



ASSESSMENT RETENTION POLICY

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ASSESSMENT AND RETENTION OF ASSESSED WORK POLICY

1. Purpose

The purpose of this policy is to establish a clear, consistent and secure framework for the submission, moderation, storage, retention, retrieval and disposal of students' assessed work and associated

This policy ensures retained assessment evidence supports:

Quality & Accuracy: All assessment types of Validated/ Franchised programs decisions, moderation, and institutional quality assurance.

Review & Compliance: Meets standards set by external examiners, partner universities, and regulatory or professional bodies.

Student & Academic Support: Resolves appeals, complaints, and misconduct investigations while maintaining continuous audit records of student achievement.

The policy applies particularly to validated and collaborative programs delivered by STI Myanmar University and should be read alongside the relevant awarding University's assessment regulations and quality assurance procedures.

2. Scope

This policy applies to all types of assessed work and assessment-related records produced by students enrolled at STI Myanmar University, including Levels 3–5 and, where applicable, Level 6 and Level 7 provision delivered in partnership with an awarding university.

The University shall retain sufficient evidence to enable an investigator, where required, to consider a student's assessed work across the relevant years of their course where such assessments contribute to an award.

3. Principles

STI Myanmar University shall manage assessed work according to the following principles:

3.1 Authenticity

Assessment records must provide reliable evidence of the work submitted and the assessment decision reached.

3.2 Completeness

All significant components of an assessment must be retained. For group assessments and individual contribution records, where used, should be retained alongside the final group submission.

3.3 Security

Assessment records must be stored securely and protected against unauthorized access, alteration, loss or destruction.

3.4 Accessibility

Authorized staff must be able to retrieve assessment records promptly when required for quality assurance, appeals, investigations, external examination, accreditation or audit purposes.

3.5 Confidentiality

Access to assessed work and assessment records shall be restricted to authorized individuals in accordance with their responsibilities.

3.6 Digital preservation

Where an assessment contains digital artefacts, the University should retain the original/native digital files where reasonably practicable, rather than retaining only a summary report or converted document.

3.7 Compliance

Retention and disposal shall comply with applicable awarding university requirements, institutional quality assurance procedures, Myanmar regulatory requirements and relevant professional/accreditation requirements.

4. Types of Assessed Work

The University uses a range of assessment methods depending on the learning outcomes and requirements of individual units. These include;

- Written coursework and technical reports;
- Individual and group design projects;
- Project portfolios and project logbooks;
- Oral presentations;
- Written examinations;
- Posters and other visual presentations;
- Recorded presentations where recordings form part of the assessment;
- CAD and other specialist digital files;
- Simulation-based Case Study
- Assessment evidence required by the approved program specification.

All assessments, such as group projects, oral presentations, portfolios and project logbooks, must be retained with sufficient supporting evidence to demonstrate both the overall assessment outcome and, where relevant, the contribution of individual students.

5. Assessment Submission and Approved Systems

Assessment shall be submitted, stored and managed through approved institutional or awarding-university systems according to the level and program requirements.

Assessment / Record

Submission / Storage System

Level 6 coursework, reports, thesis and portfolios

BREO / WISEflow, as applicable

Level 3–5 coursework and reports

Moodle / KhitPyinNyar

Level 6 examinations

WISEflow

Level 3–5 examinations

Moodle / KhitPyinNyar

Level 3–6 presentations Approved electronic systems; supporting materials retained in Moodle/KhitPyinNyar or relevant approved system

Level 6 and 7 marks/results

e-Vision

Level 6 and 7 Coursework and report	BREO
Level 6 and 7 Written Exam	BREO/WiseFlow
Level 6 and 7 Oral presentation	BREO
Level 6 and 7 Simulation-based Case Study	BREO
Level 6 and 7 Validated Programs are retained in Moodle / KhitPyinNyar.	
Assessment briefs and guidance	BREO / Moodle / KhitPyinNyar
Feedback and assessment-related records	BREO / Moodle / KhitPyinNyar
Locally used supporting materials	KhitPyinNyar, Local File Server
Assessment recordings	KhitPyinNyar, Local File Server
The specific system used shall follow the requirements of the awarding/partner university and the University's approved procedures.	

6. Retention Period

6.1 General Retention Requirement

STI Myanmar University shall retain assessed work and associated assessment evidence for a minimum period of five years from the date of the relevant assessment, unless a longer period is required by; the awarding university, a regulatory or statutory requirement, a professional, statutory or regulatory body, an accreditation requirement and an ongoing academic appeal, complaint or investigation or another formally approved institutional requirement.

6.2 Level 3–5 Assessed Work

STI Myanmar University, shall maintain a secure local archive and backup of Level 3–5 assessed work, including relevant presentation recordings and local moderation records, for a minimum of five years.

6.3 Level 6 and 7 Assessed Work

Level 6 and 7 assessment submissions shall be retained through the approved awarding-university systems, including BREO and WiseFlow as applicable. Official assessment results and academic records shall be maintained through e-Vision or the relevant awarding-university system.

6.4 Recordings

Where video or audio recordings form part of teaching or assessment evidence, assessment-related recordings shall normally be retained for five years, subject to applicable data protection and institutional requirements.

Recordings shall be securely stored, access-controlled and backed up. Appropriate file formats and compression should be used to minimize degradation and ensure continued accessibility during the retention period.

6.5 Longer Retention

Where a record is subject to an appeal, complaint, academic misconduct investigation, legal matter, accreditation review or other unresolved process, it shall not be destroyed until the matter has been formally concluded and any required retention period has expired.

7. Assessment Moderation

All assessed work shall be subject to appropriate internal moderation in accordance with the approved assessment and quality assurance procedures of STI Myanmar University and the relevant awarding university.

For examinations and other centrally controlled assessments, the relevant examination and moderation procedures of the awarding university shall apply.

8. All Assessments

For group assessments, the University should retain sufficient evidence to distinguish individual student contributions where individual achievement contributes to the assessment outcome.

Assessments, such as group projects, portfolios and project logbooks. The University should retain the relevant digital artefacts, CAD files, the respective relevant assessments, recordings and other evidence assessment materials where these are necessary to demonstrate achievement of the learning outcomes.

9. Assessment Record Management by System

9.1 WiseFlow

WiseFlow shall be used for relevant Level 6 and 7 examination and assessment activities. Examination materials and other records held in WiseFlow shall be maintained in accordance with awarding-university requirements.

9.2 BREO

BREO shall be used for relevant Level 6 and 7 assessment submissions, assessment briefs, learning materials, guidance, feedback and other assessment-related information.

9.3 e-Vision

e-Vision shall maintain Level 6 and 7 assessment marks, results and relevant official academic records.

9.4 Moodle / KhitPyinNyar

Moodle and KhitPyinNyar shall be used for relevant Level 3–7 assessment briefs, learning materials, guidance, feedback, assessment submissions and assessment-related recordings.

9.5 University Local File Server

Local File server may be used for supporting assessment materials, student submissions and feedback where these platforms are approved for local use.

Important assessment records stored locally through STI University file server must be appropriately organized, access-controlled and included within the University's retention and backup arrangements.

10. Storage, Backup and Security

The University shall maintain appropriate controls to protect students' outputs and assessment records from loss, unauthorized access or accidental alteration or natural disaster.

11. Access by External Examiners and Partner Universities

Assessment records shall be made available to authorized external examiners and awarding/partner universities through approved procedures and systems.

Assessment records shall be shared only with authorized persons and through approved systems.

12. Retrieval of Records

Assessment records shall be centrally indexed and systematically maintained to ensure that authorized personnel can retrieve them efficiently.

The University aims to make relevant assessment records available to authorized quality assurance personnel within 72 hours of an audit or formal records request, subject to the scope and complexity of the request.

Course Leaders, Link Tutors, Academic Staff and Quality Assurance personnel shall cooperate and take responsibilities to locate and provide records when required.

- **IT / Systems Support**

IT or designated systems personnel shall support for system availability, access controls, backup arrangements, data security, restoration of records where technically possible and maintenance of digital storage capacity.

13. Annual Archive Completeness Check

An annual assessment archive check shall be conducted before formal cohort sign-off.

The check should confirm the followings:

- 1) All required assessment components are present;
- 2) Assessment briefs are available;
- 3) Student submissions are retained;
- 4) Marks/results are recorded;
- 5) Moderation records are complete;
- 6) Group assessment evidence is available where applicable;
- 7) Required presentation recordings are available;
- 8) Relevant digital artefacts are retained;
- 9) Records are stored in the correct approved system;
- 10) Access permissions remain appropriate; and
- 11) Identified gaps have been documented and addressed.

The outcome of the annual check shall be recorded as part of the University's Quality Assurance (QA) evidence.

14. Disposal of Assessed Work

At the end of the applicable retention period, assessed work may be securely disposed of where there is no requirement for continued retention.

Before disposal, the responsible person (Registrar) shall confirm that the retention period has expired, there are no outstanding appeals, complaints, investigations or legal matters, and no regulatory, accreditation, awarding-university, or ongoing quality assurance requirements require continued retention.

Digital records shall be securely deleted or rendered inaccessible in accordance with approved institutional procedures.

Where records are retained beyond the normal five-year period, the reason for extended retention should be documented.

15. Non-Compliance and Incident Reporting

Any significant failure relating to the loss, unauthorized disclosure, unauthorized alteration or natural disaster destruction of assessment records must be reported promptly to the Academic Board and the relevant institutional authority.

16. Professional and Accreditation Requirements

Where a program is subject to professional, statutory or regulatory accreditation requirements, the University shall retain assessment and quality assurance evidence for the period required by the relevant professional or accreditation body.

Such requirements may require additional evidence to be retained and made available for accreditation and review purposes. The retention period shall therefore be extended where the applicable professional or accreditation requirements exceed the University's normal five-year period.

Any amendments shall be approved through the University's established Academic Board arrangements.

Appendix A – Assessment Retention Matrix

Record Type	Primary System	Minimum Retention
Level 3–7 Coursework / Reports	Moodle / KhitPyinNyar	5 years
Level 3–7 Project Work / Portfolios	Moodle / KhitPyinNyar / approved storage	5 years
Level 3–7 Examination Records	Moodle / KhitPyinNyar / approved storage	5 years
Level 3–7 Presentation Materials	Moodle / KhitPyinNyar	5 years
Presentation Recordings forming part of assessment	Moodle / KhitPyinNyar	5 years
Group Assessment Individual Contribution Logs	Approved assessment system	5 years
Local Moderation Records	Approved institutional storage	5 years
Level 6 and 7 Assessment Submissions	BREO / WiseFlow	As required by awarding university; minimum 5 years unless longer period applies
Level 6 and 7 Examination Materials	BREO / WiseFlow	As required by awarding university
Level 6 and 7 Simulation-based Case Study/ Oral Presentation	BREO / WiseFlow	As required by awarding university
Level 6 and 7 Marks / Results	e-Vision / Local file server	As required by awarding university
External Examiner Reports	Approved institutional / awarding university system	As required by awarding university; minimum 5 years unless longer period applies
Assessment Briefs / Marking Criteria	BREO / Moodle / KhitPyinNyar	5 years minimum
Assessment Feedback	BREO / Moodle / KhitPyinNyar	5 years minimum
CAD / Native Digital Assessment Files	Approved digital archive	5 years minimum