

Retention of Assessment Material and Student Records Policy

This is a defined policy which all Faculties are required to follow.

Pass Lists

Records of pass lists, to enable the verification of an award, are retained permanently.

Examination Records

Examination records and marks must be kept for at least 10 years, preferably as long as possible. It is important to be able to verify details of study and issue transcripts on request.

Student Assessment

Students' assessment material may be disposed of 40 working days after confirmation of their final award, this allows time for student complaints and student academic appeals procedures to be instigated by the student.

Examination scripts may also be disposed of 40 working days after confirmation of their final award, however, a year after the students' completion is recommended.

If assessment material (including examination scripts) is the subject of a complaint or academic appeal, it is required to be kept for 3 years after confirmation of their final award. This is case the student brings their case to the Office of the Independent Adjudicator.

Student Files

Individual student files should be retained for three years following the student's leaving date. After this period, files may be destroyed, on the basis that examination records would provide the material for any transcripts requested; and that the more discursive comments found in files, which might have helped with references, could be dispensed with, since references were rarely sought – or useful – more than three years after a student's completion.

Document Information	
Author	QSAT
Owner (committee)	AQSC
Approved Date	June 2005, July 2007, December 2011
Last Revision	July 2014
Type of Document	Policy