

# Policy for secure storage of marked assessments

*Submitted*

*Thu 31 Jan 2013 11:23* by *Jerry Smith*

*Current*

I am proposing a policy for all marked assignments to be kept in the lecturer's office until the time at which they can be returned directly to the students.

Since the theft of assignments left unattended outside staff offices last semester I believe the students and staff could benefit from a policy including these points:

1. Assessments and written course work should remain in the office of the lecturer/lecturers who are running the module until they are ready to be handed back to ALL the students on the module.
2. No assessments or written coursework should be left for students to help themselves to outside offices or in corridors
3. 3. Work should be handed back to students in a timetabled lecture room for the module and any remaining work not claimed should be taken back to the lecturer's office until the students pick them up directly from there.
4. For end of module assessments where there will be no further lectures the work could be picked up by students from the lecturer's office or from the iCentre.

I hope that a policy along these lines would be possible. Since the work is always attached to a receipt and securely kept until marking it makes sense to extend the security of the students work to ensure they are all returned.

I will defend this if possible at the union council meeting.

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