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Academic Policy 16:

Retention of Assessed Work Policy

2025-2026

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Retention of Assessed Work Policy

1. This document sets out Kingston's University's Policy for retaining appropriate records of assessed work to ensure that judgements on compliance with OfS Conditions B4 and B5 can be made should an assessment be required relating to effective assessment and credibility of awards.
2. In forming this Policy, care has been taken to ensure that the University's align with OfS requirements whilst recognising that not all assessed work can reasonably stored in its primary format for the entire time-period prescribed.
3. This Policy must be read in conjunction with the University's current [Records Retention Schedule](#) and the University's Fairness in Assessment Policy.
4. The University is also mindful of its obligations under Intellectual Property Law and GDPR insofar as recognising that undergraduate students own the IP of their work and can request for their records to be deleted.
5. Staff, in particular academic colleagues, must make sure they are familiar with the guidance provided in the Learning and Teaching Handbook which provides further detail on the specific folders and procedures for retaining assessed work.
6. In the context of this Policy the 'end of student enrolment + five years' means five full academic years i.e. if a student is awarded during or at the end of 2025/6 then the assessed records will be deleted in the 2031/32 academic year.
7. Kingston University's collaborative partners must ensure that they retain assessed work in line with the requirements of this policy although it is recognised that the procedures and systems used may differ.
8. Deputy Deans are accountable for ensuring this policy is upheld within their respective faculties.

Assessment / record type	Notes	Retention period	Who responsible
Assignment briefs Marking Criteria Rubrics	These must all be stored digitally in Canvas	End of student enrolment + five years	Module leaders are responsible for ensuring that these are stored digitally in Canvas. These are automatically retained and deleted in line with this policy by the system parameters (LTEC)
General assessment submitted via the VLE. This could also include time-limited assessment which is run via the VLE Feedback	These must all be stored digitally in Canvas alongside feedback provided to students	End of student enrolment + five years	Module leaders are responsible for ensuring that these are stored digitally in Canvas. These are automatically retained and deleted in line with this policy by the system parameters (LTEC)
Exam scripts and feedback	Physical scripts are collected by academics for marking and feedback These must either be scanned and saved in the relevant School's Sharepoint Module Folder <i>OR</i> Physical copies will be retained in a secure room managed by the Faculty	End of student enrolment + five years	Heads of School are responsible for ensuring a procedure is in place for retaining and destroying Exam scripts in line with this Policy within their schools. Where scripts are retained digitally in Module folders, these will be deleted in line with this policy by the system parameters (ITS)

Physical artefacts; for example, artwork, engineering artefacts, portfolios, posters, fieldwork exercises/notebooks	Students will be encouraged to submit digital copies of physical work through the VLE as part of the assessment brief, wherever possible. Where digital copies do not already exist, these must be created by the Faculty and saved in the relevant School's Sharepoint Module Folder	End of student enrolment + five years	Module leaders are responsible for ensuring that these are stored digitally. These will be deleted in line with this policy by the system parameters (LTEC – Canvas) and ITS – Module folders)
Ephemeral assessment; for example, presentations, performances, practicals VIVAs <i>Non-graded (pass/fail) assessment such as OSCEs, does not need to be retained.</i>	Students will be encouraged to submit digital copies of ephemeral work through the VLE i.e. presentation scripts or recordings, wherever possible Where digital copies do not already exist, recordings must be made by the Faculty and saved in the relevant School's Sharepoint Module Folder	End of student enrolment + five years	Module leaders are responsible for ensuring that these are stored digitally These will be deleted in line with this policy by the system parameters (LTEC – Canvas) and ITS – Module folders)
Placement assessment*	Graded placement assessment is recorded via digital assessment such as Practice Assessment Documents or MORAs stored digitally in Canvas	End of student enrolment + five years	Module leaders are responsible for ensuring that these are stored digitally in Canvas. These are automatically retained and deleted by the system parameters (LTEC)

* In exceptional cases where it is not appropriate to record and/or retain assessed work (e.g. for confidentiality reasons in healthcare), then a brief and suitably redacted summary of the assessment, feedback and moderation process should be retained by the Module Leader either in Canvas or in the School's Sharepoint Module Folder for a student's enrolment+ five years.