

Disposal and Retention of Work that Contributes to a Prescribed Degree Assessment

1. The University's policy on retention of assessed work is that Schools should, as a minimum, retain students' work which contributes to their overall course grade or programme award (e.g. examination scripts; projects; in-course assignments) as indicated below:-
 - Level 1 and 2 courses (and Level 3 courses for non-Honours candidates): retain work until 12 months after the date of submission of the course results to the Registry;
 - Level 3 and 4 and undergraduate Level 5 (Honours candidates) courses and programmes: retain work until 12 months after the date of submission of the programme result to the Registry;
 - Level 5 (postgraduate) courses and programmes: retain work until 12 months after the date of submission of the programme result to the Registry.
2. While Schools may dispose of assessed work after the above dates, they should retain a sample of work that has been awarded grades in each grade band for internal monitoring purposes, to demonstrate that assessment standards over a period of time have been at least maintained. Also, a sample of work for individuals or groups of students at all Levels should be retained, to demonstrate how the standards achieved by students have developed as a consequence of progression through each Level of Study.
3. Formative assessments, or summative assessments, retained in anonymous form for Internal Teaching review / Enhancement-led Institutional Review, are exempt from release under Freedom of Information on the basis of an expectation of confidence between student and the relevant staff within their institution and, where appropriate external examiners and reviewers.

