

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 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 (Maintaining academic standards) and B5 (Monitoring and improving the quality of the student academic experience).

3. Scope

This policy encompasses all forms of assessed work produced by students enrolled in 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.

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 below provides guidance in terms of what needs to be retained and the duration. If new assessment types are introduced by Walbrook, these will be added to the table below.

Assessment	Assessment types	Records relating to the assessment process	Documents that need to be retained	Length of time these are retained
Written work or any written elements of assessment that are produced in a physical or digital format	Exams, essays, dissertations / thesis, portfolios, multiple-choice questions, posters, content of presentations, internship reflection portfolio, reports, personal journals.	All marks, feedback and feedforward	Assessment brief Record of assessment All physical or digital written work. If the assessment is produced in physical form, this could be transferred to a digital format to be recorded	A period of five years after the end date of a qualification
Digital media	Video, podcast	All marks, feedback and feedforward	Assessment brief The digitally recorded work and record of assessment	A period of five years after the end date of a qualification
Any type of work that is assessed through observation	Viva's Presentations	All marks, feedback and feedforward Video / recording	Assessment brief Record of assessment / assessor observations	A period of five years after the end date of a qualification
Continuous assessment, including continuous assessment of internships / work placements	Any written or digital media elements	All marks, feedback and feedforward Relevant documentation – e.g. employer reports	Assessment brief Record of assessment along with any written or digital media elements	A period of five years after the end date of a qualification
Group work	Any written or digital media elements	All marks, feedback and feedforward Relevant documentation – e.g. peer feedback	Assessment brief Record of assessment along with any written or digital media elements	A period of five 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 GDPR, is mandatory. Assessed work containing personal data must be handled in accordance with Walbrook's data protection policies.

7. Responsibilities

The examinations office are responsible for ensuring that all assessments are retained and that all academic faculty are aware of this retention 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 the retained documents in such a way as to ensure required extracts of the collection can be provided promptly on request to satisfy requirements of regulatory review and/or audit.

The Quality Policy and Regulation (QPR) team are 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.

Storage Methods:

Any physical assessments must be securely stored for the duration of the retention period with all 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. We will not return examination scripts to the student.

9. Appeals and Disputes

Assessed work must be made available during the period of any formal appeals or disputes.

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 annually by the Quality, Policy and Regulation 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.

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