

FACULTY OF HUMAN, SOCIAL, AND POLITICAL SCIENCE

EXAMINATIONS DATA RETENTION POLICY 2017-18

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

Human, Social, and Political Sciences Tripos, Parts I and II

Archaeology Tripos, Part I and II

All MPhil, MRes and MSt courses offered by the Faculty

The following data are retained in the Tripos office (Part I only) or in the relevant Departmental Offices (Part II and the relevant MPhils / MRes)

Routinely available data:			
<i>Data</i>	<i>Retention period</i>	<i>Course</i>	<i>Accessible through:</i>
Final Markbook	Indefinitely	Part I	Teaching Administrator
		Part II	Undergraduate administrator in relevant department
		Master's courses	Graduate administrator in relevant department
Individual mark record	Indefinitely	Part I	Teaching Administrator
		Part II	Undergraduate administrator in relevant department
		Master's courses	Graduate administrator in relevant department
Copy of class list	Indefinitely	Part I	Teaching Administrator
		Part II	Undergraduate administrator in relevant department
		Master's courses	Not applicable
Reports of Internal and External Examiners	Indefinitely	All courses	Made available on the Faculty website, www.hsps.cam.ac.uk

The marks contained in the individual mark record and which are routinely released are those that the Faculty Board and/or Degree Committee have determined as being meaningful or helpful as indicators of examination performance.

Data available on request:		
<i>Data</i>	<i>Retention period</i>	<i>Accessible through:</i>
Interim marks held by Examiners and assessors	6 months from publication of class list	Chairman of Examiners/ Senior Examiner
Examiners' comments relating to procedural or rubric infringements, or other practical points	6 months from publication of class list	Chairman of Examiners/ Senior Examiner
Examiners' comments relating to academic judgement	Not retained; destroyed immediately following final Examiner's meeting ¹	Not accessible

At the end of the retention period, data are either destroyed or anonymised and used for statistical analysis. Examination scripts are retained for six months following the publication of the classlist but are not released to students. Where data will be kept for procedural or rubric infringements, all academic judgements relating to that student will also be retained, but will not be made available to students as standard.

¹ Note that in the event of a formal appeal, all data held at the time of the formal appeal should be retained until the completion of the appeal process.

Examiners and assessors are expressly instructed not to write comments on scripts. Where notation is included – most commonly on language/translation scripts – in the form of underlining, marginal references in the form of question marks, etc, this will be communicated separately from the scripts themselves. However, it should be noted that such data, taken in isolation, are intended mainly to guide the examiners and assessors and are unlikely to be of material benefit in indicating a student's performance on a particular paper.

In the case of a formal appeal, ALL data on the individual concerned that is held at the time of the formal appeal should be retained until the appeal process is completed. Data on marks and individual coursework may be retained in the case of students degrading.

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:

University Data Protection Officer,
Email: data.protection@admin.cam.ac.uk

In the first instance, all data should be requested in writing, noting the course and year of study, from:

Teaching Administrator
Faculty of Human, Social, and Political Science
Free School Lane
Cambridge CB2 3RQ
Email: facultyteachingadmin@hsps.cam.ac.uk