



Leeds Trinity
University

Archiving Policy

Assessed Student Work and Records of Assessment

Endorsed by: Learning & Teaching Committee: 30/03/16
Approved by Academic Board: 27/04/16.

Purpose

1. The purpose of this policy is to provide a guide to academic schools to the arrangements for the archiving of student work and related feedback.
2. Under the University's Intellectual Property Rights Policy and Procedure the University: "...undertakes not to assert any rights on intellectual property generated by undergraduate and postgraduate students on the course or related to their studies...."¹
3. The University therefore does not seek to retain student work indefinitely but offers the opportunity for students to collect or download their coursework, following the completion of their studies.
4. This policy takes into account the requirements of Leeds Trinity University's Data Protection Policy and takes cognisance of the rights and responsibilities of the Freedom of Information Act 2000.
5. Appended to this document are the archiving arrangements pertaining specifically to the definitive student record maintained by Student Administration. Schools should take into account the principles in this document, and those of the relevant government acts, with regard to any personal data they hold on students.

Types of Data and Retention Periods

6. Examination Question Papers and Coursework Assignments

- 6.1 Main diet examination papers and coursework assignment titles are to be held electronically by the School for 4 years after the end of the academic session in which they are set, for quality assurance purposes and to assist students to prepare for assessments. A hardcopy set of examination papers will be retained in the Andrew Kean Learning Centre and digitised as appropriate.

7. Examination Scripts

- 7.1 Examination scripts are not normally returned to students, however, "*Feedback to students on examinations should [also] be provided in a written format and might be contained within a short summary of the major strengths and weaknesses of each of the answers in relation to each question and should be linked to the focused assessment criteria and marking scheme/model answer...*"² In addition students will be permitted to inspect their examination scripts in the presence of a member of staff should they request to do so.

7.2 Non ITE programmes

¹ There are three exceptions to this clause explained in [Intellectual Property Rights Procedure and Policy](#) available from [Corporate Documents](#)

² [Handbook on Assessment Practice](#), 26, Feedback to Students.

All scripts are to be held for the duration of the completion of the academic assessment process as in 8.2. After the completion of this period they should be destroyed as confidential waste by the School.

7.3 ITE programmes

All scripts are to be held for at least 13 months after the completion of the academic assessment process as in 8.2. After this period, they should be destroyed as confidential waste by the School.

7.4 **Sample scripts** from a representative sample of modules should be archived for a further four years (i.e. five academic years from the academic year of the assessment) for the purposes of quality assurance and enhancement. Normally the sample will comprise \sqrt{N} scripts (or 6 scripts if N is less than 36) covering the full range of grades awarded, [where N is the number of scripts].

8. **Coursework Scripts (paper and electronic)**

8.1 Students are expected to keep a copy of their coursework. Marked, hard copy work will not normally be returned, so retention of a copy is important in order that feedback comments can be related to the work. Feedback will normally be provided on MOODLE. This will be for all assessments, whether submitted electronically, in hard copy or in another format.

8.2 **Retention of scripts for academic purposes.** All assessed work and related feedback which contributes to the final award shall be retained:

- For non ITE programmes – until the completion of the Board of Examiners which confirms the final award.
- For ITE programmes – until at least 13 months after the Board of Examiners which confirms the final award³

Thus, in the case of Bachelors' Degrees this includes Level 5 and Level 6; for Foundation Degree, Diplomas and Certificates and Postgraduate Taught all levels.

8.3 **Coursework Script Samples.** The Academic Administration Office, on the advice of the Programme Leader, will ensure that the internally moderated sample and all failed coursework is made available for scrutiny by the external examiner during the academic session, either in hard copy or electronic form.

8.4 **Return of Scripts.** Following the date in 8.2 above, students who have completed their programmes of study or have withdrawn, or been required to withdraw from the University should be offered the opportunity to collect their original, hard copy, assessed work from the Academic Administration Office, or other location as may be identified by the School.

8.5 In this communication from the School, students should be advised:

- that if they do not collect their work it will be destroyed after 3 months has elapsed;

³ OFSTED requires to be able to see trainees' work from the previous academic year. The new inspection framework (@ September 2014) includes two visits by OFSTED – once in the summer to observe trainees, and again in the autumn to observe the PGCE graduates working as NQTs. Therefore ITT courses will need to retain trainees' school-based training files after they graduate. For this purpose work should be retained for 13 months after graduation.

- that work or artefacts of a perishable nature or which could disintegrate will not be stored if it is not collected within a specified time (to be determined by the department);
- that it is the students responsibility to download any electronic assessed work and feedback;
- that a sample may be retained by the School, from work not collected, for the purposes of future programme and/or staff development.

8.6 In addition, an announcement will be made on e;Vision that non-ITE graduating students, and those in the categories above, may take away their assessed work and that they will be advised by Schools on the arrangements to collect such work.

8.7 Schools are not obliged to send student work through the post or other means of delivery, however, if a student requests this, the School may agree to send the work provided that payment by the student is made in advance. Schools should be particularly responsive to requests from international students in this regard.

8.8 **Academic Appeals.** Schools should retain all work pertaining to student(s) who have submitted an academic appeal or other action against the University. Schools will be made aware of any such instances by the office administering the appeal or other action.⁴

8.9 **Uncollected scripts and electronic coursework.** Student assessed work which is not collected or returned to the student should be destroyed as confidential waste after a period of 3 months from the date in 8.2 above. Electronic coursework should be securely deleted at this time also.

8.10 **Sample of assessed work and related feedback.** The Academic Administration Office, on the advice of the programme leader, should identify the internally moderated sample of assessed student work, together with related feedback, from each graduating cohort to be retained by the School for five years to be used for quality assurance and enhancement purposes.

8.11 **Retention of assessed work (examination scripts and coursework) and related feedback for audit purposes.** The Academic Administration Office, on the advice of the Head of School should identify and meet the requirements for the retention of assessed work and related feedback to meet Professional and Regulatory Statutory Body requirements, including OFSTED.

Information to Students

9. This policy will be incorporated into the University's *Taught Course Academic Regulations*.
10. Schools should inform students of the requirement to keep copies of their coursework through programme handbooks and that samples of their work may be retained for quality assurance purposes.

Records of Assessment

11. Final, confirmed marks will be retained indefinitely on the student record system (SITS) or digital copies of those records.

⁴ For the purposes of academic appeals account may need to be taken of escalation of a case to the Office of the Independent Adjudicator, in which case the work should be retained for a minimum of 12 months

12. Panels of Examiners and Boards of Examiners minutes are to be retained in electronic format for a period of 10 years.

Catherine Cobbett
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