



# MANCHESTER LEARNING ACADEMY

## STORING STUDENT RECORDS

REVIEW DATES:-

15/01/2014  
15/01/2015

## **Policy for Collecting and storing student records**

This policy pertains to the collections and storing of student records. All student records, including assignment, assessments, mock exams and other relevant information are required to be stored. The objective is to have a central database where we keep all of the student's record. Moreover, we need the student records to be kept in a safe place.

It is required that all students assessment work, student feedback, exam details and other academic work be stored in a central location, and updated frequently. Each academic member is required to submit the academic work, grades, etc, to the course coordinator. The course coordinator is also responsible for collection results for exams conducted by external awarding bodies. All of these are to be kept in each student's individual file, in a safe filing cabinet, designated by the Director.

Examples of documents to be kept in this file:

- Students assessment
- CVs
- Copies of academic documents
- Feedback documentation
- Assessed coursework
- External exam detail, etc.

### **Role of the course Coordinator:**

It is the duty of the course coordinator to periodically collect all such information from the College and from students. The external exam results are sometimes not posted to the College, rather to the individual student. In this case, the course coordinator needs to contact each student and request a copy of their results. A copy of these needs to be kept with the records of each individual student.

### **Duration of Storage:**

All records for current students needs to be kept on file while they are studying at this institute. After the student has left the College, for a period of 3 years, the records must be kept on file; thereafter the records may be destroyed.