

## Document

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Responsible Owner	Academic Registry
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Brief Description of Policy	This document sets out the Navitas University Partnerships Europe (UPE) policy and procedure for Retention of Student Work.

## Version Control

Date	Version	Summary of changes	Approver
June 2024	2024_01	New Annex to NPR QS09 Assessment	NUKH Academic Board

## Key Related Documents

Document Name	Location
Navitas Records Management, Retention and Disposal Policy	Policy HUB

## Introduction

This document sets out the Navitas University Partnerships Europe (UPE) policy and procedure for the Retention of Student Work submitted for assessment purposes. Navitas UPE has, as part of its corporate code of practice, a commitment to continuous improvement and the UPE College\* network has demonstrated its adherence to this commitment through the implementation of a Retention of Student Work procedure in each College. Navitas UPE has a long history of, and commitment to, the provision of quality services and support to students. It recognises the importance of engaging students early in their learning experience and places immense value on the Student Voice. Working together with students, our teaching and support staff are committed to providing an education and student experience that is shaped, reviewed and enhanced in spirit of partnership and co-determination.

*\*Please interpret 'College' as 'Campus' where applicable*

## Scope of Policy

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

## Purpose

To ensure that Navitas UPE complies with the Office for Students (OfS) Quality and Standards B4 and B5 Conditions, Navitas UPE requires that student work be submitted and retained for specific periods of time in accordance with this Policy and is then disposed of in an appropriate manner.

Navitas UPE is committed to effective record management to meet legal and regulatory standards, meet institutional requirements, preserve its history, optimise the use of space, ensure efficient records retrieval, and minimise the cost of record retention.

This Policy is intended to provide standards and consistency in record keeping across all Colleges, and to ensure the student work is retained for as long as is needed to:

- Inform the assessment process
- Inform student complaints and academic appeals
- Provide sample work to assure the College and external agencies that its assessment processes comply with higher education sector best practice
- Monitor compliance with our agreement with students

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.

## Key Contacts and Responsibilities

The Navitas UPE Academic Registry is responsible for the **Annex A: Retention of Student Work**.

The Navitas Global and Divisional Privacy Team will provide tools, advice and guidance to ensure that College records are maintained according to legislation and best practice.

The Director of Academic and Student Services is responsible for ensuring that assessment within their college is managed in accordance with this Policy.

## Definitions

Formative assessment - Can take the form of a range of tasks undertaken by students that help academic staff 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.

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.

## Retention and Disposal of Student Work

All assessment submissions work shall be formally logged on submission, to record the date and time received.

For quality assurance purposes, an assessment submission will be retained for five years after the end date of the student's programme at Navitas UPE. The College shall provide resource for the retention of assessments in accordance with this policy and the **Navitas Records Management, Retention and Disposal Policy**. 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 Director of Academic and Student Services. Questions regarding the retention of student work should be addressed to the Divisional Privacy Team.

The disposal of student work must only be done on the authority of the Director of Academic and Student Services, and in compliance with the **Navitas Records Management, Retention and Disposal Policy**. The disposal of student work must be undertaken in a secure manner.

## College Closure

Should a college close whilst holding student assessments, the below guidance is to be followed:

- Where possible, all physical work should be digitised
- Any remaining physical work should be stored in a mutually agreed location between College and University Partner, only accessible to a senior member of staff with the authority to access the work
- The work should be stored in boxes, labelled with the relevant academic year
- Once it reaches five years after the end date of the student's programme at Navitas UPE, physical work should be destroyed in a secure manner

## Policy Review

This policy will be reviewed every two years unless there are internal or legislative changes that necessitate an earlier review.