

DOCUMENT TYPE	D	
ACADEMIC	1	
TEACHING AND LEARNING	1	
ASSESSMENT	2	
NUMBER	019	
		Policy Database Document Reference Number 112019D

ACCESS TO ASSESSED MATERIAL RETAINED BY THE UNIVERSITY PROCEDURE

Parent Policy Title	Access to Assessed Material Retained by the University Policy											
Associated Documents	Not applicable											
Preamble	This procedure sets out the conditions for student access to assessed material deliberately retained by the University, such as examination scripts. Most material that forms part of continuous assessment is returned to students and is not subject to this procedure.											
General	Assessed material retained by the University will not be available for inspection until the assessment procedure is completed. Students are strongly encouraged to seek access as soon as possible after the completion of the assessment.											
Table of Contents	<table border="1" style="width: 100%;"> <thead> <tr> <th style="text-align: left;">Item</th> <th style="text-align: left;">Section</th> </tr> </thead> <tbody> <tr> <td>Authority to request access</td> <td>1</td> </tr> <tr> <td>Process for requesting access</td> <td>2</td> </tr> <tr> <td>Conditions of access</td> <td>3</td> </tr> <tr> <td>Action following inspection</td> <td>4</td> </tr> </tbody> </table>		Item	Section	Authority to request access	1	Process for requesting access	2	Conditions of access	3	Action following inspection	4
Item	Section											
Authority to request access	1											
Process for requesting access	2											
Conditions of access	3											
Action following inspection	4											
Authority to request and receive access	Only the author or authors of the assessed material may request, or be given, access to inspect it. Each author must provide proof of identity.											
Process for requesting access	Inspection requests must be made to the Chief Examiner for the subject concerned or to the Chief Examiner's nominee. Students should be given the web reference to this procedure at the time of request.											
Conditions of access	<ul style="list-style-type: none"> • The assessed material will be made available to the candidate by, and in the presence of, a staff member, who normally will be one of the assessors responsible for the subject. • The access will be granted at a time that is satisfactory to the University, during normal business hours. • Material may not be removed from the inspection room. • Alteration, mutilation or copying of material is not permitted. • Any request for a copy must be made in writing under the provisions of Freedom of Information legislation. 											

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Action following inspection	<p>If the student wants to take up any issue related to the assessed material, he or she must make a request in writing to the Chief Examiner of the unit (subject) within ten working days from the initial access.</p> <p>If the student wishes to re-inspect the assessed material, he or she must give notice in writing to the Chief Examiner within ten working days from the initial access. Absence of notice will be taken to mean that the student does not wish further access. The examined material may then be destroyed in accordance with the University's records management policy.</p>
Status	Revised format and edited content. Prior approval Academic Board 4/1996. The implementation of the latest version of these procedures supersedes all previous versions of these procedures.
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