

# Submission and Retention of Student Work

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## 1. Scope

- 1.1. This document sets out Design School Asia's policy regarding the submission and retention of student work.
- 1.2. Design School Asia 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 School 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 minimize the cost of record retention.
- 1.4. This Policy is intended to provide standards and consistency in record keeping across the School, 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 School and external agencies that its assessment processes comply with HK good practice.

## 2. Scope of Policy

- 2.1. All staff, students and other users associated with the School 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 electronically 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 Information Office is responsible for the Submission and Retention of Student Work Policy.
- 3.2. The School's Information Officer provides tools, advice and guidance to ensure that university records are maintained according to legislation and best practice.
- 3.3. Directors of academic departments are responsible for ensuring that assessment within their department is managed in accordance with this Policy.

## 4. Definitions

- 4.1. Formative assessment: a range of assessment procedures which help tutors identify concepts that students are struggling to understand, skills they are having difficulty acquiring, or learning standards they have not yet achieved so that adjustments can be made to lessons, instructional techniques, and academic support. These results do not contribute to the overall outcome of the assessment or module, ie, whether it is passed or failed.
- 4.2. Summative assessment: formal assessments used to measure work against benchmarks and standards and to determine 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 prior to the commencement of a module.
- 5.2. Wherever possible, submission in an electronic format shall be preferred.
- 5.3. The date and time of submission shall be defined by the Department prior to the commencement of a module.
- 5.4. The method and place of submission shall be defined by the Department prior to the commencement of a module.
- 5.5. The place of submission may be online, via VLE or student information system. Submission via email is not permissible.
- 5.6. All work shall be receipted on submission, to record the date, time and person receiving the work.

## **6. Retention and disposal of student work**

- 6.1. 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 sample of work shall be retained for three years after the end of the academic year in which it was assessed.
- 6.3. A suitable sample of assessments in a module shall be one piece of work 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 three 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 author, or disposed of, one study block after the end of the academic year in which it was assessed.
- 6.6. Academic Departments shall create a workspace within VLE or other approved secure shared electronic resource for the retention of electronic copies of assessments.

- 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 School's Information Officer.
- 6.9. The disposal of student work must only be done on the authority of the relevant Department, and in compliance with the School's Data Retention policy.
- 6.10. The disposal of student work must be undertaken in a secure manner.

## **7. Retention and disposal of student work**

- 7.1. The circumstances under which assessments may be shared with third parties will be specified by the School. This shall be made explicit to the data subject when the data are collected, or prior to that.
- 7.2. Assessments shall not be shared with third parties unless that use is explicitly covered by the statement, or unless agreement is subsequently sought and obtained from the data subject(s).

## Document version control

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