POLICY / PROCEDURE TITLE		DATE OF APPROVAL
HE Retention of Work Policy		October 2026
APPROVED BY	**VERSION NO.**	**VALID UNTIL**
NCG HE Quality and Standards Committee	1	October 2029

OWNER	Assistant Director of HE Quality and Standards		
GROUP EXECUTIVE LEAD	Executive Lead HE		
DOCUMENT TYPE	Policy ☒	Group Procedure ☐	Local Procedure ☐
PURPOSE	The purpose of this policy is to set NCG's approach to the retention of assessed student work in order to be compliant with regulatory expectations.		
APPLICABLE TO	All NCG *Group* employees delivering HE, and all collaborative partnership provision delivering NCG HE programmes of study.		
EQUALITY ANALYSIS COMPLETED [POLICIES ONLY]	Yes ☒	No ☐	N/A ☐
	(If EA not applicable, please explain)		
KEY THINGS TO KNOW ABOUT THIS POLICY	This policy sets out to demonstrate our maintenance of academic standards and compliance with regulatory expectations regarding work retention.		
EXPECTED OUTCOME	Readers are expected to understand the organisational position on HE Work Retention, know their responsibilities in relation to the policy and associated procedure and comply with the terms of the guidance.		

MISCELLANEOUS	
LINKED DOCUMENTS	• HE Work Retention Process Guidance document
KEYWORDS	• Moderation (internal/external) • HE Assessment

Equality Impact Assessment

EQUALITY IMPACT ASSESSMENT			
	Yes	**No**	**Explanatory Note if required**
EIA 1 - Does the proposed policy/procedure align with the intention of the NCG Mission and EDIB Intent Statement in Section 2?	☒	☐	The answer to this must be YES
EIA 2 - Does the proposed policy/procedure in any way impact unfairly on any protected characteristics below?	☐	☒	
Age	☐	☒	The answer to this must be NO
Disability / Difficulty	☐	☒	The answer to this must be NO
Gender Reassignment	☐	☒	The answer to this must be NO
Marriage and Civil Partnership	☐	☒	The answer to this must be NO
Race	☐	☒	The answer to this must be NO
Religion or Belief	☐	☒	The answer to this must be NO
Sex	☐	☒	The answer to this must be NO
Sexual Orientation	☐	☒	The answer to this must be NO
EIA3 - Does the proposed policy/processes contain any language/terms/references/ phrasing that could cause offence to any specific groups of people or individuals?	☐	☒	The answer to this must be NO
EIA4 - Does the policy/process discriminate or victimise any groups or individuals?	☐	☒	The answer to this must be NO
EIA 5 - Does this policy/process positively discriminate against any group of people, or individuals?	☐	☒	The answer to this must be NO
EIA 5 - Does this policy/process include any positive action to support underrepresented groups of people, or individuals?	☐	☒	The answer to this could be yes or no as positive action is lawful. However, an explanation must be provided for clarity.
EIA 6 - How do you know that the above is correct?	Consultation has been carried out with relevant colleagues within NCG and with a higher education (HE) committee within our HE deliberative structure, which includes HE student representation.		

1. Introduction and Context

This policy reflects NCG's commitment to maintaining robust academic standards and providing sufficient evidence to support regulatory compliance, quality assurance activity and student-related processes. The approach outlined within this policy aligns with NCG's internal quality framework and establishes a consistent institutional standard for the retention, storage and retrieval of assessed student work. Through this policy, NCG seeks to ensure that evidence of academic decision-making remains accessible, secure and available for review where required.

The Office for Students (OfS) requires providers to retain appropriate records of assessed work for a period of five years. OfS guidance states that providers have latitude to determine what constitutes "appropriate records" and should not interpret this to mean that all work must be retained in all cases.

NCG is committed to meeting these regulatory expectations through a proportionate and risk-based approach to the retention of assessed student work.

This policy therefore establishes that all moderated assessed work across higher education provision should be retained for a period of five years.

The implementation of this policy will result in:

- The consistent retention of moderated assessed work across all programmes for a period of five years.
- The ability to retrieve assessed work in a timely manner to support academic appeals, complaints, academic integrity investigations, and any external reviews.
- Reduced reliance on inconsistent local storage practices and improved institutional oversight of assessed work retention.

2. Scope

This policy applies to all summative assessments contributing to academic credit, award classifications or qualification outcomes. This includes all higher education provision delivered by NCG and its collaborative partners, regardless of assessment method or mode of delivery.

Assessment evidence may take a range of forms, including written work, presentations, portfolios, practical assessments, performances, digital artefacts and other assessment

outputs. Where an assessment results in a non-written or physical output, appropriate evidence of the assessment must be retained.

Further guidance regarding the types of assessment evidence that should be retained and the arrangements for retention is provided within the NCG HE Work Retention Process Guidance document.

3. Policy Statement

3.1 Retention Period

Retained work must be stored securely for a period of five years from the end of the academic year in which the assessment took place and must remain readily retrievable for the purposes of academic appeals, complaints, academic misconduct investigations, external examining activity, regulatory review or institutional quality assurance processes.

3.2 Deletion

Following the completion of the 5-year retention period, the work will be securely disposed of in line with NCG data protection requirements and a record of disposal maintained.

3.2 Work to be Retained

NCG will retain all assessed work that has been formally selected as part of internal moderation processes.

Retention of moderated work ensures that evidence of academic standards across grade ranges is preserved, threshold standards and classification decisions can be demonstrated and that regulatory expectations are met.

3.3 Additional Retention by Curriculum Areas

Where curriculum areas wish to retain assessment materials, student work or other evidence beyond the moderated sample requirements outlined within this policy, responsibility for making suitable storage arrangements rests with the relevant curriculum area. NCG's centrally managed retention arrangements relate only to the moderated assessment samples.

3.4 Responsibility for Implementation

Responsibility for implementing this policy rests with curriculum areas and designated HE Quality staff in accordance with NCG’s HE Work Retention Process Guidance document.

4. STATEMENT ON IMPLEMENTATION

Upon approval, this policy will be uploaded to the policy portal and communicated to staff via The Business Round-up

5. STATEMENT ON EQUALITY AND DIVERSITY

NCG is committed to providing equality of opportunity. Further details of our aims and objectives are outlined in our Equality Diversity Inclusion and Belonging Strategy.

This policy has been assessed to identify any potential for adverse or positive impact on specific groups of people protected by the Equality Act 2010 and does not discriminate either directly or indirectly. In applying this policy, we have considered eliminating unlawful discrimination, promoting equality of opportunity and promoting good relations between people from diverse groups.

6. STATEMENT ON FREEDOM OF SPEECH

NCG is committed to upholding the principles of freedom of speech as enshrined in UK law. This policy is designed to ensure that all members of our college community, including students, staff, and visitors, can express their views and ideas freely and without fear of censorship or reprisal, provided that such expressions are within the law.

We affirm that this policy does not, in any way, diminish or undermine the rights of individuals under existing Freedom of Speech legislation.

7. STATEMENT ON CONSULTATION

This policy / procedure has been reviewed in consultation with members of the HE Quality and Standards Committee.

VERSION CONTROL				
Version No.	**Documentation Section/Page No.**	**Description of Change and Rationale**	**Author/Reviewer**	**Date Revised**
2				
3				