TEACHING AND LEARNING

Records relating to delivering university courses and programs and to enhancing student learning

TL60: Instructors' Grade Records

These records document test scores, assignment scores, and final grades for students, which become the basis for submitting grades to the Registrar/GSO for upload to the student information system.

This records class excludes student work such as assignments, essays, reports, examination answer papers, and theses.

The records include class lists, examination/assignment questions and instructions, marks assigned for individual tests, examinations, and assignments submitted in accordance with course or program requirements, final grades, and related correspondence.

Authority: University of Waterloo Act, 1972
Media: Paper or electronic
Related Records: For student work see TL55: Examination Papers and Course Assignments and TL62: Theses
For files of grades/course credits submitted for upload to the student information system, see ST60: Grade/Course Credit Submission
For grade rosters held within the online course environment, see TL38: Online Courses

Responsible Unit(s): Academic departments and schools; Co-operative Education and Career Services; other units responsible for grading student work
Retention: Minimum 1 year and no more than 5 years after last use (i.e., after the student has completed the course or after the resolution of any grade revision request or appeal)
Note: examination/assignment questions may be retained for a longer period at the discretion of the instructor and/or responsible department.

Disposition: Secure Destruction

Version: 2.00
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