

# Retention of Student Work



Created 7 February 2017  
Registry

## Why do we archive student work?

- to ensure that the work is available in the event of an academic appeal;
- to meet the requirements of quality assurance and benchmarking of academic standards over time;
- to provide a resource for staff development purposes to both new University staff and new external examiners;
- to analyse trends in results.

## Retention of student work for appeals

Schools should retain student assessed work and examination scripts until the likelihood of appeal has passed.

For each level of programme, assessed work relating to the previous year of study need not be retained beyond the December following the year in question. In the case of first and second year work, Schools may wish to develop a practice of retaining feedback sheets until a student has graduated.

## Archiving for standards

The University requires Schools to retain module-related information including:

- A small sample of assessed work including feedback from tutors and evidence of moderation;
- Module handbook;
- 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 three-year period).

## Copies

If the assessment is in paper form, students may be required to submit two copies of work so that Schools can construct an archive. Students should be notified of the need to do so in module handbooks.

## Summary

The Quality Assurance Agency for Higher Education (QAA) has provided little detailed guidance but do expect institutions to evaluate periodically the maintenance and development of academic standards and have advised that the above guidance is followed.