

Retention of Student Work Policy

This document sets out the policy for the retention of student work submitted for assessment.

Organisation: Falmouth University

Applies to: Students and Staff

Policy owned by: Deputy Vice-Chancellor

Required consultees: Quality Assurance & Enhancement, Legal & Compliance

Approved by: Learning, Teaching & Quality Committee

Date approved: 20 May 2026

Review date: May 2029

Retention of Student Work Policy

This document sets out the policy regarding the retention of student work and associated assessment materials submitted for summative assessment.

1 Key facts

You should familiarise yourself with the entirety of this policy, and we would particularly draw your attention to the following elements:

No.	Clause(s)	Description
1	5.1	All student work and associated assessment material will be retained for one year after the end of the academic year in which it was assessed.
2	5.2	Where physical items have been submitted for assessment, a digital record of the assessment will be retained rather than the artefact itself.
3	5.4	A representative sample of work will be retained for five years after the end of the academic year in which it was assessed.

2 Purpose

- 2.1** Falmouth University requires that student work is retained for specific periods of time in accordance with this Policy, and is then disposed of in an appropriate manner.
- 2.2** The University is committed to effective record management to meet legal and regulatory standards, meet institutional requirements, preserve its history, optimize the use of space, ensure efficient records retrieval, and minimise the cost of record retention.
- 2.3** This Policy is intended to provide standards and consistency in record keeping across the University, and to ensure the student work is retained for as long as is needed to:
- Inform student appeals and complaints
 - Provide sample work to assure the University and external agencies that its assessment processes comply with UK good practice
 - Monitor compliance with our agreement with students

3 Scope

- 3.1** All staff, students and other users associated with the University are required to abide by this Policy.
- 3.2** The Policy applies to formative and summative assessment in all its forms. It may be on paper, stored digitally or held on film or other media. It may include text, images, audio and video. It covers information transmitted by post, by electronic means, through live and recorded performance and by oral communication, both live and recorded.

4 Related information

4.1 This Policy should be read in conjunction with the following documents:

- [Data Privacy](#) information
- [Assessment, Marking & Feedback Policy](#)

5 Retention

- 5.1** All student work and associated assessment material will be retained for one year after the end of the academic year in which it was assessed.
- 5.2** Where physical items have been submitted for assessment, a digital record of the assessment will be retained rather than the artefact itself. Students will then be informed of the timescales for the return of such work and the place to collect it.
- 5.3** A representative sample of work will be retained for five years after the end of the academic year in which it was assessed.
- 5.4** Summative assessment briefs and marking criteria will be retained alongside student submitted work. Other types of assessment record may also be retained to aid judgement of assessment quality and credibility, for example summative feedback records.
- 5.5** A suitable sample of assessments in a module will be one piece of work from each classification band, or 10% of submissions whichever is the greater.

6 Disposal

- 6.1** Digital records and any physical work that has not been collected by the required date will be disposed of after the required retention period has passed.
- 6.2** The disposal of student work will be undertaken in a secure manner.

7 Sharing assessments with third parties

- 7.1** The circumstances under which assessments may be shared with third parties include the following:
- sharing with other staff employed by or contracted by the University (e.g. for moderation)
 - external examiners/professional statutory regulatory bodies (to assure standards)
 - anonymised up-loading to databases used to detect academic misconduct
 - where requested by legal and/or regulatory bodies (e.g. the Office for Students, the Office of the Independent Adjudicator or the police)
 - where agreement is subsequently sought and obtained from the data subject(s).

8 Contact for further information

- 8.1** The University's Information Governance Team provides tools, advice and guidance to ensure that University records are maintained according to legislation and best practice:
ig@falmouth.ac.uk.

Version control

Purpose/change	Author	Date
Original document approved by AQSC	QAE	29/07/2025
Updated to reflect new approaches to the submission and retention of assessment including the University's adoption of the digitally-led approach to assessment	SPA/QAE	21/07/2021
Updated to remove information about submission (now included in the Assessment, Marking and Feedback Policy) and update retention in view of OfS Condition B4.	QAE	20/05/2026