



Retention of Assessed Work Policy

Ref: PL.014-v003

Brief Description & Purpose:	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.		
Applicable to (list cohorts):	Staff: All staff, including Governors and co-opted Board Committee Members	Students: All students	Third Parties: All who are in a formal relationship with the University
Effective From:	September 2015	Last Review Date:	04 December 2023
Approval Authority:	Education Committee	Approved:	September 2015
Executive Owner:	Academic Registrar and Executive Director of Student. Library and Academic Services	Business Owner:	Director of Student Life and Wellbeing
Next Review Date:	04 December 2026	Publication External Y/N	Y



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.

Version No.	Reviewer	Date	Changes
3.0	Governance and Enhancement Administrator	22/08/2024	Administrative amendments to include updated coversheet and change log.