

## SQE Records Retention Schedule

April 2023

Record type	Description	Trigger event	Retention period	Disposition	Justification/Rationale
<b>SQE candidate records</b>	Records necessary for performance of the contract with the candidate. Includes: Candidate registration (including reasonable adjustments), assessment bookings, attendance, progress and results.	Candidate contract end	7 years	Destroy	Business need
<b>SQE candidate ID</b>	Candidate photo identification evidence collected at registration	SQE1 Candidate contract end SQE2 Candidate contract end (passed)	7 years 6 months	Destroy	Business need
<b>SQE apprenticeship records</b>	Training provider referrals and contact information, ESFA reporting, emails relating to apprenticeship funding evidence, queries and challenges to exam results	Date of final payment from ESFA	10 years	Destroy	Legal - ESFA - conditions for being on the register of EPAO
<b>SQE related email communications</b>	General queries via email	Creation	7 years	Destroy	Business need
<b>SQE related call recordings</b>	General queries via telephone	Creation	90 days	Destroy	Business need
<b>SQE reporting</b>	Reports relating to the administration of the SQE including: exam payments in the financial system, candidate surveys, logs and trackers, psychometric assessment	SRA / Kaplan contract end	7 years	Transfer / Destroy	Business need
<b>SQE candidate surveys</b>	Survey responses containing personal details	Creation	1 year	Destroy	Business need
<b>SQE assessment evidence</b>	Audio and video recordings of stations, assessment scripts and mark sheets	Assessment exam board meeting	6 months	Destroy	Business need
<b>SQE Examination Timetabling</b>	Exam timetable	Creation	4 years	Destroy	Business need
<b>SQE Assessor details</b>		SRA / Kaplan contract end	Immediate	Destroy	Business need
<b>SQE Assessor workforce profile</b>		Last freelance engagement	1 year	Destroy	Business need
<b>SQE Operational staff details</b>		Employment end	6 years	Destroy	Business need
<b>Expressions of Interest</b>	Freelancer expressions of interest	Date received	18 months	Destroy	Business need
<b>SQE pilot assessment data</b>	Records include: Assessment scripts, Scans of mark sheets, Exam timetable, Incident report / case report logs, Raw results data, SQE1 Pilot and SQE2 Pilot Candidate Registration and Booking Form	SRA / Kaplan contract end	Immediate	Transfer / Destroy	Business need