Retention of Assessed Work Policy

APPROVED BY ACADEMIC BOARD ON 12 OCTOBER 2026

Applies to:	
Harrogate College	
Keighley College	
Leeds City College	
Leeds Conservatoire	X
University Centre Leeds	X

CHANGE CONTROL

Version:	2	
Approval route HoDs, Academic Boards, Leeds Conservatoire and UCLeeds Board of Governors		
Approval committee (ELT, SELT, Board)	**Date approved**	**Version**
Academic Board	July 2024	1
Academic Board	October 2026	2
Name of author:	HE Registry	
Name of responsible committee:	Academic Board	
Related policies: (list)	None	
Equality impact assessment completed	**Date:**	10.26
	Assessment type **X Full** **☐ Part** **☐ Not required**	
Environmental Impact Assessment Completed	**Date:**	10.26
	☐ Yes **☐ No** **X Not required**	
Policy will be communicated via:	Committee structure, website	
Next review date:	December 2029	

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1. AIM/SCOPE

This policy applies to Leeds Conservatoire and University Centre Leeds higher education provision, which includes that offered within the FE colleges in the Luminate Education Group, namely Leeds City College, Harrogate College and Keighley College. It is designed to inform staff, applicants and stakeholders of the regulations on the retention of higher education students assessed work and covers both students summatively-assessed work, of all types, and materials that support the assessment process (for example assessment briefs, marking schemes).

The policy responds to the Office for Students (OfS) expectation for higher education providers to document the evidence and analysis that has informed its decision about the assessed work it will retain, and the reasons for this, demonstrating why it is considered to be reasonable.

2. POLICY STATEMENT

Leeds Conservatoire and University Centre Leeds are to retain appropriate records of summatively-assessed students' work, including the work of students who are no longer registered on a course. Records should be kept for a period of five years after the end date of a course.

3. CONTEXT AND REASONS FOR THE POLICY

As higher education providers registered with the OfS, Leeds Conservatoire and University Centre Leeds must, among other requirements:

- assess students effectively using assessments that are valid and reliable;
- grant students with credible awards;
- make sure that they follow standards recognised by the higher education sector when they do so.

The Leeds Conservatoire and University Centre Leeds Retention of Assessed Work Policy aligns with the OfS conditions of registration, specifically Condition B4: Assessment and Awards and Condition B5: Sector-recognised standards, in the context in which each provider operates. In order to reach a judgement about a provider's compliance with the requirements of these conditions, OfS require access to primary evidence including students' summatively-assessed work.

As such, Leeds Conservatoire and University Centre Leeds must retain appropriate evidence of students summatively-assessed work together with appropriate supporting materials. This may include, for example, assessment briefs, examination question papers, marking criteria, mark schemes, model answers, submission deadlines, and so on. Summatively-assessed work and supporting materials must be kept for a period of five years after the end date of a course to meet academic, statutory and regulatory requirement and legal obligations.

4. POLICY AIMS/OBJECTIVES

Staff, students, prospective students and students' employers and sponsors will understand:

- The reasons for retaining student work and associated materials;
- What assessed work is to be retained;
- What records are to be retained for different types of assessed work;
- When retaining a sample of assessed work would be an appropriate record.

5. KEY PRINCIPLES

Academic departments/schools are to retain appropriate records of students summatively-accessed work together with contextual documentation that inform the assessment process, such as

assessment briefs and mark schemes, and to ensure such work is available in the case of appeal. See Annex A for guidance as to what assessment materials should be retained for different types of assessment. The documents retained must allow for judgments on rigour of assessment to be made, to draw reliable conclusions across the provision, in relation to compliance with OfS's conditions of registration B4 and B5.

Retained documentation will also be used to support the External Examiner process and where appropriate provide information to support the complaint and appeal process.

Appropriate records should be retained for a period of five years after the end date of a course, unless a longer period is stated by an awarding body and must facilitate judgement about the effective assessment and credibility of the awards conferred. This also applies to work undertaken by students who left the course before the end date.

The disposal of student work must only be done on the authority of the relevant Department, and in compliance with Luminate Education Group's Data Retention and Records Management Schedule.

Where submitted work is coursework and this has been returned to the student for the purposes of providing feedback, academic departments/schools should ensure that a copy has been retained within the academic departments/schools. Where assessments are submitted electronically academic departments/schools may wish to consult the appropriate digital/learning technology team to ascertain whether the chosen submission method fulfils the assessment and administrative requirements.

Past marks may be used to analyse trends in results in order to evaluate the maintenance and development of academic standards. These will be obtained from the student record system and/or archived Registry records.

5.1 Sampling

In some instances, retaining a sample of assessed work will be considered an appropriate record i.e where the assessed work for a cohort would require a large storage space for retention or a large data storage file. In such a case, the sample of retained work should be sufficiently large and comprehensive for the OfS to draw reliable conclusions about the entirety of the provision.

Where sampling is appropriate, academic departments/schools should agree this with Registry, documenting the basis and reasoning for its decisions re size and selection prior to implementing this. The OfS expect samples of assessed work to be selected appropriately and to contain sufficient information, including to enable the OfS to:

- Consider the assessment of modules and courses for the full range of student achievement over time.
- Consider the assessed work for an individual student across all years of their course where those assessments contribute to an award, and for the sample of individual students to represent the full range of student achievement.
- Be confident that any sample was representative, rather than selected to present the most positive picture.

6. REVIEW

Owner: Registry

Introduced: July 2024
Last review: October 2026
Next Review: December 2029

The Provider reserves the right to review the policy at any time. This policy is reviewed regularly to ensure it remains effective and inclusive.

Change Summary		
Version	**Date**	**Summary of Changes**
2	October 2026	General administrative changes have been made including: • Addition of the word 'summatively' ahead of 'assessed work' where applicable; • Clarity that assessed work should be available in the case of appeal. • Clarity that the policy applies to work undertaken by students who left the course before the end date

Annex A: Types of student work and associated forms of assessment (to be retained for a period of five years after the end date of a course)

Assessment	Examples of what is submitted or assessed?	Examples of records relating to the assessment process	What should be retained?
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
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
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 Presentations	Mark and feedback A photo A video A recording	Assessment brief Record of assessment / assessor observations
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