Tshwane University of Technology
We empower people

TSHWANE UNIVERSITY OF TECHNOLOGY POLICY

POLICY ON SAFEKEEPING OF ASSESSMENT RECORDS

Policy Owner:	Assessment Management
Responsible Executive Office:	Registrar
Policy Type:	Operational/Non-Academic Policy

This Policy and its rules, guidelines and procedures replace all previous policies and/or circulars on Policy on Safekeeping of Assessment Records.

1. POLICY STATEMENT

It is the policy of the Tshwane University of Technology (TUT) to ensure that all records of all assessment opportunities are safely stored in a secure environment and that they are easily accessible.

2. DEFINITION(S)

In this document, unless otherwise indicated –

"Assessment records" means records of the results of all assessment opportunities. This shall include all official decisions affecting changes to the students' assessment results;

"Disposal" means the actions taken about records as a consequence of the expiration of their retention periods;

"Retention period" means the period an official TUT record has administrative or operational value to the TUT;

"Retention schedule" means a schedule that indicates what records the University has to retain to function and carry out its responsibilities. The schedule also indicates the record holder and how long the records have to be retained.

"Student database" means the student enrolment data residing on the primary information system of the University or any TUT database approved to link with the student database; and

Tshwane University of Technology
We empower people

TSHWANE UNIVERSITY OF TECHNOLOGY POLICY

"University" means the Tshwane University of Technology (TUT), as duly constituted in terms of the provisions of the Higher Education Act, 1997 (Act No. 101 of 1997), as amended.

3.   ACRONYMS

TUT   -   Tshwane University of Technology

4.   RULES

4.1   Assessment results shall be stored according to the retention periods of the Retention Schedule in Annexure A.

4.2   Assessment results shall be stored in a secure environment not accessible to the students.

4.3   Assessment results may be stored with an approved service provider not residing on a TUT campus.

4.4   Attendance registers shall be kept for the conducting of tests and continuous assessments.

4.5   Assessment results should be scanned onto the student database approved for this purpose. This should include the following assessments:

    4.5.1   Final examinations
    4.5.2   Final continuous evaluations
    4.5.3   Mini dissertations
    4.5.4   Dissertations
    4.5.5   Theses
    4.5.6   Predicate marks
    4.5.7   Re-markings
    4.5.8   Re-checking
    4.5.9   Changes to results

4.6   Assessment records shall be made available only to authorised users. Access to, and the sourcing of assessment records, shall be applied in line with the directives of the Promotion of Access to Information Act, 2000 (Act No. 2 of 2000) and the Protection of Personal Information Act, 2013 (Act No. 4 of 2013).

**Tshwane University
of Technology**
We empower people

TSHWANE UNIVERSITY OF TECHNOLOGY POLICY

5.   RETENTION SCHEDULE

The retention schedule shall provide a mechanism to help ensure the University is maintaining necessary assessment records for an appropriate length of time.

5.1   The University shall be committed to effective records retention to ensure that it –

5.1.1   meets legal requirements;
5.1.2   optimises the use of filing space;
5.1.3   minimises the cost of record keeping; and
5.1.4   disposal of outdated and useless assessment records.

5.3   The assessment records included in the retention schedule shall be original and of continuing importance to the University.

5.3   The holders of the official assessment records shall be identified and listed on the retention schedule.

5.4   The different groups responsible for record creation shall take responsibility for the records they create and shall understand how their part of the process relates to the other steps in the process.

6.   DOCUMENTS

This Policy should be read in conjunction with:

6.1   Policy on Assessment and Moderation of Learning.
6.2   Policy on Postgraduate Studies.
6.3   Policy on Class Attendance.
6.4   Policy on Student Records Management.
6.5   Policy on Provision of Evidence of Student Activity as a variable for Subsidy Provision.
6.6   Policy on processing and publication of predicate and final results.
6.7   Annexure A: Retention Schedule

TSHWANE UNIVERSITY OF TECHNOLOGY POLICY

7. SIGNATURES

(signature)

V MGWENYA (Adv)
CHAIRPERSON OF IPDC

25-04-2023
Date

(signature)

T MALULEKE (Prof)
CHAIRPERSON OF EMC AND SENATE

25/04/2023
Date

8. POLICY DATES

Date Issued:	2011 2023	**Consultation Dates:** – Stakeholder(s) – Webmail	2022/08/25
Issue Number:	2	**Date checked by:** – Legal Services – Language Editing Services	2023/02/17 2023/03/08
Date Reviewed:	2023	**Date approved by Responsible Executive Officer:**	2022/08/25
Effective Date:	2023	**Date approved by:** – IPDC – EMC	2023/02/17 2023/04/25
Scheduled Review Date:	2026	**Date posted on the Policy Repository:**	May 2026

TSHWANE UNIVERSITY OF TECHNOLOGY POLICY

RETENTION SCHEDULE

RECORDS	RETENTION PERIOD	RECORD HOLDER
Test results	Minimum of two years (or as determined by the appropriate Accreditation Body)	Academic departments
Test attendance register	Minimum of two years (or as determined by the appropriate Accreditation Body)	Academic departments
Assignment results	Minimum of two years (or as determined by the appropriate Accreditation Body)	Academic departments
Practical results	Minimum of two years (or as determined by the appropriate Accreditation Body)	Academic departments
Final practical results	Permanent	Academic departments/Registrar Environment
Project results	Minimum of two years (or as determined by the appropriate Accreditation Body)	Academic departments
Final project results	Permanent	Registrar Environment/ Academic Administration
Continuous assessment final results	Permanent	Registrar Environment/ Academic Administration
Continuous assessment attendance register	Minimum of two years (or as determined by the appropriate Accreditation Body)	Academic departments
Dissertation results	Permanent	Registrar Environment
Mini Dissertation results	Permanent	Registrar Environment
Thesis results	Permanent	Registrar Environment
Final Examination results	Permanent	Registrar Environment
Examination scripts	Minimum of two years (or as determined by the appropriate Accreditation Body)	Registrar Environment
Final predicate results	Permanent	Academic departments
Re-marking results	Permanent	Registrar Environment
Re-checking results	Permanent	Registrar Environment