

Examinations Data Retention Policy for the Department of Engineering

The following policy applies to examinations taken in the following University Examinations:

Engineering Tripos, Parts IA, IB, IIA, IIB Manufacturing Engineering Tripos, Parts IIA and IIB

The following data are retained by the Faculty Board Office:

| Routinely available data | | |
|---------------------------------|-------------------------|---------------------------|
| <u>Data</u> | <u>Retention period</u> | <u>Accessible through</u> |
| Mark books | Three years | Faculty Board Office |
| Class lists | Indefinitely | Faculty Board Office |

The marks contained in the final mark book and routinely released are those that the Faculty Board have determined as being meaningful or helpful as indicators of examination performance.

| Data retained | | |
|------------------------------|-------------------------|---------------------------|
| <u>Data</u> | <u>Retention period</u> | <u>Accessible through</u> |
| Orders of Merit | Indefinitely | Faculty Board Office |
| Chairmen's Reports and files | Indefinitely | Faculty Board Office |

In keeping with the provision of the 1998 Data Protection Act, the Department does **NOT** release examination scripts to students. Examiners are expressly instructed and expected not to write comments on scripts.

An individual requesting data will be provided with data concerning himself/herself only. Data concerning other candidates' performance will not be released.

Sample examination scripts and coursework will be retained for up to three years when required for evaluation of teaching quality or for accreditation by professional engineering institutions.

At the end of the retention period, data are either destroyed or anonymised and used for statistical analysis.

In the case of a formal appeal, **ALL** data on the individual concerned should be retained until the appeal process is completed.

Please request data in writing from the Faculty Board contact: Madeline McKerchar, Secretary to the Faculty Board (mjm61@cam.ac.uk).

Release of data under this policy does not constitute a subject access request under the Data Protection Act 1998. Requests for access to all other personal data should be directed to the University's Data Protection Officer (data.protection@admin.cam.ac.uk).