TL55 – Examination Papers and Course Assignments

These records relate to work submitted by students for evaluation in accordance with course or program requirements and evaluated by the course instructor or delegate.

Content & Scope

Examinations and course work are used to evaluate student performance and competence in a particular course of study.

This records class excludes ELPE papers and master's and doctoral theses.

The records include completed final, midterm, and other examinations, tests, or quizzes; essays and research papers; co-op work reports; lab reports; film, video, photographs, drawings, paintings, and other artistic projects; and any other assignments which are retained by the instructor rather than returned to the student.

Related Records

- For ELPE papers, see TL40: English Language Proficiency Examination
- For master's and doctoral theses see TL62: Theses
- For tests and course assignments held within the online course environment, see TL38: Online Courses

Responsible Unit

Faculties, academic departments and schools, Co-operative Education, Safety Office

Information Steward

Dean of the relevant faculty, or the information steward responsible for the academic support unit offering the course.

Privacy Classification

Restricted

Retention

1 year after last use (i.e., after the end of the term in which the work was submitted or after the resolution of any grade revision request or appeal)

Note 1: Course work which the instructor attempts to return but remains unclaimed when term grades become official in Quest may be destroyed earlier than 1 year provided the students have been so advised on the course outline.

Note 2: Student work such as honours essays and research essays submitted as part of course-based master's programs or samples required for program review or accreditation purposes, may be retained for a longer period at the discretion of the individual unit.
Disposition

Secure Destruction

Authority

University of Waterloo Act, 1972; University of Waterloo Examination Regulations and Related Matters

Retention Rationale

University of Waterloo Examination Regulations and Related Matters states: "Students may request an informal review of the final paper up to one year from the date that the examination was written."

Regulations to the Freedom of Information and Protection of Privacy Act require that personal information be retained for a minimum of one year after use (O. Reg. 460, s. 5(1)).

Approval Date(s)

July 26, 2010