

Degree Committee of the Department of Politics and International Studies

EXAMINATIONS DATA RETENTION POLICY 2017-18

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

All MPhil and MSt courses offered by the Department.

The following data are retained in the relevant Offices.

Routinely available data:		
<i>Data</i>	<i>Retention period</i>	<i>Accessible through:</i>
Final Result List	Indefinitely	Graduate administrator for the relevant course
Reports of Internal and External Examiners	Indefinitely	Made available on the relevant website or by request to the Graduate administrator for the relevant course

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 results	Chairman of Examiners/ Senior Examiner
Examiners' comments relating to procedural or rubric infringements, or other practical points	6 months from publication of results	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 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.

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

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.