

THE UNIVERSITY OF HONG KONG

Retention Periods of Examination Scripts and Examination-related Documents

Examination Scripts/ Examination-related Documents	Purposes of Retention	Retention Periods (in the absence of data access requests)
Examination scripts	(i) For checking of assessment results as provided for under the Procedures for Checking of Assessment Results of Taught Courses (document 111/511amend) (ii) (if examiners have put any scores or made any written remarks thereon): For data access by students within 60 calendar days following publication of final course results (iii) For auditing	(i) (ii) 60 calendar days after announcement of final course results (iii) Samples of anonymized scripts (at least 1 script for each of the high, middle and low grades), say in PDF files, should be retained for the duration of a QAC audit cycle, currently 5 years.
Mark sheets	(i) For recording marks prior to uploading to SIS (ii) For checking of course results	60 calendar days after announcement of final course results (N.B. Where marks for examinations or constituent assessment items (apart from the final grade of a course) are entered into the SIS, such marks will be retained in the SIS and be subject to data access requests, even if mark sheets are destroyed.)
Examiners' comments and feedback on student performance	(i) For provision of feedback on student performance (ii) For auditing	(i) Normally 60 calendar days after announcement of final course results, unless the Faculty adopts a policy which indicates otherwise. (N.B. Any examiners' comments and feedback which are entered into the SIS will be retained and be subject to data access requests.) (ii) Samples of anonymized scripts should be retained for the duration of a QAC audit cycle.
Other documents (<i>viz.</i> papers of the Boards of Examiners, External Examiners' reports, transcripts, Academic Attainment Profile)	Form part of official records	Permanent retention (N.B. Personal data contained therein will be subject to data access requests.)