TL55 – Examination Papers and Course Assignments

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: qualifying and comprehensive examination answer papers completed by PhD students; 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 qualifying and comprehensive examination answer papers completed by PhD students, see ST65 – Student Files, Graduate.
- 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 & Experiential Education.
- Safety Office.

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

Information Confidentiality 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 Undergraduate Studies Academic Calendar: Assignments, Tests, and Final Exams.

Retention Rationale
• Examination regulations allow students to request an informal review of a final examination up to one year from the date that the examination was written or until the date indicated in the course outline.
• Regulations to the Freedom of Information and Protection of Privacy Act require that personal information be retained for a minimum of one year after its use, unless the individual to whom the information relates consents to its earlier disposal (RRO 1990 Reg 460, s 5(1)).

Approval Date(s)
26 July 2010