

Section 49 Retention of student work policy

49.1 Scope

- 49.1.1 This Policy covers all campuses. It also includes franchise partners. It covers all undergraduate, postgraduate taught and postgraduate research provision unless otherwise stated.
- 49.1.2 The policy covers both students' assessed work and materials that support the assessment process.

49.2 Purpose

- 49.2.1 The University must retain appropriate evidence of students' assessed work, together with appropriate supporting materials (i.e. assessment briefs, examination question papers, marking criteria, mark schemes, model answers, submission deadlines), for a specified period in order to meet academic, statutory and regulatory requirements and legal obligations.
- 49.2.2 The policy and procedures for the retention and disposal of student assessment work and related supporting material form part of a wider Document Retention Schedule, which is prepared in accordance with the University's Record Management Policy.
- 49.2.3 The reasons for archiving student work include:
- The need to have work available in the event of an academic appeal or complaint.
 - 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 and to facilitate judgement about the effective assessment and credibility of the awards conferred by the University.
- 49.2.4 Work should be retained and disposed of in accordance with the [Data Retention and Erasure Policy](#). Specific retention periods are outlined within this policy where applicable.

49.3 Key principles

- 49.3.1 These requirements relate to all assessment types both online and paper based. Where assessment results in a physical artifact, Schools are not required to retain the physical object but must consider retaining photographic or video evidence of the student's work.
- 49.3.2 Schools must retain appropriate records of students' assessed work together with contextual documentation that informs the assessment process for a period of five years after the student's course end date. The documents retained must enable the reasons for archiving student work, as set out in **section 49.2.3** above, to be achieved.
- 49.3.3 Types of documentation retained should be in line with the examples laid out in [section 49.9](#) below and should be consistent with that shared with an external examiner.
- 49.3.4 The disposal of student work must only be done on the authority of the relevant School, and in compliance with the University's [Data Retention and Erasure Policy](#).
- 49.3.5 Where submitted work is physical and this has been returned to the student for the purposes of providing feedback, Schools must ensure that a copy, where reasonable and in line with this policy, is uploaded to the University's VLE platform (Moodle) or an alternative approved university software platform, to facilitate appropriate archiving.
- 49.3.6 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 (where the type of assessment allows).

49.4 Retention

49.4.1 Examples of appropriate records to retain are outlined in [section 49.9](#) below. It is a School's responsibility to ensure these records are held within approved University software platforms to enable appropriate archiving to take place.

49.4.2 Only the following approved University software platforms should be used for the submission of assessments:

- Moodle
- Medial
- Turnitin
- PebblePad

These should be clearly outlined in Assessment Briefs and where alternatives are used it is the School's responsibility to organise appropriate storage for archive.

49.4.3 Exceptions to the retention of records as outlined in [section 49.9](#) are as follows:

- a) Video recordings are only required to be retained where they are a mandatory and approved part of an assessment.
- b) Recordings of confidential work that may include third parties and/or information of a sensitive nature should be retained only for the period in which a student can appeal plus a year after an appeal has concluded. Written evaluations and feedback should be retained to evidence the assessment for five years after the student's course end date.

49.4.4 Schools should liaise with Estates and Programme Administration and Support Services (PASS) for the appropriate storage of examination scripts where these are held in physical form. Schools may wish to hold these digitally.

49.5 Appeals and complaints

49.5.1 The following records are retained for the purpose of any appeal or complaint against a student's mark or the assessment process:

- a) The Assessment Brief.
- b) A record of the assessment, including feedback and mark.
- c) Evidence of internal moderation.
- a) Evidence of samples sent to the external examiner, along with their feedback and confirmation of concurrence.

49.6 Degree Apprenticeships

49.6.1 All assessed work associated with the degree/diploma/certificate must be retained in line with this policy.

49.6.2 In addition, the Apprenticeship Office is responsible for retaining an apprentice's evidence pack for 6 years from the end of the financial year in which the last payment of funding is made, as required by the Department for Education (DFE). This will include evidence of the end point assessment (EPA) in the form of:

- a) The assessments that were undertaken.
- b) The versions of the standard and assessment plan to which they relate.
- c) Assessment outcomes.
- d) Evidence of the internal quality assurance and who was involved.

49.6.3 Live portfolios, which refer to the ongoing, active record of a learner's work and progress will be maintained during the period a learner is on programme and may be in either paper or electronic formats. Once a learner has completed, the portfolio will be retained as part of the evidence pack (see [section 49.6.2](#) above). If a learner withdraws from the programme either voluntarily or is withdrawn due to programme failure, the portfolio will be retained for 2 years after the student's end date.

49.7 Postgraduate research

- 49.7.1 All formally assessed work will be retained in line with this policy.
- 49.7.2 In addition, the following will be retained for the period covered by this policy:
- Pre-viva materials as sent to the external examiner.
 - Preliminary reports from internal and external examiners.
 - Post-viva Joint Examiners' Report and Recommendation.
- 49.7.3 All final theses from research degrees will be uploaded and stored indefinitely on the University's institutional repository service (RaY).
- 49.7.4 Recordings of oral examinations for postgraduate research students will only be retained in line with the [Recording of oral examinations: Policy and Guidelines](#).

49.8 Quality Assurance

- 49.8.1 For quality assurance purposes Registry will maintain:
- Programme and Module Specifications.
 - Lists of all marks for entire cohorts on modules at all locations of delivery.

49.9 Types of assessment and associated records to retain

Assessment Type	Examples of what is submitted/assessed	Records to retain for 5 years post course end date
Examination / Digital examination	Closed book/open book exams, multiple choice questions, online quizzes	- Exam paper/Assignment brief - Mark and feedback - Physical or digital work submitted
Written assessment (including Capstone / final projects)	Essays, dissertations, posters, content of presentations, fieldwork notebooks, lab reports or write-ups, personal journals, thesis	- Assignment brief - Mark and feedback - All physical or digital written work submitted - Theses to be retained indefinitely
Portfolio	Film, video, podcast, video game, radio programme, magazine, posters, self-reflections, reports or write ups	- Assignment brief - Mark and feedback - All physical written work submitted - All digitally recorded work submitted
Presentation / Viva (group / individual, in-person or video)	Presentation, oral examination (Viva), debates, interview, professional discussion	- Assignment brief - Mark and feedback - Record of the assessment (for example, photo, video, recording, presentation slides) - Assessor observations where applicable
Performance / Practical / Exhibits / Creative artefacts	Sculptures, textiles, fashion and artwork, dance, drama, music production, demonstration, peer observation, sculptures, textiles, fashion, artwork, exhibition	- Assignment brief - Mark and feedback - Record of the assessment (for example, photo, video, all written work submitted)
External / Practice education (continuous assessment / placements / WBL)	Any written or digital media elements	- Assignment brief - Mark and feedback (where feedback is provided) - Records of assessment (for example, employer reports along with any written or digital elements submitted)
Timed assessment	Case studies, take-home exams, portfolios, remote online assessment	- Assignment brief - Mark and feedback

		Record of assessment (for example, all physical or digital work submitted)
Clinical assessment / observations	Clinical observation, Objective Structured Clinical Examination (OSCE)	- Assignment brief - Mark and feedback - Record of the assessment (for example, photo, video, recording) - Assessor observations