

SECTION 14: RETENTION OF EXAM SCRIPTS, COURSEWORK AND IN-CLASS TESTS

For the purposes of this policy, a distinction is made between in-class tests which serve a primarily summative purpose, similar to a centrally-administered examination, and in-class tests which serve a primarily formative purpose, supporting students' learning and providing supportive, structured, individualised feedback.

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14.1 RETENTION OF SCRIPTS AND COURSEWORK

- 14.1.1 Scripts for examinations and primarily summative in-class tests should be retained for a period of two years after the examination has been sat.
- 14.1.2 Schools are responsible for making reasonable provision to enable Examiners or the Senate Standing Committee on Examination Results to have access to coursework which contributes to classification or scripts for primarily formative in-class tests. Schools may wish to retain copies of such scripts and coursework. Alternatively, Schools may wish to inform students that each student is responsible for retaining the marked copies of their coursework and in-class test scripts contributing to classification and for ensuring that such scripts and coursework are available for return to the School on request, and that failure to return them may be detrimental to their classification or review of result.

14.2 ACCESS TO SCRIPTS

- 14.2.1 A student does not have an entitlement to have access to their scripts for examinations or for primarily summative in-class tests (although the provisions of 14.3 below apply). A module convenor or appropriate member of academic staff may permit a student sight of their script in order to discuss performance. It is not expected that students would routinely be

permitted access to their scripts. The student is not permitted to remove the script from the School.

- 14.2.2 In the case of coursework or primarily formative in-class tests, marked scripts and accompanying feedback should be returned to students.

14.3 STUDENTS' ACCESS TO MARKERS' COMMENTS ON SCRIPTS

- 14.3.1 In the case of scripts for examinations and for primarily summative in-class tests, a student may apply under the Data Protection Act (1998) for access to an Examiner's comments on their answers, whether those comments are held on the script or elsewhere. In such a case, a student should submit a written application to the Data Protection Officer and pay the relevant fee. **Markers must ensure that any comments about examination or in-class test answers are appropriate, fair and relate to the answer and not to the candidate.** It is recognised that, where markers provide comments on answers, the purpose of the comments is to indicate for the External Examiners the rationale for marking and not to provide feedback to students.