

Section 12 Retention of student work policy

12.1 Retention and reasons for archiving student work

- 12.1.1 Examination scripts and assessed work will remain in the possession of the University. Subject-areas will arrange to give feedback on examination performance as requested. Students who wish to retain copies of assessed work are advised to ensure that they have provided themselves with a copy prior to submission.
- 12.1.2 The reasons for archiving student work include:
- The need to have work available in the event of an academic appeal.
 - The requirement of quality assurance and benchmarking of academic standards over time.
 - The provision of a resource for staff development purposes to staff new to the University and to new external examiners.
 - To comply with regulatory requirements
- 12.1.3 Student assessed work and examination scripts will be retained in accordance with external requirements.
- 12.1.4 Work should be retained and disposed of in accordance with the [Data Retention and Erasure Policy](#).

12.2 Archiving for standards

- 12.2.1 The University requires Schools to set up module records and retain:
- Assessed work in accordance with external requirements, as well as a sample of feedback from tutors and evidence of moderation.
 - Module handbook / Moodle site.
 - Mark sheet showing the complete results for the module.
 - A paper showing an analysis of trends of results in the module. Schools should consider analysing trends over a 3-year period.