
5.4.2 (a) – Retention of Final Examinations and Evaluations Procedure

Section:	Academic	Approved:	January 20, 2004
Subject:	Retention of Final Examinations and Evaluations	Reviewed:	September 1, 2025
		Revised:	September 1, 2025
Procedure:	5.4.2 (a)	Next Review:	September 1, 2026
Procedure Owner:	Directors – Academic		
Approval Authority:	President and CEO		

The Program Manager, or their designate, is responsible for ensuring that all instructors are informed of and comply with the retention requirements for examinations and evaluations.

Program staff shall securely destroy all student examinations and evaluations once the one-year retention period has elapsed.