

SUBMISSION AND RETENTION OF STUDENT WORK POLICY

We regularly review and update our regulations and policies, including this policy. Accordingly, the following changes have been made from the Submission and Retention of Student Work Policy in place during the 2020-2021 academic year.

Clause(s)	Description
N/A	Addition of changes and key facts sections
Various	Extensive rewrite of the policy in plain English and student-facing language, and reordering of sections.

Key facts

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

Clause(s)	Description
5.10	It is the responsibility of students to: <ul style="list-style-type: none"> • check that your assessment submission meets the published specified format and is accessible to staff responsible for marking; • Ensure that the submission of assessment is complete (i.e. uploading is complete) by the time of the published deadline; • Ensure the submission is submitted to the correct location (e.g. the correct module on the VLE)
5.11	Where an extenuating circumstances application for the assessment being submitted has been made, the submission of the work will supersede the extenuating circumstances application: by submitting work you declare that you are well enough to do so.
5.12	Students may not attempt to edit online submissions after the published deadline: modifying work after the deadline may cause your work to be recorded as late or as a non-submission.
7.1	Assessments may be shared with external examiners and up-loaded to databases used to detect academic misconduct.

1 Introduction

- 1.1 This document sets out Falmouth University's policy regarding the submission and retention of student work submitted for assessment purposes.
- 1.2 Falmouth University requires that student work is submitted and retained for specific periods of time in accordance with this Policy, and is then disposed of in an appropriate manner.

1.3 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.

1.4 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 the assessment process
- 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

2 Scope of Policy

2.1 All staff, students and other users associated with the University are required to abide by this Policy.

2.2 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.

3 Key contacts and responsibilities

3.1 The Academic Quality & Standards Committee is responsible for the Submission and Retention of Student Work Policy.

3.2 The University's Information Governance Team provides tools, advice and guidance to ensure that university records are maintained according to legislation and best practice.

3.3 Directors of academic departments, as Chairs of their Department Committee, are responsible for ensuring that assessment within their department is managed in accordance with this Policy.

4 Definitions

4.1 Formative assessment

- Can take the form of a range of tasks undertaken by students that help tutors effectively support students to understand their progress toward the learning outcomes of the module. Formative assessment does not contribute to the overall outcome of the assessment or module, i.e. whether it is passed or failed. In some cases formative assessment tasks may be combined to form a summative assessment (e.g. the iterative development of a portfolio where only the whole portfolio is marked)

4.2 Summative assessment

- Formal assessments used to assess student attainment of learning outcomes at and beyond the threshold level and determining whether an assessment or module is passed or failed.

5 Format and submission of work

- 5.1 The format of each assignment shall be defined by the Department, in line with the approved module documentation, prior to the commencement of a module.
- 5.2 The University has adopted a digitally-led approach to assessment: wherever possible, assessment will be designed to be submitted in a digital format.
- 5.3 The date and time of submission shall be defined by the Department prior to the commencement of a module and published to students at the start of the module via the Virtual Learning Environment (VLE). The published assessment date may not be changed without the agreement of the Chair/Deputy Chair of Academic Quality and Standards Committee.
- 5.4 The method of submission shall be defined by the Department prior to the commencement of a module and published at the start of the module. The method of submission may also stipulate (among other things) mediums, file types and sizes (physical and digital) which it is the students responsibility to adhere to.
- 5.5 The place of submission may be:
- Online, via the VLE
 - At the place of delivery (e.g. for performance, seminar presentations, studio)
- 5.6 Submission via email is not permissible.
- 5.7 All Assessment submissions work shall be formally logged on submission, to record the date and time received.
- 5.8 The University encourages innovative methods that support authentic assessment. Where this requires the use of a third-party platform this must be discussed in advance with the Digital Learning Team. Where the use of a third-party platform is agreed the submission must be formally validated via a separate submission to the VLE as defined by the Course Team (e.g. a url link).
- 5.9 Performances and other types of student work which are ephemeral in nature must be recorded to facilitate assessment.
- 5.10 It is the responsibility of students to:
- 5.10.1 check that your assessment submission meets the published specified format and is accessible to staff responsible for marking;
 - 5.10.2 Ensure that the submission of assessment is complete (i.e. uploading is complete) by the time of the published deadline;
 - 5.10.3 Ensure the submission is submitted to the correct location (e.g. the correct module on the VLE)
- 5.11 Where an extenuating circumstances application for the assessment being submitted has been made, the submission of the work will supersede the extenuating circumstances application: by submitting work you declare that you are well enough to do so.

5.12 Students may not attempt to edit online submissions after the published deadline: modifying work after the deadline may cause your work to be recorded as late or as a non-submission.

6 Retention and disposal of student work

6.1 Where physical items have been submitted for assessment, students shall be informed of the timescales for the return of work, and the place to collect it.

6.2 For quality assurance purposes, a representative sample of work shall be retained for 3 years after the end of the academic year in which it was assessed. Digital submissions will be retained for six years.

6.3 A suitable sample of assessments in a module shall be one piece of work (or 10% of submissions) from each classification band, or 10%, whichever is the greater.

6.4 Where a student has submitted a complaint or appeal, the relevant assessments shall be retained for 6 years after the end of the academic year in which it was assessed.

6.5 Subject to the above, student work shall be available for collection by the creator, or disposed of, one study block after the end of the academic year in which it was assessed.

6.6 The University shall provide resource for the retention of digital assessments in accordance with this policy and the data retention schedule.

6.7 Physical copies of assessments shall only be retained in exceptional cases, where it is not possible to hold a digitised copy. They shall be stored in an appropriately secure physical archive by the Academic Department.

6.8 Questions regarding the retention of student work should be addressed to the University's Information Governance Team.

6.9 The disposal of student work must only be done on the authority of the relevant Department, and in compliance with the University's Data Retention policy.

6.10 The disposal of student work must 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 will be specified by the University, and include sharing with other staff employed by or contracted by the University (e.g. for moderation), external examiners/professional statutory regulatory bodies (to assure standards) and anonymised up-loading to databases used to detect academic misconduct.

7.2 Assessments shall not be shared with third parties unless that use is explicitly covered by 7.1 the statement, or unless agreement is subsequently sought and obtained from the data subject(s).

VERSION CONTROL

PURPOSE/CHANGE	AUTHOR	DATE
Original document approved by AQSC	QAE	29/07/2015
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