

Retention of student's assessed work policy

1. Introduction

The retention of assessed work plays a central role in safeguarding the integrity and robust nature of the academic standards at Walbrook. This policy delineates the requirements and procedures for retaining assessed work to ensure compliance with regulatory expectations set by the Office for Students (OfS).

2. Purpose

This policy serves to:

- support the transparency and credibility of the assessment processes and the awards conferred by Walbrook;
- maintain comprehensive records to facilitate internal reviews, external audits, accreditation processes, and the resolution of disputes or appeals; and
- affirm compliance with registration conditions set by the OfS, notably conditions B4 (assessment and the reliability of qualifications) and B5 (sector-recognised standards).

3. Scope

This policy encompasses all forms of assessed work produced by students enrolled on Walbrook's programmes. This includes, but is not limited to, coursework, examinations, practical work, portfolios, dissertations, and any other forms of assessment administered by Walbrook. It should be read alongside the Assessment and Feedback Policy, the Academic Integrity and Misconduct Policy and the Student Appeals Policy, each of which places reliance on the availability of retained assessed work.

4. Key Principles

Walbrook will ensure compliance with relevant regulatory requirements relating to record retention.

The processes governing the retention of assessed work shall be transparent and communicated effectively to all stakeholders.

All retained assessed work will be stored securely to preserve confidentiality and prevent unauthorised access.

5. Retention Duration and Specific Requirements

The table below sets out what needs to be retained and the applicable retention period. If new assessment types are introduced by Walbrook, these will be added to the table below.

Assessment format	Assessment types	Records and documents retained	Retention period
Written work or any written elements of assessment produced in physical or digital format	Exams, essays, dissertations/theses, portfolios, multiple-choice questions, posters, presentation content, internship	All marks or grades awarded; written assessment feedback included in the assessment submission (where provided);	Six years after the end date of a qualification

	reflection portfolios, reports, personal journals	assessment briefs; assessment criteria and records of assessment; and all physical or digital assessed work (with physical work transferred to a digital format where appropriate for retention)	
Digital media	Video, podcast	All marks or grades awarded; written assessment feedback included in the assessment submission (where provided); assessment brief; the digitally recorded work; record of assessment	Six years after the end date of a qualification
Work assessed through observation	Vivas, presentations	All marks or grades awarded; written assessment feedback included in the assessment submission (where provided); assessment brief; record of assessment/assessor observations; video/recording	Six years after the end date of a qualification
Continuous assessment, including internships/work placements	Any written or digital media elements	All marks or grades awarded; written assessment feedback included in the assessment submission (where provided); assessment brief; record of assessment; relevant documentation (for example employer reports); any written or digital media elements	Six years after the end date of a qualification
Group work	Any written or digital media elements	All marks or grades awarded; written assessment feedback included in the assessment submission (where provided); assessment brief; record of assessment; relevant documentation (for example peer feedback); any written or digital media elements	Six years after the end date of a qualification

6. Security and Confidentiality

Retained assessed work must be stored in secure facilities or digital repositories with controlled access.

Compliance with data protection legislation, including the UK General Data Protection Regulation and the Data Protection Act 2018, is mandatory. Assessed work containing personal data must be handled in accordance with Walbrook's data protection policies.

7. Responsibilities

The examinations office is responsible for ensuring that all assessments are retained and that all academic faculty are aware of this policy and its importance.

The examinations office is also responsible for the systematic storage and eventual disposal of assessed work in compliance with this policy.

The examinations office is responsible for maintaining and filing retained documents so that required extracts of the collection can be provided promptly on request to satisfy the requirements of regulatory review and/or audit.

The Registry team is responsible for monitoring compliance with this policy, conducting audits, and facilitating continuous improvement.

8. Procedures

The examinations office, in liaison with academic personnel, must ensure the collection of all assessed work in line with the assessment schedule.

All collected assessed work should be reviewed and properly documented by the responsible academic staff before submission to the examinations office.

8.1 Storage methods

Any physical assessments must be securely stored for the duration of the retention period, with digital assessments archived in encrypted digital repositories with access logs.

After the retention period, the work should be securely shredded or permanently deleted. A record of disposals must be maintained.

All assessments remain the property of Walbrook. These may include, but are not limited to, written examination answers, coursework, projects and dissertations. Examination scripts will not be returned to the student.

9. Appeals and Disputes

Assessed work must be made available during the period of any formal appeals or disputes, in accordance with the Student Appeals Policy.

All work involved in appeals or disputes should be retained until final resolution, plus the standard retention period.

10. Review Procedure

Annual review: this policy will be reviewed biannually by the Registry team to ensure its relevance and alignment with current regulations and institutional practices.

Any amendments to this policy must be approved by the Learning, Teaching and Quality Committee.

11. Document Governance

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