



## Procedure: Posting Grades and Returning Student Exams and Assignments

### INTRODUCTION

Student grades are considered personal information as per the *Freedom of Information and Protection of Privacy Act* (FIPPA), and are to remain confidential. Student answers to exams and assignments are also confidential information, and provide the means of assessing students' knowledge of specific teaching materials used. It is considered an unreasonable invasion of privacy if anybody other than the student, and those needing to view this information in order to do their work, has access to this confidential information. By following this procedure, Brock University will be in compliance regarding the protection of personal privacy.

### PROCEDURES

#### Examinations and Assignments

1. Student examinations, assignments and other graded student work should be secure and not be publicly viewable or available.
2. Examinations, assignments and other student work should be returned directly to the student, or where this is impractical, should be returned in a secure manner to prevent viewing by other parties.
3. Students should be informed of the department's return policy, where appropriate.
4. As per the Faculty Handbook III: 9.2.4, examination scripts shall be securely kept for a period of not less than six months. After that time, they must be shredded.

#### Grades

1. Direct students to access their grades through Student Self Serve or other secure means, such as the University's course management software.
2. Record, where practical, the student's grade or comments on the inside cover of an examination or assignment in order to protect personal privacy.

### RELATED POLICIES

- Brock University's Access to Information and Protection of Privacy Policy
- Brock University's Access To Student Records And Disclosure Of Information Policy

For more information about the application of these procedures, please see Brock's Freedom of Information and Protection of Privacy website at [www.brocku.ca/accessandprivacy](http://www.brocku.ca/accessandprivacy) or contact the Freedom of Information and Privacy Coordinator at 905-688-5550, ext. 5380.

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