

What are the record-keeping and archiving requirements?

Frequently Asked Questions

Purpose

To explain the record-keeping and archiving expectations, particularly relating to documentation for course delivery, assessment, and reviews.

Commonly asked questions

- **What types of documents and/or records will TASC ask schools to provide?**

TASC may request copies of documents related to *Standards for Providers* at any time. Archives can be digital and include:

- policies and procedures relating to TASC course delivery and assessment
- scope and sequence documents and associated assessment matrices
- assessment records
- attendance records
- assessment tasks
- examples of completed student work.

These documents help demonstrate that courses are being delivered and assessed as intended and in alignment with any requirements.

Not keeping records is a risk to the school and the student, as it may prevent the school from substantiating final internal results submitted to TASC. This may impact school registration and/or student attainment and certification.

- **What records must schools archive and for how long?**

Schools must archive official documents in accordance with:

- school-based policies
- legal and regulatory requirements for document retention.

Documents that must be archived for TASC requirements include:

- previous policies and procedures
- assessment and attendance records
- records of quality assurance audits.

For TASC purposes, records should be retained for three (3) years. Records may be digital or hard copy.

- **Are schools required to keep student work from previous years?**

TASC may request student work from past academic years if there was a suspected breach in submission of the same work for a similar course. Therefore, schools should retain samples of student work, such as work requirements or major tasks, for internal moderation and quality assurance purposes. Doing so helps:

- teachers calibrate judgements over time
- support new staff in understanding standards
- verify consistency across classes or campuses
- maintain evidence for internal reviews.

Archiving of Major Folios

Schools must have a documented process for archiving folios. Courses (all levels) with major folios as a Work Requirement should have digital copies of each learner's major folio archived for three (3) years. TASC may require these to monitor the integrity of folios produced in other courses in subsequent years.

Alignment to [Standards for Providers](#)

Accurate, accessible, and securely maintained records ensure compliance across multiple *Standards*. Also, for:

- **Standard 6 – Governance and Compliance:** requires secure and accurate record-keeping for all documents associated with the *Standards for Providers*

Where to get more information

Information about Standards and QA processes is available on the [TASC website](#). Queries can be submitted through TRACS via the school's TLO.