WESTERN SYDNEY
UNIVERSITY

Records Destruction:
Examinations & Assessments

These guidelines cover exam question papers*,* exam scripts *(where students write their answers to exam questions) and* major assessments *(any assessable task worth more than 30% or more of the final mark for that unit).*

Exam question papers

- A master set of *Exam Question Papers* is required as State Archives (ie can never be destroyed).
- Duplicate Copies of *Exam Question Papers*, that have not been written on can be placed in a locked security bin at any time (no paper work needs to be completed).

Exam Scripts and Major Assessments

Exam Scripts and Major Assessments need to be kept for 12 months after the end of the relevant teaching session. Minor assessments need to be kept for 1 month after the end of session. (*For example*: Exams for 2nd Semester 2010 cannot be destroyed until the end of December 2011.)

Destroying exams

Once examinations and major assessments have reached the end of the minimum retention period they can be destroyed as follows:

- Complete a Destruction Form - Examinations & Assessments and email rams@westernsydney.edu.au
  Note: This form contains two parts: a cover sheet & a list of papers to be destroyed. You only have to list the name of the exam, not every individual paper.
- Once the form is completed, exam scripts can be placed in a locked security bin.
  Note: Locked security bins can be obtained through Infrastructure Services, Office of Estate and Commercial
- If you do not have a locked security bin contact RAMS to arrange collection of boxes for destruction.

Sending exams to RAMS for storage

Exam Scripts & *Major Assessments* that are less than 12 months old can be sent to RAMS for storage by following these steps:

- place exams in a standard archive box (available from RAMS)
- complete a Storage Transfer Form - Exams and Final Major Assessments
- send completed form to RAMS
- RAMS will contact you to arrange collection.

Note – Review of Grade

Examinations and assessments that have been required as part of a **review of grade** process may not be destroyed until at least 12 months after the review process has been finalised (as required by the State Records Authority in the *General Disposal Authority: University Records (GA47)*, ref. 01.02.01