

Exam data retention policy

Examinations Data Retention Policy

Policy approved by the Faculty Board of Engineering for use in 2024-25. 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

| Data | Retention period | Accessible through |
|----------------------------------|------------------|---|
| Final Mark book (Order of Merit) | Indefinitely | College Tutorial Office, Faculty Board Office |
| Marks per paper | Indefinitely | CamSIS |

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

| Data | Retention period | Accessible through |
|---|--|---|
| Class lists | Indefinitely | Faculty Board Office |
| Reports of the Chairs of Examiners | Indefinitely | Faculty Board Office |
| Files of the Chairs of Examiners, including Minutes of the Examiners' meetings and the Examiners' Reports | Indefinitely | Faculty Board Office |
| Exam scripts | Twelve months from the publication of the results* | Examiners for the first month, thereafter: Faculty Board Office |
| Coursework | Twelve months from the publication of the results* | Examiners for the first month, thereafter: Faculty Board Office |
| Marks for individual questions | Twelve months from the publication of the results | Chairs of Examiners |

*A broad sample of examination scripts and coursework will be retained for five years, and will be used when required e.g. 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 keeping with the provision of the General Data Protection Regulation (GDPR) 2018, 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.

Academic staff acting as referees for students may disclose as much information to a relevant third party as they think appropriate. Guidance is available for staff on [providing academic references for students](#).

In the case of a formal appeal, the Faculty Board Office should be notified and **ALL** data on the individual

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concerned should be retained for 6 years from the last action on the examination review process.

Please request data in writing from: faculty-board-office@eng.cam.ac.uk

[Release of data under this policy does not constitute a subject access request under the GDPR 2018. Requests for access to all other personal data should be directed to the University's Data Protection Officer \(\[data.protection@admin.cam.ac.uk\]\(mailto:data.protection@admin.cam.ac.uk\)\)](#)

Source URL (modified on 22-08-24): <https://teaching.eng.cam.ac.uk/content/exam-data-retention-policy>