

# ***REGISTRY***

## **GUIDELINES ON RETENTION AND DISPOSAL OF EXAMINATION SCRIPTS**

### **Background**

With the imminent application of the Freedom of Information Act to the University, it is important that a body of guidelines is developed to assist faculty and staff in dealing with requests for information. Many of the guidelines will simply be a codification of current best practice, but it is important to have such guidelines in writing and available to all staff. Guidelines have been developed and adopted in relation to the selection of external examiners. In conjunction with this document, guidelines are proposed relating to the receipt and retention of assessments. These are intended to be dynamic documents that will be subject to regular review and will be made available on the Registry website.

### **Management of Examination Scripts**

1. Examination scripts will be collected by invigilators at the conclusion of all examinations. Where candidates leave the examination hall early, their script is collected immediately.
2. Invigilators ensure that they collect a script from each candidate (even where such script is empty).
3. Invigilators check that the number of scripts collected tallies with the number of students recorded as present at the examination. Where there is a discrepancy, scripts are checked against the list of students attending to account for the discrepancy, which is then reported.
4. Module co-ordinators, whose names are noted on the front of the examination paper, should present themselves, with their ID cards to the Invigilator or Examinations Office to collect the examination papers in accordance with directions issued by the Examinations Office. They will be asked to verify the number of scripts and to sign for the scripts collected. No scripts will be issued unless the module co-ordinator can identify him/herself.
5. Module co-ordinators are responsible for the safe security of the scripts once they have collected them. Great care should be taken when scripts are taken off campus for examination. Examiners should keep a record of all scripts sent to the external examiners and ensure that all are returned and recorded.
6. Examination results, incorporating, where appropriate, any continuous assessment or other elements, should be passed to the Faculty Administrator for processing. Examiners should ensure that their marks are correctly recorded on the broad sheet at Programme Board Review Committee Meetings. For large classes, this may require the distribution of alpha and merit order broad sheets.

### **Retention of Examination Scripts**

7. Examination scripts should be retained, preferably in a centrally administered, secure, fireproof location, for a period of twelve months after the date of the latest Progression and Awards Board at which the examination result is included; or for twelve months after the date of any appeal of the module result within which the exam was included, whichever is the longer period. This period may be longer due to local requirements.
8. Exam papers should be stored in locked cabinets or desks and not left exposed to unauthorised persons. Access to these files should be limited.
9. If examination scripts are discussed with students as a feedback mechanism, this should be conducted in the module co-ordinator's office and the students may be given time to examine the scripts and engage in discussion. However, the module co-ordinator should retain the papers. *(Note this may have to be reviewed once the FoI Act applies)*

### **Disposal of Examination Scripts**

10. All examination scripts should be shredded or otherwise destroyed. Each module co-ordinator is responsible for ensuring that his/her scripts are destroyed. The University should provide a system for the periodic destruction of examination scripts.

*Approved by Academic Council 13 December 2000 and Academic Council Standing Committee March 2 2001*