
FINAL EXAMS AND COURSE ASSESSMENTS

Description: Records may include completed final, midterm, and other examinations, tests, or quizzes; essays and research papers; co-op work reports; lab reports; film, video, photographs, drawings, paintings and other artistic projects; graded assignments and assessments; and user submitted data such as discussion posts, chats, student-instructor correspondence, online room recordings, quiz attempts, survey attempts and self-assessment attempts.

MUNCLASS Function:	Teaching and Learning (TL)
Responsible Unit(s):	Registrar's Office, School of Graduate Studies, Centre for Innovation in Teaching and Learning, Unit(s)
Retention:	1 year after last use (i.e., after the end of the term in which the work was submitted or after the resolution of any grade revision request or appeal).
Disposition:	Destroy
Media:	Paper and/or electronic
Authority:	Anticipated Operational Use