

A Quick Guide to Retaining Exemplar Student Work

All the information regarding the retention of exemplar student work can be found online in the QAA Grading Scheme handbook D.

QAA Grading Scheme Handbook Section D

<https://www.qaa.ac.uk/access-to-he/access-to-he-resources/access-to-he-grading-scheme>

What you need to know:

1. Why should the centre keep examples of students' work?

Centres need to retain samples of students' work to ensure consistency as part of their internal quality assurance process. Retained work is used to support:

- year-on-year monitoring of standards of assessment
- the induction of new assessors
- the development of existing assessors
- understanding of the requirements at different levels of assessment
- Centre and AVA meetings for assessment standardisation. The national focus on standardisation of Access grading, driven by the QAA, will be addressed directly by the use of retained materials in subject and cross-curricula comparison as well as across the region.

2. Which examples of students' work should the centre keep?

Samples of work which have been subject to IV should be kept to confirm agreement of the processes used and grades awarded.

The centre doesn't need to keep every piece of IV'd work, but an example of Pass, Merit and Distinction from each subject will demonstrate the range of performance. Ungraded units from non-academic units should also be kept in the sample; as these cannot be graded, a sample of an 'Achieved' unit will be sufficient.

It is also a requirement to keep examples of research projects/extended assignments, so retain a copy of a Pass, Merit and Distinction from these units, too.

It is good practice to retain an example of an assessment from each tutor in the sample.

3. How does the centre address the storage of the exemplar materials?

Samples of retained students' work should be kept for a rolling three-year period. Hard copies of several students' assignments, with the related unit information and tutor feedback, may require a large amount of storage space. Therefore, for practical subjects, scanned versions and/or photographs of the samples should be retained rather than large amounts of original work kept.

4. What administration is required to accompany the samples?

Whether the sample is stored as the original documents or as digital files, the following should be included alongside it in a checklist for each year:

- A list of the subjects delivered
- A list of the tutors who have assessed these subjects
- The students' work at Pass, Merit and Distinction
- The unit/s covered by the exemplar work

A simple suggested template to record the exemplar materials is provided below:

Record of retained work 2016-17 Centre: XYZ College			
Subject	Tutor	Student and Grade	Unit Title and Code
Sociology	Tutor 1	Student A (Pass)	Unit 1
Sociology	Tutor 2	Student B (Merit)	Unit 3
Sociology	Tutor 1	Student C (Distinction)	Unit 1
Biology	Tutor 3	Student D (Pass)	Unit 2
Biology	Tutor 3	Student A (Merit)	Unit 2
Biology	Tutor 3	Student E (Distinction)	Unit 4
Academic writing	Tutor 4	Student F (Achieved L3)	Unit 1
Research Project	Tutor 3	Student F (Pass)	Unit QUxxxxx2
Research Project	Tutor 5	Student P (Merit)	Unit QUxxxxx7
Research Project	Tutor 6	Student Y (Distinction)	Unit QUxxxxx2

Contact Details

If you are unsure or have a specific query, please email the support team at access@gatewayqualifications.org.uk.