

Chris McAllister Limited

RECORD KEEPING (SQA)

On registration via the SQA-RED system, candidate details are entered on the SQA database of candidates.

First name
Surname
Address or other contact details
Workplace address and contact details;
Date of Registration
Programme (or Units) for which registered
Date of birth
Assessor(s) name;
Internal verifier(s) name;
Dates of any summary assessments
Dates of achievement of each Unit (multi-Unit programmes)
Date of internal verification
Date of external verification
Date certificate received.
Scottish Candidate Number
Gender
Ethnicity
Special Needs

Candidate assessment records detailing who assessed what and when, the assessment decision, the assessment methods used for each unit/component and the location of the supporting evidence;

Records of internal verification activity detailing who verified what and when, details of the sample selected and its rationale, records of internal verifier standardisation meetings, records of assessor support meetings, assessor and verifier competence records and monitoring records of assessor/internal verifier progress towards achievement of the relevant assessor and internal verifier qualifications;

Candidate evidence is deemed to belong to the candidate and will be returned to him or her following certification.

Records of certificates claimed including unit certificates)

Chris McAllister, August 2006