessor and internal verifier competence records and monitoring records of assessor/ internal verifier progress towards achievement of the relevant assessor and internal verifier qualifications.
 - Records of GQA certificates claimed including certificates of unit credit and details of who claimed the certificates and when.

NB Related Reading - The NVQ Code of Practice (Pages 11 and 12)