

## 6.11 - Retention of Examinations and Interim Grades - Policy

Section: Students  
Subject: Retention of Examinations and Interim Grades  
Policy: 6.11  
Approved: January 20, 2004  
Reviewed: May 21, 2013  
Revised: November 1, 2015

Carlton Trail College will retain all examination papers for a period of one full year after the date of the examination. Roll/grade books which are used to record mid-term or other marks, will also be retained for one year.

## 6.11 - Retention of Examinations and Interim Grades - Procedure

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The appropriate Program Manager, or designate, is responsible to ensure the proper retention of examinations and/or roll/grade books and will ensure all instructors are aware of the requirements.

A clearly designated and secure space will be provided in each regional office for the storage of these items.

Instructors may destroy student examinations after one full year of retention has lapsed.