TL40 – English Language Proficiency Examination (ELPE)

These records relate to students' English language proficiency examinations.

This records class is a Personal Information Bank.

Content & Scope
Most undergraduate students registered at the University of Waterloo in academic programs are required to pass the ELPE before they may graduate.

The records include students' completed examination papers, notes and other documentation relating to tutoring students to improve their English writing skills.

Related Records
For electronic files of grades/course credits submitted to the Registrar's office for upload to the student information system, see ST60: Grade/Course Credit Submission

Responsible Unit
Writing and Communication Centre

Information Steward
Associate Provost, Students

Privacy Classification
Restricted

Retention
1 year after student passes the examination

Disposition
Secure Destruction

Authority
University of Waterloo Act, 1972; University of Waterloo Undergraduate Calendar

Retention Rationale
Unsuccessful examination attempts are retained, along with any records of tutoring, until the student has made a successful attempt in order to provide a record of the student's progress towards passing the examination. Regulations to the Freedom of Information and Protection of Privacy Act require that personal information that has been used by an institution shall be retained for at least one year after use (O. Reg. 460, s. 5 (1)).

Approval Date(s)
July 26, 2010