

Guidance for staff on providing examination scripts to students

This document should be read alongside [the university's Feedback Policy](#), which applies to all students, professional services and academic staff members involved with the delivery of assessment and feedback.

Faculties are required to make examination scripts available to any student to view, free of charge, following the publication of provisional results. If faculties do not provide provisional results for written examinations or there are extenuating reasons why this is not possible, access to exam scripts may be provided following the ratification of results.

This document provides guidance to staff within faculties and departments on the process for handling requests to view examination scripts. All requests should be managed in accordance with the [UK General Data Protection Act 2018](#). For further guidance on this Act, please contact [Information Compliance](#).

Providing access to scripts

Under the Feedback Policy, access to examination scripts is managed at faculty level. When a request is received by Information Compliance for access to exam scripts, students will be advised to contact their faculty to arrange access.

Upon receiving a request to review an exam script, faculties should be satisfied that they know the identity of the requestor.

Upon receiving a request, faculties/departments should either:

1. Provide a photocopy of the examination script and advise the student once this is available for collection,
2. Provide a scanned copy of the examination script. This should be sent to the student via their King's email address,
3. Provide timeslots for students to come to campus to view their examination script.

The method of providing access (1, 2, 3 above) is at the discretion of the faculty/department and should be agreed locally to ensure a consistent experience.

Faculties/departments should be mindful of the method of access depending on the student's needs (for example, students studying remotely may need alternative arrangements).

Faculties/departments are required to arrange access to a copy of the script within 10 working days of receiving the request (excluding university closure periods).

Original scripts for written examinations are the property of the university and should not be returned to students. Original copies should be retained by the faculty/department and students should be provided with copies only.

The university has no obligation to release examination (question) papers. Thus in order to protect question banks, in the event that questions are reused in future examinations, MCQs, OSCEs and SAQs are exempt from this process. Faculties should provide generic cohort level feedback for these examinations.

Archiving and storage

Whilst examination scripts are stored locally they must be stored securely, such as in locked cabinets or locked storerooms which are only accessible to authorised staff.

Corporate Records Management offer a central storage service for examination scripts for faculties/departments with no secure storage space. Once an examination script has been archived, students should still make an access request through their faculty. The faculty will contact Corporate Records Management to request retrieval of the script. There is no charge for this and scripts will be issued to the faculty to make available to the student. Please [see here](#) for further details.

Retention of examination scripts

Examination scripts must be retained for five years from the completion of course, in line with the Office for Students (OfS) requirements for retention of assessed student work (Condition B4). Further details can be found in the university's [Retention Schedule](#). Transfer of scripts to central storage is indicative of consent by faculties/departments to disposal of scripts by Corporate Records Management on expiry of the retention period.