



FACULTY OF ARTS, Department of Psychology

POLICY ON THE RETENTION OF FINAL EXAMINATION PAPERS

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Policy:

The University Master Records Retention Schedule requires that final examination papers and assignments that are not meant to be returned to students will be retained for one year from the end of the exam period (Retention Rule 2000.01). The Department will retain examinations for one year, provide student access based on the information provided below, and confidentially shred the papers at the end of the required retention period.

Full-time faculty members may bring the final examination papers to the Psychology main office for storage (storage in the Shredding Room in the basement), or keep examination papers in their offices for one year, following which time they must be brought to the Psychology main office for confidential shredding.

Sessional instructors may keep examination papers, providing they are easily accessible to the students. Instructors who are not frequently on campus, or are not easily accessible to the students, will bring final examination papers to the Psychology main office for storage (storage in Shredding Room).