

A'Sharqiyah University Policy Archiving of Assessed Students' Work

Policy name	Archiving of Assessed Students' Work		
Policy number	AC0016		
Contact Person	Dean of College of Business Administration		
Approval Authority	University Academic Board		
Date first approved	17 July 2018	Last substantive review	
Policy Review Cycle	3 years	Next review	2021

1. Definitions

Terms / Abbreviations	Definition
Archive	An archive is a record relating to the official or business dealings of an individual or organization (Millar, 2017).

2. Purpose

The purpose of this policy is to ensure that the University methodically retains assessed students' work for quality assurance purposes such as providing reference material for moderation and standardization and to inform processes, such as academic appeals. The policy also ensures that the University discharges its obligations to retain evidence of its academic assessments for a required period of time and to dispose it in a confidential manner.

3. Scope

This policy covers all marked students' work including assignments, mid-term examinations, final examinations, research reports, internship reports, and capstone design projects.

4. Policy Statement

4.1 This policy provides guidance to departments and colleges on the procedures to be followed and materials that should or should not be archived.

4.2 Colleges should ensure the University policy on archiving of students' assessed work meets the requirements of their respective professional accreditation bodies. Where the professional body archiving requirements exceed those that are specified in this policy, those of the professional body shall take precedence.

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- 4.3 Copies of all assessment questions and past examination papers for all courses delivered in the University shall be held in electronic format in each department for at least 2 years from the academic year in which they were set. This is for quality assurance purposes such as to provide information to improve academic assessment processes, to support academic appeals and student complaints and professional or institutional accreditation visits. Copies of past examination papers shall also be kept in the University Learning Resources Centre for students' use.
- 4.4 The University recommends that students keep copies of their assignments on submission for marking to their course coordinators. Once marking is completed, marked assignments and mid-term examination papers shall be returned to students.
- 4.5 Marked final examination papers shall not be returned to students. However, every student has the right to see their marked final examination paper in the presence of an academic member of staff. Students are not allowed to take photocopies or photographs of marked examination scripts.

5. Key Stakeholders

Students and staff of the University.

6. Procedures and Guidance

- 6.1 Samples of marked and moderated examination papers and assignments shall be included in every course file prepared by the course coordinator at the end of each semester. Course files in the Colleges shall be electronic. The Centre for Language and Foundation Studies (CLFS) may maintain hard copies of course files.
- 6.2 A course file for every course delivered in the University shall be retained in the respective College/CLFS for two years or longer depending on the professional body requirements if any. Every course file shall contain the following information:
- Course descriptor
 - Course syllabus
 - List of students who were registered on the course
 - Course delivery schedule and timetable including details of office hours for student support
 - Record of moderation and all assessment briefs, assignments, mid-term and final examination papers including instructions to candidates, assessment criteria and marking guide for instructors as necessary
 - All teaching materials including power point slides, course notes for student use and any supplementary teaching materials with instructions for students as required
 - Results and final grade report. This should include samples of students' marked work to illustrate assessment policy in practice. One marked script should be included from the low, mid-range and high grades with student names and identification numbers redacted.
 - Student feedback questionnaire and analysis of results
 - Course Evaluation Report

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- Previous Course Evaluation Report.

6.3 Heads of Department are responsible to ensure that all marked final examination papers for each course are kept securely in each department for a period of at least two years following the year in which they were set.

6.4 At the end of the two-year period, Heads of Department are responsible to ensure that all marked final examination papers, uncollected assignments and reports are shredded and disposed of as confidential waste. Particular care must be taken by Departments to ensure that confidential information relating to the performance of any student in a course, examination or assignment does not get into the public domain.

7. References

Millar, A Laura (2017), *Archives: Principles and Practice*, 2nd Edition, Facet Publishing, London.

8. Revision History

Version	Author/ Reviewer	Revision(s) made and justification	Date