# Retention of Assessed Work

To meet OfS requirements for the retention of assessed work, we will need access to a sample of all assessed work for 5 years. Blackboard sites are now retained for a period of 5 years from the end date of the course and will contain an Assessment brief, the record of assessment marks in Gradebook (also retained in SITS) for all assessment and the submitted work and feedback for online submission.

For paper-based examination, Hallam will retain, for five-years, a sample of assessed work, this may be in the original paper-based version or digitised.

For physical artefacts, performances and observations, a digital sample needs to be retained on Blackboard. This may mean assessment briefs will need to be edited to include the submission of a digital record. This may also to apply to any continuous assessments or groupwork assessment which are submitted on alternative online platforms.

Below is a table of the University’s agreed approach for different formats:

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| **Assessment** | **Examples of what is submitted or assessed?** | **Examples of records relating to the assessment process** | **What should be retained?** | **How long should it be retained for?** | **Notes** |
| 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  | A period of five years after the end date of a course  | Compliant for online submissions via Blackboard, Panopto or Q drive. For paper-based examination Hallam will retain, for five-years, a representative sample reflecting performance across the grade profiles. Depending on the size of the module, this should be between 5 and 20 scripts, with the course leader using their discretion to identify what constitutes a representative sample, this may be in the original paper-based version or digitised. The retained sample will adhere to the standard moderation policy for paper-based exams.  |
| 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  | A period of five years after the end date of a course  | Compliant for online submissions via Blackboard, Panopto or Q drive.   |
| Physical artefacts  | Sculptures, textiles, fashion and artwork  | Mark and feedback  A photo  A video  | Assessment brief  Record of assessment  | A period of five years after the end date of a course  | Compliant for online submissions via Blackboard, Panopto or Q drive. Photographic evidence will be part of assessment Blackboard submissions and retained for five years.    |
| Digital media  | Film, video, podcast  | Mark and feedback   | Assessment brief  The digitally recorded work and record of assessment  | A period of five years after the end date of a course  | Compliant for online submissions via Blackboard, Panopto or Q drive.   |
| Performance  | Dance, drama, music, production  | Mark and feedback  A photo  A video A recording  | Assessment brief Record of assessment  | A period of five years after the end date of a course  | Compliant for online submissions via Blackboard, Panopto or Q drive.    |
| 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  | A period of five years after the end date of a course  | Compliant for online submissions via Blackboard, PebblePad, Panopto or Q drive. Recording of the performances will be submitted as part of the assessment to Blackboard and retained for five years.  Vivas will not be recorded, however, feedback and the student response will be uploaded to blackboard and retained for five years.  |
| 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  | A period of five years after the end date of a course  | Compliant for online submissions via Blackboard, PebblePad, Panopto or Q drive.   |
| 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  | A period of five years after the end date of a course   | Compliant for online submissions via Blackboard, PebblePad, Panopto or Q drive.   |