

Amendments to UPR IM11, Appendix I (Archiving and Retention of Prime Documents and Business Records) for 2024/25

This paper summarises the proposed amendments to UPR IM11 for the 2024/25 academic year.

1. Revised requirements for the retention of student work

OfS introduced revised conditions of registration B4 and B5 in May 2022. The guidance that accompanies these conditions sets out an expectation that a *provider should retain 'appropriate records' of assessed students' work, including for students who are no longer registered on a course, for a period of five years after the end date of a course.* Following a request for clarification on OfS' expectations for retaining work, supplementary guidance was published in March 2024. The University's response is outlined in UPR IM11, Appendix I, section 5.10:

	Record Series	Period for which the item is to be retained	Officer responsible for archiving, document retention and for maintaining the University's official record
5.10.13	<i>Examinations</i>		
	<i>Examination paper and marking scheme (on EDRMS)</i>	<i>Seven (7) years</i>	<i>Relevant Head (Student Administration Service)</i>
	<i>Physical examination scripts</i>	<i>Seven (7) years</i>	<i>School Business Managers</i>
	<i>Digital exam scripts (on EDRMS exams area)</i>	<i>Seven (7) years</i>	<i>School Business Managers</i>
	<i>Marks on Gradebook (on Canvas)</i>	<i>Seven (7) years</i>	<i>Chief Information and Digital Officer</i>
5.10.14	<i>Other written work or written elements of assessment (digital)</i>		
	<i>Assignment brief & marking scheme (on Canvas)</i>	<i>Seven (7) years</i>	<i>Chief Information and Digital Officer</i>
	<i>Marked student work (on Canvas)</i>	<i>Seven (7) years</i>	<i>Chief Information and Digital Officer</i>
	<i>Marked student work</i>	<i>Seven (7) years</i>	<i>School Business Manager</i>

	<p><i>stored on an alternative platform (e.g. digital media)</i></p> <p><i>Feedback on marked student work (on Canvas)</i></p> <p><i>Marks on Gradebook (on Canvas)</i></p>	<p><i>Seven (7) years</i></p> <p><i>Seven (7) years</i></p>	<p><i>Chief Information and Digital Officer</i></p> <p><i>Chief Information and Digital Officer</i></p>
5.10.15	<p><i>Practical work (laboratory work, student projects, group work, physical artefacts, performance, work assessed through observation, industry/ work placements)</i></p> <p><i>Assignment brief & marking scheme (on Canvas)</i></p> <p><i>Any marked student work (on Canvas)</i></p> <p><i>Marks on Gradebook (on Canvas)</i></p> <p><i>Feedback on marked student work (on Canvas)</i></p>	<p><i>Seven (7) years</i></p> <p><i>Seven (7) years</i></p> <p><i>Seven (7) years</i></p> <p><i>Seven (7) years</i></p>	<p><i>Chief Information and Digital Officer</i></p> <p><i>Chief Information and Digital Officer</i></p> <p><i>Chief Information and Digital Officer</i></p> <p><i>Chief Information and Digital Officer</i></p>