

University of Liverpool

Assessed Work Retention Policy

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Document Status	New policy		
Effective Date	1 August 2025		
Review Period	Annual including a review of all central/ local systems used to store assessed work		
Responsible Department	Information & Records Management, IT Services (author) Academic Quality & Standards Department (owner)		
Policy Author	Michelle Alexander, University Information & Records Manager		
Approval Route	Committee	Submission Date	Approved?
	Academic Quality & Standards	12.6.2025	Yes
	Senate	25.6.2025	Yes
Linked Documents	Related policies and guidance indicated in Section 5 of policy. Also see: https://www.officeforstudents.org.uk/media/aqgf1xtu/supplementary-guidance-retention-of-assessed-work.pdf		
Does this replace any previous policies?	No		
Consultation	IT Services systems teams APVCs for Education and their nominees Office for Students Group		
Equality Impact Assessment (Evidence of due regard to Public Sector Duty and Equality Act)	The new retention requirements may affect which assessment type(s) Schools chose to set, because they need to keep those records for six years in line with the stipulations set out in the policy. This may have some impact on different groups and the point has been made to Schools that they need to be able to justify their decisions in this area. However, the policy itself is specifically on the retention of the assessed work and related records. This should have no impact as it is purely aimed at ensuring that all students' work is retained for a consistent and appropriate amount of time.		
Regulatory/ Compliance	This policy's purpose is to meet OfS requirements in terms of quality assurance. It is policy is purely about the correct retention of assessed work so there is no impact on freedom of speech or academic freedom issues.		
Data Protection	There will be personal data captured as part of the assessments. This policy will ensure assessments are retained appropriately and securely and destroyed at the correct time.		
Communication	See '2. Responsibilities' for the people responsible for communicating the policy.		

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1. Scope

- 1.1 The Office for Students (OfS) requires a record of assessed work to be retained for five years from the end of a programme. The University of Liverpool has chosen to round this up to six years, in line with the Limitation Act and the retention period for many other student files, and this policy sets out how the University will meet this requirement.
- 1.2 The policy only applies to assessed work and records relating to assessed work for any award given by the University. Most student records, including progression, appeals, extenuating circumstances and so on, are already retained for six years after graduation. This policy is specifically about the assessed work itself, and records relating to it and aims to ensure that we can meet the OfS requirements referenced above.
- 1.3 This guidance is for the attention and action of all academic and professional services staff who are involved with students' assessed work and will be disseminated regularly via appropriate channels.

2. Responsibilities

- 2.1 The Academic Quality and Standards Committee (AQSC) is responsible for approving each version of the policy, encouraging its implementation and communication about the correct management of assessed work and related records to all University staff.
- 2.2 The University Information & Records Manager is responsible for maintaining the policy and for promoting and supporting best practice across the University.
- 2.3 IT Services are responsible for applying the correct retention to assessments held on centrally managed systems. N.B. local systems owners responsible for applying the correct retention on local systems (see 4.4 below).
- 2.4 Associate Pro Vice Chancellors (Education) and Deans are responsible to the Senior Leadership Team for disseminating this policy and ensuring its implementation.
- 2.5 Module leaders are responsible for ensuring that assessed work for their module is retained in an appropriate manner in line with the requirements set out in this policy.
- 2.6 All members of staff who deal with assessed work and/ or related records, e.g. professional services staff supporting module leaders, are responsible for doing so in accordance with this policy.

3. Aims and objectives

- 3.1 To meet the University's obligation to retain assessments and other records relating to assessed work for six years from the end date of the course, as described under section 1 'Scope'.
- 3.2 To ensure the relevant information is retained in a way that enables easy retrieval if required.
- 3.3 To ensure that the information is held securely with appropriate access permissions.
- 3.4 To ensure all the information is disposed of in a timely manner, once it is no longer required.

4. Implementation and resources

- 4.1 This section lists general points for Schools to bear in mind when agreeing their approach to setting and recording assessments. The appendix also gives detailed information on the different types of assessment and how to deal with each.
- 4.2 Work submitted via a centrally managed assessment system will be captured and retained properly. This currently includes Canvas, Pebblepad, Mobius, Panopto, BuddyCheck and Turnitin (this list will be reviewed annually as part of the policy review, but any interim changes should be documented as required).
- 4.3 Paper files can be stored for the six-year retention period either in secure local storage or in the University Records Centre if they have confirmed they have capacity. Please notify Information & Records Management (see webpage in section 5) at the earliest opportunity, if you require this service.
- 4.4 Assessments may be held on software and systems not managed by IT Services if required for certain courses. If this is done, then it must be approved by Associate Pro Vice Chancellors, or someone nominated by them and noted at Faculty Academic Quality and Standards Committee. A designated system owner must have responsibility for managing the system and applying the correct retention and the University Information & Records Manager must be informed so that it can be added to the list of local systems.
- 4.5 Assessments that count towards the final award should not be stored on PollAnywhere, Evasys, Ally, Respondus. Assessments should not usually be stored on shared drives or within M365, e.g. Teams, SharePoint, OneDrive. If this is done, then it needs to be agreed as an exemption, as per 4.4 above, and the correct permissions and retention lengths must be applied.
- 4.6 Records should not be kept on personal storage such as OneDrive or M drives.
- 4.7 In the past, assessments may have been stored in places that are now not appropriate, including but not limited to M365 Teams, OneDrive and SharePoint. Departments should move assessments to more appropriate locations, with the assistance of IT Services if required, or apply an exemption as per 4.4 if necessary.

4.8 Note that PhD theses are retained permanently by the University Library. Sometimes, departments may wish to retain assessed work for other reasons, e.g. as examples for future students. It is unlikely that work over six years old would be as relevant, and such uses of assessed work should only be done in a transparent way, with the students aware that their work will be shared.

5. Related policies, guidance and contacts

5.1 This policy should be used in conjunction with other relevant University policies and guidance, including but not limited to:

- [Code of Practice on Assessment](#)
- [Data Protection and Freedom of Information Policies](#)
- [University Records Retention Schedule](#)
- [Information security policy](#), supported by the [IT Acceptable Use Policy](#) and the [Information Protection Guide](#)
- Guidance note on Student Files and Assessed Work, available via the [Information & Records Management webpages](#) (N.B. you need to be logged into M365 with a UoL account to access)

5.2 Departments must ensure their records comply with any external guidelines, policies or legislation, including but not limited to UK Data Protection, Freedom of Information, auditors, accreditation bodies and regulators, including the Office for Students.

5.3 Any queries or proposed amendments should be referred to the University Information & Records Manager: Michelle Alexander m.alexander@liverpool.ac.uk

Appendix

This table gives their guidance on what needs to be kept for each type of retention, with an additional column indicating how this should be done in practice at the University of Liverpool. All assessed work should be retained for six years from the end of the programme.

If you do not meet the recommendations laid out in the final column, you will need to have agreement as per 4.4. above for the exemption.

The full guidance can be viewed at:

<https://www.officeforstudents.org.uk/media/aqgf1xtu/supplementary-guidance-retention-of-assessed-work.pdf>

Assessment	Examples of what is submitted or assessed?	Examples of records relating to the assessment process	What should be retained?	What is the recommendation for UoL?
Written work or any written elements of assessment (whether produced in a physical or digital format)	Exams, essays, dissertations, multiple choice questions, posters, content of presentations, fieldwork notebooks, lab reports or write-ups, personal journals	Mark and feedback	Assessment brief Record of assessment All physical or digital written work. If in a physical form, it could be digitised	Work submitted on centrally managed assessment systems (see 4.2) with retention applied by ITS Paper files stored in University Records Centre or in local, secure and access-controlled storage for six-year period

Practical work – laboratory	Any written work	Mark and feedback A photo A video	Assessment brief Record of assessment of the work along with any written student submission	For work that cannot be retained, such as large models and sculptures, or does not have a physical form, such as performances, presentations or practical work, some appropriate representation of the work should be captured, such as a photos/ videos and/ or detailed observational notes. To reduce the administrative burden of this, it may be appropriate to make the submission of some of these records part of the assessment, e.g. they do the practical task and also upload something that captures it, such
Physical artefacts	Sculptures, textiles, fashion and artwork	Mark and feedback A photo A video	Assessment brief Record of assessment	
Digital media	Film, video, podcast	Mark and feedback	Assessment brief The digitally recorded work and record of assessment	
Performance	Dance, drama, music, production	Mark and feedback A photo A video A recording	Assessment brief Record of assessment	
Any type of work that is assessed through observation	Clinical observation Sport (practical) Debates Objective Structured Clinical Examination (OSCE) Vivas Moots	Mark and feedback A photo A video A recording	Assessment brief Record of assessment / assessor observations	

	Presentations			as photographs. Note that such records should be moved to an appropriate storage location with the correct access permissions and retention applied. For example, meeting recordings must be moved to avoid auto-expiry being applied or other staff being unable to access if needed.
Continuous assessment, including continuous assessment of industry and work placements	Any written or digital media elements	Mark and feedback Relevant documentation –e.g. employer reports	Assessment brief Record of assessment along with any written or digital media elements	
Group work	Any written or digital media elements	Mark and feedback Relevant documentation –e.g. peer feedback	Assessment brief Record of assessment along with any written or digital media elements	