# UNIVERSITY OF HERTFORDSHIRE

ACADEMIC STANDARDS AND AUDIT COMMITTEE

**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:

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|  | **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* | *Examinations*  *Examination paper and marking scheme (on EDRMS)*  *Physical examination scripts*  *Digital exam scripts (on EDRMS exams area)*  *Marks on Gradebook (on Canvas)* | *Seven (****7****) years*  *Seven (****7****) years*  *Seven (****7****) years*  *Seven (****7****) years* | *Relevant Head (Student Administration Service)*  *School Business Managers*  *School Business Managers*  *Chief Information and Digital Officer* |
| *5.10.14* | *Other written work or written elements of assessment (digital)*  *Assignment brief & marking scheme (on Canvas)*  *Marked student work (on Canvas)*  *Marked student work stored on an alternative platform (e.g. digital media)*  *Feedback on marked student work (on Canvas)*  *Marks on Gradebook (on Canvas)* | *Seven (****7****) years*  *Seven (****7****) years*  *Seven (****7****) years*  *Seven (****7****) years*  *Seven (****7****) years* | *Chief Information and Digital Officer*  *Chief Information and Digital Officer*  *School Business Manager*  *Chief Information and Digital Officer*  *Chief Information and Digital Officer* |
| *5.10.15* | *Practical work (laboratory work, student projects, group work, physical artefacts, performance, work assessed through observation, industry/ work placements)*  *Assignment brief & marking scheme (on Canvas)*  *Any marked student work (on Canvas)*  *Marks on Gradebook (on Canvas)*  *Feedback on marked student work (on Canvas)* | *Seven (****7****) years*  *Seven (****7****) years*  *Seven (****7****) years*  *Seven (****7****) years* | *Chief Information and Digital Officer*  *Chief Information and Digital Officer*  *Chief Information and Digital Officer*  *Chief Information and Digital Officer* |