

<b>DOCUMENT TYPE</b>	<b>P</b>	
<b>ACADEMIC</b>	<b>1</b>	
<b>TEACHING AND LEARNING</b>	<b>1</b>	
<b>ASSESSMENT</b>	<b>2</b>	
<b>NUMBER</b>	<b>018</b>	
		Policy Database Document Reference Number <b>112018P</b>

## ACCESS TO ASSESSED MATERIAL RETAINED BY THE UNIVERSITY POLICY

<b>Purpose/ objectives</b>	This policy provides for student access to assessed material retained by the University.
<b>Scope/ Application</b>	<ul style="list-style-type: none"> <li>• all campuses</li> <li>• all programs</li> <li>• all teaching staff</li> <li>• all current students and all former students covered by the policy statement.</li> </ul> <p>This policy covers only access to student-authored examination scripts. It does not cover access to instruments of assessment authored by staff of the University, such as examination papers or marking guides.</p>
<b>Policy Statement</b>	Students may, on request, access assessed material deliberately retained by the University, such as examination scripts. The access may occur for up to six months after release of the final result for the subject for which the work was produced.
<b>Supporting Procedures</b>	Access to Assessed Material Retained by the University Procedure
<b>Responsibility for Implementation</b>	Registrars
<b>Responsibility for Monitoring Implementation and Compliance</b>	Director, Academic Services
<b>Status</b>	Revised format and edited content. Prior approval Academic Board 4/1996. The implementation of the latest version of this policy supersedes all previous versions of this policy.
<b>Key stakeholders</b>	Director, Academic Services Registrars Academic staff Freedom of Information Officer Students
<b>Approval Body</b>	Academic Board AB09/64(M), 13 May 2009, min. ref. 431.3.1
<b>Initiating Body or person(s)</b>	Curriculum, Teaching and Learning Committee, 29 April 2009

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<b>Definitions</b>	N/A
<b>Related legislation</b>	Victorian <i>Freedom of Information Act 1982</i> <a href="http://www.austlii.edu.au/au/legis/vic/consol_act/foia1982222/">http://www.austlii.edu.au/au/legis/vic/consol_act/foia1982222/</a>
<b>Related Policy and other documents</b>	Review and Reassessment of Students Academic Work Policy Records Management Policy
<b>Date Effective</b>	13 May 2009
<b>Next Review Date</b>	31 May 2013
<b>Keywords</b>	access, assessment, examination, FOI, Freedom of Information, paper, script
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