



Retention of Assessment Procedure

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1. REVISION HISTORY AND APPROVAL

Revision	Nature of change	Approval	Date
1.0	First Issue	JL	27/7/21
1.1	Section 2.1.3 and 2.1.4	EM	24/04/24

2. RETENTION OF ASSESSMENTS PROCEDURE

2.1. General Procedure

- 2.1.1. Submission of assignments covered by this procedure is described in the “Assessment of Learners Procedure – Submitting and assignment”.
- 2.1.2. Received submissions are stored in a secure submission folder.
- 2.1.3. All submissions are stored for a period of 12 months following ratification at the relevant assessment board.
- 2.1.4. At the end of each academic year, the Programmes Office deletes all submissions that have been ratified at boards that took place 12 months previously.
- 2.1.5. Learner results (at module level) are retained indefinitely to facilitate retrospective transcript requests.

2.2. Thesis Retention Procedure

- 2.2.1. Programmes requiring thesis/dissertations as learner assignments (e.g. MSc and BSc programmes) must additionally submit a learners consent document with their assignment submission.
- 2.2.2. Learner’s consent forms facilitate electronic access (download from the Student Portal) once the grading process has been completed and the grade ratified at the relevant board (Assessment of Learner’s Procedure – Assessment Boards for more information).

3. LINKED POLICIES AND PROCEDURES

Linked Policies	Assessment of Learners Policy
Linked Procedures	Assessment of Learners Procedure