

Guidelines regarding the access and retention of assessment for Students on Taught Programmes

1. This guidance is in relation to the retention of all assessment submitted by students on taught programmes completed as part of an undergraduate and postgraduate award of the College, and taught aspects of research programmes where relevant.
- 2.

8. Examination scripts may not be returned to students, however for all other types of assessment once the appropriate marking, moderation and ratification process have been completed, and the specified period of retention has lapsed, they may be returned to students².
9. Where assessment is to be returned to students, Departments should ensure that this is clearly articulated and provision is made to ensure that confidentiality is maintained, for example assessment should not be given to any person other than the candidate without their express permission.
10. Where assessment of any type is not returned and is in hard copy or electronic form (ex