

Amended extract from the AQSM (last approved Senate 2008)

## Maintenance of records at School level

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Schools are required to keep a full set of records which will include:

- minutes of all School committees
- records of student evaluation of teaching
- annual module reports on all modules for which the School is responsible
- external examiners' reports and School's responses
- reports of internal and external reviews and audits, and School's responses
- CARD reports from programmes and Head of School
- student, programme and module handbooks

In all cases, records should be kept in accordance with the requirements of the Records Management Policy (available at the Policy Zone website

<http://www.keele.ac.uk/policyzone/documentsa-z/> )