



THE UNIVERSITY OF  
MELBOURNE

Information Services



Variation to Records Disposal Schedules  
No. 17 Student Records  
No. 18 Academic Departments and Schools  
March 2007

# Variation to Disposal Schedules

Entry 16.1 of Records Disposal Schedule No. 17 Student Records has been updated providing greater clarification of when examination scripts may be destroyed.

Where the results of an examination are subject to an appeal, complaint, grievance or investigation, they must be retained for 6 months after the finalisation of the appeal, complaint, grievance or investigation.

# Variation to Disposal Schedules

ENTRY	CLASS/ACTIVITY	DISPOSAL ACTION	CUSTODY/TRANSFER
16.1	Exam Script Books  - Subject to Appeal, Complaint, Grievance or Investigation	Destroy 6 months after results published  Destroy 6 months after finalisation of appeal, complaint, grievance or investigation	Academic Departments  Academic Departments

# Variation to Disposal Schedules

A new disposal class has been added to Records Disposal Schedule No. 18 Academic Departments and Schools regarding supporting material that documents how assessments recorded on examination script books lead to a student's final grade in a subject.

# Variation to Disposal Schedules

Where the results of an examination are subject to an appeal, complaint, grievance or investigation, the supporting material that documents how assessments recorded on examination script books lead to a student's final grade in a subject, relating to the examination script under appeal, complaint, grievance or investigation, must be retained for 6 months after the finalisation of the appeal, complaint, grievance or investigation.

# Variation to Disposal Schedules

DISPOSAL CLASS		DISPOSAL ACTION		
ENTRY	SUBJECT/ACTIVITY	RETENTION/ DESTRUCTION	CUSTODY/ TRANSFER	PRIME SOURCE
<b>38.7</b>	<p>Supporting material that documents how assessments recorded on examination script books lead to a student's final grade in a subject.</p> <p>Includes:</p> <ul style="list-style-type: none"> <li>• Protocols for ensuring consistency of grading approaches in the case of multiple examiners (including the use of marking guides and double-marking regimes)</li> <li>• Protocols for ensuring compliance with requirements concerning Fail results in accordance with Statute 12.3.8 and Regulation 12.3.9.R1</li> <li>• Marking guides used in the assessment process</li> <li>• Records of original assessment outcomes and any scaling and adjustment processes used to translate raw assessment outcomes into final subject marks.</li> </ul>	<p>Destroy 6 months after results published, or where the examination result is subject to an appeal, complaint, grievance or investigation; then destroy 6 months after finalisation of appeal, complaint, grievance or investigation.</p>	<p>Retain in department or school until destroyed</p>	<p>Academic Departments and Schools</p>

# Variation to Disposal Schedules

If you have any queries about these variations, please contact:

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