

RETENTION OF EXAMINATIONS

Section:	Academic/Student (AC)
Subject:	Student Performance and Behaviour
Legislation:	
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APPROVED: _____
President and CEO

POLICY

The policy of the Board of Governors is that SAIT shall schedule and invigilate examinations to create an environment of academic integrity, to promote honourable student behaviour and to support student academic success.

PROCEDURE**DEFINITIONS**

End of course The last day of the course as set out in SAIT's official student database course registration information.

Examination A comprehensive form of testing for the purpose of assessing student learning, which may include admission tests, selection tests, unit tests, quizzes, midterm examinations and final examinations.

GOVERNING PRINCIPLES

1. In general, students should be able to review their examinations so that they may learn from those examinations and to help prepare them for future examinations in the course or program.

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2. This procedure does not apply to external examinations administered at SAIT, such as Apprentice Board examinations, as these examinations are governed by the external organization's procedures.
3. This procedure applies to evaluation records, such as marking sheets, written comments, completed rubrics, etc., in situations where a student has completed a practical examination and no physical documentation of the examination exists other than the evaluation record.
4. This procedure does not apply to student-produced work other than examinations and evaluation records. The retention of other student-produced work is governed by procedure [AC.3.10.1 Ownership of Student-Produced Work](#).

PROCEDURE

A. Retention of Examinations

1. Schools/departments must keep a student's admissions examination, selection examination and final examination for a period of one year from either the date of writing or from the end of the course, whichever is applicable.
2. External agencies and bodies may require schools/departments to keep these examinations for a longer period of time, for accreditation or other purposes.
3. Schools/departments may choose to either keep other examinations, including but not limited to midterm examinations and quizzes, or to return those examinations to the students.
4. The school/department must store retained examinations in a secure location with controlled access, and the examinations must be accessible by the instructor and the academic chair/coordinator to whom that instructor reports. Schools/departments are encouraged to contact the Records & Information Management Services department for transport and storage services.
5. Upon the expiry of the applicable time period for keeping examinations, the school/department must shred those examinations, taking the same precautions as when shredding other confidential documents, unless the school/department has obtained a student's written permission to keep the examination for a longer period of time.

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B. Student Access to Retained Examinations

1. Where possible, a student should be able to review the examination during class time.
 - a) If a student is unable to review the examination during class time, such as is the case with final examinations, or where the student is not in class at the time when the examinations are reviewed, or where the nature of the examination does not allow for in-class review, the student may request a meeting to review the examination with the instructor or, if the instructor is not available, with the student's academic chair/coordinator or designate.
 - b) A student who wishes to review the final examination must request this meeting within 30 calendar days of the end of the course. A student who wishes to review examinations other than the final examination must request this meeting upon reasonable notice to the instructor or academic chair/coordinator or designate.
 - c) During the meeting, the student's access to the examination must be supervised. A student may not take pictures of or make copies of the examination, and must not have access to any communication or electronic devices during that time. A student may make notes, provided that these notes are not copies of the examination questions.
 - d) If a face-to-face meeting between the student and the instructor and/or academic chair/coordinator is not possible or feasible, the student may discuss the examination with the instructor or academic chair/coordinator or designate by phone call or by means of electronic communication.

POLICY/PROCEDURE REFERENCE

AC.3.3	Evaluation of Student Learning policy
AC.3.3.1	Invigilation and Security of Examinations procedure
AC.3.3.2	Distance Education Invigilation and Security of Examinations procedure

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