
5.4.2 – Retention of Final Examinations and Evaluations Policy

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

Policy Statement

Carlton Trail College will retain all final examination papers and student evaluations for a period of one full year following the completion of the associated program to ensure integrity, accountability, and accessibility of academic records.

Purpose

The purpose of this policy is to provide clear guidelines for the retention of final examinations and evaluations, supporting academic review, verification of student performance, and compliance with institutional record-keeping requirements.

Scope

This policy applies to all programs, instructors, and administrative staff involved in the preparation, administration, and management of student examinations and evaluations at Carlton Trail College.

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.