

# TEACHING

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## POLICY AND PLANNING

Records	Retention Period	Citations and Notes	Action
<b>Teaching Strategy, Policy and Procedures Development</b>			
Records documenting the development and establishment of UWTSD's teaching strategy and policies: key records.	Superseded + 10 years	JISC	Review
Records documenting the development and establishment of UWTSD's teaching strategy, policies and procedures: working papers.	Issue of document + 1 year	JISC	Destroy
Master copies of procedures relating to teaching.	Superseded + 5 years	JISC	Review

## TAUGHT PROGRAMME QUALITY MANAGEMENT

Records	Retention Period	Citations and Notes	Action
<b>Teaching Quality and Standards Management</b>			
Records documenting the development of UWTSD's internal quality assurance processes.	While current	JISC	Destroy
Records documenting the conduct and results of formal internal and external reviews of teaching quality and standards, and responses to the results.	Current academic year + 5 years	JISC	Review

## TAUGHT PROGRAMME DEVELOPMENT, REVIEW AND DELIVERY

Records	Retention Period	Citations and Notes	Action
<b>Taught Programme Development</b>			
Records documenting the design and development of (modules of) taught programmes.	Life of programme + 10 years	JISC	Review
Records documenting the process of obtaining approval and/or accreditation for (modules of) taught programmes from professional, statutory or other accreditation bodies.	Life of programme	JISC	Destroy  (A copy of the final approved course documents should be sent to the University Archive)
<b>Taught Programme Review</b>			
Data on, and analyses of, student numbers and other taught programme statistics.	Current academic year + 5 years	JISC	Destroy
Routine solicited feedback on taught programmes from staff and examiners: individual feedback.	Current academic year + 5 years OR Life of course + 1 year	JISC	Destroy
Routine solicited feedback on taught programmes from students: individual feedback.	Completion of analysis of feedback	JISC	Destroy

Records	Retention Period	Citations and Notes	Action
(Anonymised) summaries and analyses of routine solicited feedback on taught programmes from staff, examiners and students.	Current academic year + 5 years OR Life of course + 1 year	JISC	Destroy
Reports of routine internal reviews of taught programmes and documentation of formal independent reviews of taught programmes, and the responses to the results.	Current academic year + 5 years	JISC	Review
<b>Taught Programme Delivery</b>			
Records documenting the preparation of teaching and learning materials, the planning and conduct of teaching and learning events.	Current academic year + 1 year	JISC	Destroy

## TAUGHT STUDENT ASSESSMENT

Records	Retention Period	Citations and Notes	Action
<b>Taught Student Assessment</b>			
Records documenting the design and development of assessments.	Life of programme	JISC	Review
Final versions of taught module assessments.	Life of module	JISC	Archive
Submitted/completed assessments (formative and summative assessments).	End of student relationship + 2 years	Internal (2015)	Destroy
Marks/grades given to submitted/completed summative assessments and, where appropriate, awards and classifications.	Current academic year	Internal (2015)	Destroy (if marks have been entered onto SITS)
<b>Taught Student Monitoring &amp; Support</b>			
Feedback on academic progress, and general academic guidance and support, given to individual taught students.	End of student relationship + 6 years	Limitation Act 1980 c.58 s.5	Destroy