School of Electrical & Electronic Engineering

Policy on Student Access to Examination Scripts

The University’s Examinations Policy (http://www.adelaide.edu.au/policies/?465) states:

"4.11 Return of Examination Scripts

- Students have the right to access their examination scripts. Where possible, Schools should return examination scripts to assist the learning process. However, unless Schools are prepared to make full copies, scripts should not be returned until a reasonable period has elapsed to allow for possible appeals and re-marks.
- Students must be permitted access to their examination scripts for discussion with academic staff if they place their request in writing to the examiner within 28 days of the issue of the official results. Schools may choose to offer access to scripts without a formal written request and/or without reference to specified time periods.
- Academic areas that do not return examinations scripts to students must retain them for a minimum of one year after the examination period, and then may destroy them according to the University’s Disposal Schedule for Student Records."

In accordance with this policy within the School of Electrical and Electronic Engineering:

- Exam scripts shall not be returned to students.
- Students who applied within the deadline (28 days after the issue of official results) will be allowed to view their scripts. Normally a time will be set for each course at which all students who have applied to view their scripts will be able to do so, in the presence of the examiner. This will be early in the following semester.
- There will not be an opportunity for students to access their exam scripts until after the deadline has passed. In particular this means that students will not be able to view their exam scripts between primary and supplementary exams, but wherever possible staff will be available during this period to provide general assistance to students.

Approved: Academic Matters Subcommittee 10th April 2003