

Student Privacy – Instructor Guidelines

Best practices with regard to student assignments

- Make every effort to return assignments directly to your student. In cases where this is not possible or impractical (i.e., very large classes), assignments can be left in a public area for students to pick up. In this case, you must:
 - Make students aware in the course outline that this is the method of returning assignments;
 - Allow students to make alternative arrangements;
 - Set a defined time limit, not to exceed two weeks, for which the assignments will be left in the public area; and
 - Indicate the grade assigned on the inside of the document, not on the cover page.
- Keep unclaimed assignments for one year after the posting date of marks for the course, unless you otherwise notify students in the course outline that they will be disposed of earlier. Note that final exams must be kept for one year. The retention schedule TL55 - Examination Papers and Course Assignments can be found on the [Records Management website](#).
- Ensure your TAs have returned all assignments to you. Do not leave any records, assignments, exams, etc., with your TAs. All course material containing names, student IDs, email, grades, etc., are to be kept by the instructor only.
- Do not provide a student's work to another student unless you have written permission to do so.
- Do not post final grades or final exam grades until the end of the final examination period.

Best practices with regard to record keeping

- Keep any record with personal student information in a secure location. Hard copies with sensitive information, including student academic records, should be kept in a locked cabinet; electronic copies of sensitive records should be stored in password protected drives, folders or files.
- Use the [University's confidential shredding program](#) to manage the disposal of sensitive items. Each Department/School may have its own policy, see your department administrator for more information.
- Follow [University procedure for tracking the destruction of records](#), electronic or print documents.
- Create records with the expectation that they may become available under a freedom of information request.
- Do not store sensitive records longer than required.
- Sessional instructors: Do not leave assignments, exams or other course materials that include student's name, ID number, email, etc., in your office if you are vacating the office after this term. Please contact your department administrator for details on where you can bring your course materials for safe keeping.

Additional Resources

- Information and privacy guidelines
 - [Managing Student Information](#)
 - [Returning assignments and posting grades](#)
 - [Student access to student information](#)
 - [Responding to requests for information](#)
 - [Record-keeping](#)
- [Policy 46 - Information Management](#)
- [Guidelines for secure data exchange](#)
- [University Records Management Procedures and Guidelines](#)