



## Examination Script and Assessment Storage

### Change in Policy and Guidance for Examiners and Other Involved in University Examinations

1. As soon as a complaint or appeal is received<sup>1</sup>, the Proctors' Office will notify the relevant department which will be responsible for locating and retaining scripts. Where the candidate is taking a joint schools degree, the lead school will be notified.
2. All of the papers completed by the candidate in that academic year should be located and retained (i.e. not only the paper(s) about which they have appealed):
  - a) For candidates appealing against FPE results, all FPE scripts for that candidate should be retained. Scripts from subsequent years (i.e. FHS papers) do not need to be retained unless a further appeal is received;
  - b) For candidates appealing against the results of part one of a two-part FHS (or part two of a three-part FHS) the scripts for that year should be retained. Where such scripts are normally kept for consideration by the final exam board at the end of the programme, which is the usual expectation, they may be kept with the cohort, but should be clearly labelled to ensure that after classification the scripts are separated and kept until the 2 year destruction date. Papers for all parts of the FHS should be retained;
  - c) For candidates appealing against the results of the final part of a multi-part FHS, final year scripts and all scripts held from earlier parts should be retained;
  - d) For candidates on courses with continuous (year-round) assessment, such as the Master of Business Administration, the scripts from all examinations already completed in the same academic year should be retained. Subsequent examination scripts do not need to be retained unless a further appeal is received;
  - e) For candidates on all other taught courses, the scripts for all summative elements of the award should be retained.
3. Where the scripts have been sent to the Examination Schools for storage, departments may use the notification letter from the Proctors' Office to gain access to the storage facility and remove the scripts. *Please refer to the revised guidance for departments on the labelling and packaging of scripts for storage in this document to aid in the accurate and timely retrieval of scripts.*
4. Once the investigation of the complaint or appeal is complete, the Proctors' Office will provide a date for destruction that is two years after the completion date of the investigation of the appeal or complaint or the predicted completion date of the student's course, whichever is the longer.
5. Scripts retained as a result of this process must be stored within departments as there are no facilities at Examination Schools or the Proctors' Office for long-term storage. Scripts must be stored securely and shredded when the date for destruction has passed.

<sup>1</sup> Except those wholly unrelated to academic performance such as complaints of harassment or complaints about University-provided services, teaching facilities etc.



6. After the Proctors' Office has notified a department of an appeal it will be the department's responsibility to ensure that the material has been located and stored in accordance with the policy. Any queries about what material should be retained should be addressed to the Proctors' Office. Any material stored under this policy may be requested by the Proctors or the Office of the Independent Adjudicator and must be made available if required. If a department discovers that any scripts have been accidentally destroyed, the Proctors' Office should be notified immediately.

### **Guidance for departments on preparing scripts for storage at the Examination Schools**

Please note that if you intend to store your exam students work at the Examination Schools, work will be retained in the Examination Schools script store for six months only. All papers will be destroyed six months after the results have been published.

#### **We can store:**

- Scripts;
- Submissions;
- Material up to 6 months since results published (or longer for multipart).

#### **We cannot store (Department must retrieve and retain):**

- Exam board notes, marks sheets, minutes;
- Material for intermitted candidates;
- Material for candidates who have submitted appeal/complaint.

#### **Preparing work for storage**

The instructions below are provided as advice to departments who wish to store work at the Examination Schools. It is your responsibility to ensure work is labelled clearly and correctly before being deposited for storage so that it may be retrieved easily should the Proctors require you to locate a candidate's work at a later date, such as in the event of a complaint or appeal. We recommend storing work in the following way to locate work easily:

- Collate all work (exam scripts and submitted work) for each candidate together, clearly labelled with their candidate number;
- File candidates in order of candidate number in archive storage boxes;
- Label each archive storage box with the Course, Year, and candidate number range contained within each box.

#### **Depositing exam scripts & submissions for storage**

- All items should be deposited in sturdy, sealed, A4 sized boxes – or format that can be easily manoeuvred by hand and not excessively heavy (rule of thumb, if you can't lift the boxes neither can we).
- All boxes must be clearly labelled with Course, Year, and candidate number range contained within each box (a template label is available online at <http://www.admin.ox.ac.uk/ac-div/examinations/services/>).



- Please book a date and time to deposit work for archiving with the Exam Services Team by emailing [exam.services@admin.ox.ac.uk](mailto:exam.services@admin.ox.ac.uk) – both to ensure your arrival does not clash with a large-scale event in the building, and so that we have staff on-hand to help move boxes.

We do not have a delivery van at our disposal to assist with the moving of scripts. If you do not have a departmental courier to deliver scripts, we would advise you organise for a member of staff to travel by taxi to the Examination Schools together with all the boxes to be delivered.

**Further Information**

Further information is available from the Exam Services Team: [exam.services@admin.ox.ac.uk](mailto:exam.services@admin.ox.ac.uk).