

Access To and Retention of Examination Papers and Other Work

Policy Category:	Examinations
Subject:	Access To and Retention of Examination Papers and Other Work
Subsections:	Student Access to Examination Papers and Other Work; Submitting or Returning Student Assignments, Tests and Exams; Retention of Examination Papers and Records
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Related Procedures:	*
Officer(s) Responsible for Procedures:	*
Related Policies:	*
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STUDENT ACCESS TO EXAMINATION PAPERS AND OTHER WORK

In the event that a student requests it, an instructor shall produce and review* with the student all papers (final examination or other) not returned to the student and for which a mark has been assigned. A student who has appealed in writing to a departmental chair (or dean in faculties without departmental structure) shall be granted access, upon his or her request, to such papers under supervisory arrangements established by the appropriate dean.

*In the course of this review, the student shall be entitled to see the paper.
[Note: Students are reminded that there are deadlines for submitting requests for relief. See Academic Rights and Responsibilities section of the Calendar.]

SUBMITTING OR RETURNING STUDENT ASSIGNMENTS, TESTS AND EXAMS

All student assignments, tests and exams will be handled in a secure and confidential manner. Particularly in this respect, leaving student work unattended in public areas for pickup is not permitted.

RETENTION OF EXAMINATION PAPERS AND RECORDS

Departments (or Faculties without departmental structure) shall require all instructors to maintain complete records of all marks/grades (and their relative weights) for individual assignments, tests, etc., which are used in calculating the final overall mark/grade in a course for a period of twelve months from the date of the last use*.

Departments (or Faculties without departmental structure) shall retain all papers (final examination or otherwise), which have not been returned to the student and for which a mark has been assigned, for a period of twelve months from the date of the last use*. This retention period applies also to reports, tests and examinations for on-line courses for which a mark has been assigned.

Department Chairs will make arrangements for storing such papers either with instructors or in a departmental depository. Instructors are expected to provide complete records to the Department or Faculty upon request. It is the duty of every faculty member who will be leaving the University temporarily or permanently at the end of the teaching term to formally transfer his/her records and exam papers to the Chair of a Department (or his or her designate) or the Dean of the Faculty (for Faculties without departmental structure).

Records for online (WebCT) courses which have been graded will be retained by the Department of Information Technology Systems for a period of twelve months from the date of the last use*, at which time they will be erased. Only the final submission on WebCT will be retained. "Wiki" records, which allow students to interact on group assignments, will not be retained once the course is finished.

The Teaching and Learning records retention and disposal schedule is at the following Web site:

<https://www.lib.uwo.ca/archives/westernsretentionanddisposalschedulesteaching.html>

* Last use will be interpreted as the date of the last class if there is no final examination, the date that the marks were submitted after the final examination, or, if an appeal has been made, the date the student is informed of the decision on the appeal, whichever is later.