



OWNED BY	Student Journey Manager/Exams Officer
Policy	Exams Collection of Coursework Policy
DATE OF LAST REVIEW	September 2023
PLANNED NEXT REVIEW	August 2025
APPROVAL	SLT

Role	Name(s)
Head of centre	Matt Reynolds
Exams Team	Neil Owen, Wendy Cowgill, Jane Hart, Kezziah Pike
Senco	Gill Thomas

The College is required by exam board regulations to retain work until at least 21st October in order to deal with any Post Result enquiries.

Students can collect their work from subject areas from that date onwards.

Student will be advised by Faculty when work is available for collection and agreed collection times will be arranged.

In some instances work may be retained by examining bodies and may not be available until later on in the year. Any work selected to be retained by an awarding body can be requested from them, however there will be a period of time before its return usually two to three weeks.

The College is not able to retain work indefinitely and will dispose of any work not collected by the December following the relevant exam period.

Data Protection

When managing a student's personal data information, it will be collected in accordance with the College's data protection policy. Data collected is held securely and accessed by, and disclosed to, individuals only for the purposes of information relating to this policy. Inappropriate access or disclosure of student data constitutes a data breach and should be reported in accordance with the organisation's data protection policy immediately. It may also constitute a disciplinary offence, which will be dealt with under the College's disciplinary procedure.

Equality

As with all College Policies and Procedures due care has been taken to ensure that this policy is appropriate to all students regardless of gender, age, race, ethnicity, disability, gender identity, sexual orientation or religion/faith. The policy will be applied fairly and consistently whilst upholding the College's commitment to providing equality to all.