IMPERIAL

Policy/Procedure
Guidelines regarding the access and
retention of assessment for Students on
Taught Programmes

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Introduction

1. This guidance is in relation to the retention of all assessment submitted by students on taught programmes completed as part of an undergraduate and postgraduate award of Imperial College London "the university", and taught aspects of research programmes where relevant.

2. The term "assessment" includes all work submitted by a student in order to meet the programme requirements. In coursework this may include essays or projects write ups, written or verbal (live and recorded) presentations and lab reports. Other forms of assessment can include formal exams, in class tests and practical examinations. This document provides broad guidance for staff and students regarding the retention and or return of assessment, and how a student may have access to a completed piece of academic work.

3. Departments[1]/programmes should make it clear to their students, which pieces of assessment (if any) they can expect to be returned to them or how they may be accessed in the relevant programme/student handbook.

4. Under current Data Protection legislation[2] students have no right of access to their examination scripts, once submitted to their examiners, at any time. The university is under no obligation, therefore, to make available either the actual scripts or copies of them. However, departments/programmes may allow students to view their scripts under supervision of an academic member of staff.

5. Where arrangements have been made to allow students supervised access to their script, they are not permitted to make any amendments or retain them. Students are permitted to make separate notes for their later reference. This does not include the copying of the questions where they are not normally permitted to have retained the examination paper. The decision as to whether a photograph or other digital record can be taken will be at the discretion of the department.

6. Student are entitled under legislation to any written comments on their scripts or other assessments made by a marker. The university is required to ensure that this is provided in a 'meaningful and intelligible form'. Further information on the legislation is available on the university website at Guide 2 - Exam records.

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[1] Where department is used in this document, it may also include schools, centres or institutes offering programmes at the university

[2] Data Protection Act 2018 (legislation.gov.uk)

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Retention of assessments

7. The [Retention Schedule](#), Teaching and Learning Support section, details the length of time and area of the university in which assessments must be kept and, where relevant, further information on their destruction and any internal/external regulatory requirements.

8. Examination scripts may not be returned to students, however for all other types of assessment once the appropriate marking, moderation and ratification process have been completed, and the specified period of retention has lapsed, they may be returned to students.

9. Where assessment is to be returned to students, Departments should ensure that this is clearly articulated and provision is made to ensure that confidentiality is maintained, for example assessment should not be given to any person other than the candidate without their express permission.

10. Where assessment of any type is not returned and is in hard copy or electronic form (except where a specific repository such as Turnitin™ has been used), following the period of retention specified in the schedule this should be disposed of in a timely and appropriate manner in line with university requirements.

11. The Archives and Corporate Records Unit (acru@imperial.ac.uk) should be consulted if there are any queries about the retention or disposal of any material included in this policy.

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