

Policy on the retention of students assessed work

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| Next review Date This policy will be reviewed every three years by the Assurance Committee to ensure continued compliance with regulatory requirements and institutional needs | March 2028 |

1) Overview

This Policy sets out the policy for the University on the retention of students assessed work. Its content is applicable to staff and students of the University and covers both students assessed work and materials that support the assessment process e.g. assessment briefings, marks schemes, etc. It applies to all assessment submissions whether physical or digital created by students of the University, and supersedes all local assessment retention policies

2) Scope

This policy relates to all summative assessment types both online and paper based across all Faculties, Campuses and Academic Partnerships at all levels. Where assessment results in a physical artifact, Faculties are not required to retain the physical object but must consider retaining photographic or video evidence of the students work.

3) Purpose

The University must retain appropriate evidence of students assessed work together with appropriate supporting materials i.e. assessment briefs, examination question papers, marking criteria, mark schemes, model answers, submission deadlines, etc for a specified period in order to meet academic, statutory and regulatory requirement and legal obligations. See Appendix 1

The regulations and procedures for the retention and disposal of assessment material form part of a wider *University Retention Schedule*, which is prepared in accordance with the University's *Record Management Policy*. Both of which can be found in the Legal affairs section of the Policy pages on the [Middlesex website](#) and on the Policy hub on the intranet - [Policy Hub | Middlesex University Intranet](#)

4) Key Principles

- Faculties, in liaison with CAPE should retain appropriate records of students assessed work, together with contextual documentation that inform the assessment process for each module delivered across all campuses and academic partnerships.
- The documents retained must allow for judgments on rigour of assessment to be made to draw reliable conclusions about the entirety of the provision in relation to the University's compliance with the Office for Students conditions of registration B4 and B5.
- All assessed work submitted through **MyLearning** will be kept for 5 years plus current year of the Module.
- Where a Module does not submit work through my Learning, a sample must be kept for 5 years (see below). The sample must include work across all grade bands for each individual assessment.

- e) Appropriate records should be retained for the periods as set out in the University's retention schedule and must facilitate judgement about the effective assessment and credibility of the awards conferred by the University. The University Retention schedule can be found in the Policy Hub on Middlesex University Intranet
- f) All assessed work that is retained is kept in accordance with the University's records management policy.
- g) Disposal of student work must be authorised by the relevant Department and comply with the University's Retention policy.

5) **Digital Storage Solutions:**

- a) Faculties should utilize secure digital storage platforms for electronic retention of assessed work to minimize IT system strain. Guidance on secure storage options will be provided by CCSS. MyLearning (Moodle) should be utilised wherever possible.
- b) Where a module does not use myLearning, the sample size to be retained should include a minimum of 10% or six pieces of coursework/scripts, whichever is greater, of the total for the module in any academic year (ie if it runs on 3 campuses and in 2 semesters there are 6 runs included in the total). If the module is delivered at multiple campuses and terms, samples from each must be retained.
- c) Where a module does not use myLearning, the sample must be stored securely and organised to enable effective retrieval.
- d) Contextual documentation retained should be kept in the same secure location as the assessed work and organised to enable effective retrieval. (eg where the Module submits via MyLearning, this should be the location for storage).

6) **Exceptions**

- a) In cases where retention of a sample is not feasible due to the nature of the assessment, alternative retention methods (such as detailed assessment reports) may be used with approval from the relevant Faculty APQC.

7) **Data Analysis and Quality Assurance**

- a) Past marks should be used to analyse trends in results in order to evaluate the maintenance and development of academic standards.
- b) Comparative statistics can be produced from Module Assessment Dashboard in Tableau.

Appendix 1 - this is extracted from the OFS <https://www.officeforstudents.org.uk/media/aggf1xtu/supplementary-guidance-retention-of-assessed-work.pdf>

The term '**assessment brief**' means information that explains what the assessment task was and how it was assessed, which may take the form of one document or multiple documents. (Course = MDX Module)

| Assessment | Examples of what is submitted or assessed? | Examples of records relating to the assessment process | What should be retained? | How long should it be retained for? |
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| 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 | A period of five years after the end date of a course |
| 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 | A period of five years after the end date of a course |
| Physical artefacts | Sculptures, textiles, fashion and artwork | Mark and feedback A photo A video | Assessment brief Record of assessment | A period of five years after the end date of a course |
| Digital media | Film, video, podcast | Mark and feedback | Assessment brief The digitally recorded work and record of assessment | A period of five years after the end date of a course |

| Assessment | Examples of what is submitted or assessed? | Examples of records relating to the assessment process | What should be retained? | How long should it be retained for? |
|--|--|---|---|---|
| Performance | Dance, drama, music, production | Mark and feedback A photo A video A recording | Assessment brief Record of assessment | A period of five years after the end date of a course |
| 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 | A period of five years after the end date of a course |
| 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 | A period of five years after the end date of a course |
| 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 | A period of five years after the end date of a course |