

## OP9850 PREPARATION OF EXAMINATIONS

Records documenting the preparation of examination papers by faculty members at the University, to be administered to students for purposes of assessment of academic achievement.

Not used for organization of the examinations by the registrar's office. See OP9800.

Example documents: Final versions of examinations, correspondence.

*Correspondence includes paper, email and other electronic communication.*

### OPR - Dean or Head of Faculty, Department or Unit

*(Unless otherwise assigned, see below)*

NO.	TYPE OF RECORD	Active yr(s)	Semi-Active	Dis-position	Personal Info
30	<b>Final Version of Confidential Examination Questions</b> OPR - Head of Department <i>Records documenting the preparation of examination questions and papers that are to be used for more than one time.</i> <i>ET Definition: Examination completed for the first time.</i>	ET + 10	0	D	NO
31	<b>Final Version of Non-confidential Examinations</b> OPR - University Registrar <i>Records consist of the final version of examination questions that are to be used only once.</i> <i>ET Definition: Examination is completed.</i> <i>Disposition Plans: Once examinations have been completed, the final version of non-confidential examinations will be posted in the digital examination bank maintained by Alma Mater Society. The bound hard copies of the non-confidential examinations will be sent to the archives. The archives will sample examinations and preserve only a representative sample on a permanent basis.</i>	ET + 1	0	DP/AR	NO

## GLOSSARY

FY = Fiscal Year (May 1 to April 30)

AY = Academic Year (September 1 to August 31)

CY = Calendar Year (January 1 to December 31)

ET = Event Trigger

OPR = Office of Primary Responsibility

DP = Special Disposition Plan

AR = Transfer to Archives

D = Destroy / Delete

PIB = Personal Information Bank