



Retention of Assessed Work Policy

Item	Description
Document Reference:	PL.014-v001
Document Name:	Retention of Assessed Work Policy
Review Date:	August 2020
Last Reviewed:	September 2015
	Administrative review: July 2020
	Administrative review: August 2017
Commencement Date:	September 2015
Approving Authority:	Education Committee
Date Approved:	Followed prior approval process
Department Responsible for maintenance & review	Student, Library and Academic Services, Quality and Teaching Excellence
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1. Retention of Assessed Work Policy

- 1.1. Students should retain a copy of their own coursework and their submission receipt.
- 1.2. Assessed work will normally be returned to students with feedback. Multiple choice (MCQ) format examinations are exempt from this policy; professional, statutory and regulatory body (PSRB) conditions may also prevent or delay return. Other exceptions are subject to approval by the Faculty Executive Group. The expectation is that feedback on assessment will be provided to students within 20 working days. Work may or may not be moderated at the initial point of return.
- 1.3. Students are responsible for retaining and maintaining all assessments until their award has been finalised.
- 1.4. Unless specified otherwise by a PSRB, the University will retain sample copies of assessed work for internal purposes such as internal and external moderation and periodic review for a period of five years. After this period, student work will be destroyed. The sample to be kept is the standard university sample, which is the square root of the number of students on the module with a minimum sample size per module of six.
- 1.5. In the event of an appeal against a decision of the examination board, legal action against the University or a request from an examiner, it is the student's responsibility to return assessed work and feedback related to the case. Such work will be retained for six years.