

References:	PRO BOARD CRITERIA: TA8, TD3	
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## 1.0 GENERAL INFORMATION

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- 1.1. **PURPOSE:** To provide a written, formal policy on recording and maintaining candidate records.
- 1.2. **RESPONSIBILITY:** It is the responsibility of all instructors, evaluators, proctors and registrars to be familiar with this guideline to ensure proper candidate records are maintained in a consistent manner. It is the responsibility of the Academy Director to ensure that Academy staff has been given the proper training and knowledge to maintain accurate candidate records.

## 2.0 PROCEDURES

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- 2.1. All candidate evaluation results, both written exams and practical skills evaluations, will be maintained with hard copies for a period not less than five (5) years.
- 2.2. Proctors of written exam evaluations must return all exam question sheets and answer sheets to the Academy for marking, candidate results notification and recording in the course file.
- 2.3. Evaluators must return all completed practical skills check sheets to the Academy Administration for recording and maintenance in the course file.
- 2.4. The proctor, evaluator, candidate and registrar must ensure that all evaluation practical skills check sheets and written exam answer sheets are complete with candidate's name, candidate's signature, date, location and subject being evaluated.
- 2.5. Electronic copies of exam scores will be kept in perpetuity.

  
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Karen Fry  
Academy Director

December 22, 2017  
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Date