



EXAM RETENTION AND SECURITY

POLICY

Exam Retention:

Faculty members shall make all graded course assessments (exams, quizzes, papers, practical grading sheets, etc.) available to the students for review and discussion for four weeks following the exam and Final exams/projects for the first four weeks of the subsequent quarter following the submission of final grades for the course. This will allow sufficient time for the student to review the exam as a part of the student's learning experience.

Copies of all mid-term and final examinations are to be sent to the Office of Academic Affairs.

Exam Security:

The Office of Academic Affairs retains electronic copies of all midterm and final examinations on a secure server.

Faculty must take all possible measures to maintain the security of their electronic and hard copy examinations. Electronic exams should be password protected and stored off-campus if possible. Hard copy exams should be secured in the faculty member's office or stored off-campus.

Faculty members who photo copy their exams should take special care not to leave the original exam in the copy machine or in the copy room.