

Access to Assessed Material Retained by the University Policy

Section 1 - Background and Purpose

(1) This Policy provides for student access to assessed material retained by the University.

(2) This Procedure sets out the conditions for student access to assessed material deliberately retained by the University, such as examination scripts. Most material that forms part of continuous assessment is returned to students and is not subject to this procedure.

Section 2 - Scope

(3) Applies to:

- a. all campuses
- b. all programs
- c. all teaching staff
- d. all current students and all former students covered by the policy statement.

(4) This Policy covers only access to student-authored examination scripts. It does not cover access to instruments of assessment authored by staff of the University, such as examination papers or marking guides.

Section 3 - Policy Statement

(5) Students may, on request, access assessed material deliberately retained by the University, such as examination scripts. The access may occur for up to six months after release of the final result for the subject for which the work was produced.

Section 4 - Procedure

(6) Assessed material retained by the University will not be available for inspection until the assessment task is finalised. Students are strongly encouraged to seek access as soon as possible after the completion of the assessment. The access may occur for up to six months after release of the final result for the subject for which the work was produced.

Part A - Authority to Request and Receive Access

(7) Only the author or authors of the assessed material may request, or be given, access to inspect it. Each author must provide proof of identity.

Part B - Process for Requesting Access

(8) Inspection requests must be made to the Subject Coordinator for the subject concerned or to the Subject Coordinator's nominee. Students should be given the link to this procedure at the time of request.

Part C - Conditions of Access

(9) The assessed material will be made available to the candidate by, and in the presence of, a staff member, who normally will be one of the assessors responsible for the subject.

(10) The access will be granted at a time that is satisfactory to the University, during normal business hours.

(11) Material may not be removed from the inspection room.

(12) Alteration, mutilation or copying of material is not permitted.

(13) Any request for a copy must be made in writing under the provisions of Freedom of Information legislation.

Part D - Action Following Inspection

(14) If the student wants to take up any issue related to the assessed material, he or she must make a request in writing to the Subject Coordinator of the subject within ten working days from the initial access.

(15) If the student wishes to re-inspect the assessed material, he or she must give notice in writing to the Subject Coordinator within ten working days from the initial access. Absence of notice will be taken to mean that the student does not wish further access. The examined material may then be destroyed in accordance with the University's [Records and Archives Management Policy](#).

Section 5 - Definitions

(16) Nil.

Section 6 - Stakeholders

Responsibility for implementation – College General Managers.

Responsibility for monitoring implementation and compliance – Deputy Director, Student Administration.

Status and Details

Status	Current
Effective Date	9th November 2016
Review Date	31st May 2019
Approval Authority	Vice-Chancellor
Approval Date	9th November 2016
Expiry Date	To Be Advised
Unit Head	Richard Frampton Executive Director, Student Services and Administration +61 3 94793666
Author	Rebecca Sawyer Senior Advisor, Policy and Planning
Enquiries Contact	Student Services and Administration