

Policy on the Retention of Assessed Work



1. Scope and Purpose

- 1.1. The University will retain appropriate evidence of students' assessed work, together with appropriate supporting materials, for the standard duration of the full award plus an additional five years after a programme has closed. This serves several purposes including:
 - Facilitating quality assurance and the benchmarking of academic standards over time.
 - Providing a resource for teaching and learning purposes and for staff development, particularly staff new to the University and new External Examiners.
 - Ensuring compliance with the Office for Students (OfS) Conditions of Registration B4 and B5 and guidance on the access to assessed student work the OfS would expect to have during any investigatory activity.
- 1.2. Retained documents must be sufficient to enable judgments on the rigour, credibility, validity, and reliability of assessments and the awards conferred by the University across the entirety of its provision.
- 1.3. The regulations and procedures for the retention and disposal of assessed student work form part of the wider Records Retention Policy and Retention Schedule and align with the position set out in the Assessment and Feedback Policy.
- 1.4. All summative assessment submissions are covered by this policy, whether digital or physical, as well as the materials that support the assessment process (including assessment briefs, examination question papers, marking criteria, and academic calendars with details of submission deadlines). It relates to all summative assessment types, all delivery locations including those operated by educational partners, and applies across all levels of study.
- 1.5. Assessed work remains the intellectual property of the University. Students who wish to retain copies of assessed work are advised to ensure that they have provided themselves with a copy prior to submission.

2. Policy and Procedure

- 2.1. Responsibility for the retention of assessed student work and associated documentation is shared between Schools and IT Services.

2.2. Heads of Schools are responsible for ensuring that the retention process is upheld. This includes:

- Ensuring appropriate records of students' assessed work are retained for all University-registered students, including those studying with partners.
- Ensuring that contextual documentation that informs the assessment process including assessment briefs, feedback, and marks are appropriately stored within the Virtual Learning Environment (VLE) for each module delivered across all locations (see Appendix 1).

2.3. IT Services is responsible for maintaining the retention infrastructure. This includes:

- Ensuring the secure storage of materials within the designated retention space,
- Managing the disposal of materials in accordance with the University's Records Retention Policy.

2.4. Partners delivering validated programmes are expected to align with the approach under 2.1 to 2.3, normally storing documents within their own VLE.

2.5. Schools and validated partners are supported in determining the work to be retained by Academic Governance and Quality, and where to retain it by Learning, Innovation, and Skills.

2.6. In line with the Assessment and Feedback Policy, hard copy assessments (including handwritten examinations) should only be requested if there is a pedagogic rationale for doing so. Where assessment results in a physical artefact, Schools are not required to retain the object but must retain the mark and feedback as well as photographic or video evidence of the students' work.

2.7. All assessed work, whether it is submitted through the Virtual Learning Environment (VLE) or not, will be retained while modules are being actively delivered.

2.8. When a programme is discontinued, assessed work for modules not offered in other programmes will be retained for the standard duration of the full award plus an additional five years. For instance, for an undergraduate degree with an integrated foundation year this means retaining work for a total of nine years from the date of the final intake.

Validated partners can choose to retain records of assessed work for a shorter period, as long as they are kept for at least five years after the programme ends.

2.9. If a programme is accredited by a professional, statutory, or regulatory body (PSRB) that specifies how records of practical assessments should be retained to meet its requirements, those specifications should be followed, provided they meet the requirements outlined in section 2.5 as a minimum.

Appendix 1

(extracted from OfS [Supplementary Guidance on the Retention of Assessed Work](#), March 2024)

Assessment	Examples of what is submitted or assessed?	Examples of records relating to the assessment process	What should be retained?
Written work or any written elements of assessment (whether produced in a physical or digital format)	Exams, essays, dissertations, multiple choice questions, posters, content of presentations, fieldwork notebooks, lab reports or write-ups, personal journals	Mark and feedback	Assessment brief Record of assessment All physical or digital written work. If in a physical form it could be digitised
Practical work – laboratory	Any written work	Mark and feedback A photo A video	Assessment brief Record of assessment of the work along with any written student submission
Physical artefacts	Sculptures, textiles, fashion and artwork	Mark and feedback A photo A video	Assessment brief Record of assessment
Digital media	Film, video, podcast	Mark and feedback	Assessment brief The digitally recorded work and record of assessment

Assessment	Examples of what is submitted or assessed?	Examples of records relating to the assessment process	What should be retained?
Performance	Dance, drama, music, production	Mark and feedback A photo A video A recording	Assessment brief Record of assessment
Any type of work that is assessed through observation	Clinical observation Sport (practical) Debates Objective Structured Clinical Examination (OSCE) Vivas Moots Presentations	Mark and feedback A photo A video A recording	Assessment brief Record of assessment / assessor observations
Continuous assessment, including continuous assessment of industry and work placements	Any written or digital media elements	Mark and feedback Relevant documentation – e.g. employer reports	Assessment brief Record of assessment along with any written or digital media elements
Group work	Any written or digital media elements	Mark and feedback Relevant documentation – e.g. peer feedback	Assessment brief Record of assessment along with any written or digital media elements

Document Details

Responsible Office: Academic Governance and Quality

Responsible Officer: Head of Academic Governance and Quality

Approving Authority: Academic Board

Date of latest approval: July 2025

Effective Date: September 2025

Related Policies and Procedures: Assessment and Feedback Policy, Records
Retention Policy and Retention Schedule

Supersedes: N/A

Next review due: July 2029