

Policy of the Faculty Board of Engineering on Examinations Data Retention

This policy applies to both electronic and hard copies of data relating to the following University Examinations:

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

Routinely available data		
<u>Data</u>	<u>Retention period</u>	<u>Accessible through</u>
Mark books	Six months	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 has 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	Indefinitely	Faculty Board Office
Chairmen's files	Three years	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.

Directors of Studies may disclose as much information to a relevant third party (e.g. in relation to a reference request or postgraduate course application) as they think would benefit the student.

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: faculty-board-office@eng.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).