SECTION 4

Assessment Regulation 8: Retention of records, scripts, coursework, etc.

8.1 The Head of Registry will be responsible for ensuring that awards records are created and stored for reference purposes over an indefinite period.

8.2 All forms of summatively assessed work must be retained by the University for reference purposes for a minimum period of three months after the statutory limit for requests for review of a decision of an Assessment Board has expired. Additionally, samples of summatively assessed work may be retained by the University for quality assurance purposes for a period of twelve months after the conclusion of an academic session. In cases of accreditation by a professional, statutory or regulatory body, periods of retention may exceed this period and be extended to a full academic session after the conclusion of the student’s registration on the course. Organisations external to the University (as identified in Section 2 paragraph 3.iii) may retain submitted work in excess of the University norm.

8.3 The University has the right to retain in-course assignments following assessment as in 8.2. When assignments are returned to candidates this is done on the understanding that any assessments already made will remain on record.