



Final Examinations: Retention and Viewing

Category: Academic;

Jurisdiction: Provost and Vice President, Academic; Senate Teaching & Learning Committee

Approval Authority: Senate;

Established on: September 14, 2020;

Amendments: None.

Students have the right to be evaluated fairly and transparently and according to the expectations outlined by their instructor. They should have the opportunity to understand the evaluation of their final examination and to discuss this with their instructor.

Therefore, within one year following the date of the examination, at the student's request course instructors shall provide the opportunity for students to view their final examination, including examinations written and/or submitted electronically, in the presence of the instructor or designate.

All final examinations must be retained for one year following the date of the examination in a secure, accessible, on-campus location. Examinations written and/or submitted electronically must also be securely retained.

Contract lecturers, those retiring or otherwise leaving the service of the University, and those who will be unavailable for extended periods of time, must ensure that their immediate supervisor or designate has access to the examination during the retention period.

Review Period: 7 years;

Date for Next Review: 2027-2028;

Related Policies and Procedures: Examinations: Past Finals (Available to Students);

Policy Superseded by this Policy: Retention of Examinations; Students' Right to View Final Examinations

The University Secretariat manages the development of policies through an impartial, fair governance process, and in accordance with the Policy Governance Framework. Please contact the University Secretariat for additional information on University policies and procedures and/or if you require this information in another format:

Open: Monday through Friday from 8:30am to 4:30pm;

Location: University Centre, Thunder Bay Campus, Room UC2002;

Phone: 807-346-7929 or Email: univsec@lakeheadu.ca.