

FACULTY OF HUMAN, SOCIAL, AND POLITICAL SCIENCE

EXAMINATIONS DATA RETENTION POLICY 2023-24

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 relevant Tripos office (Part I only) or in the relevant Departmental Offices (Part II and the relevant MPhils / MRes)

Data routinely available on request:			
<i>Data</i>	<i>Retention period</i>	<i>Course</i>	<i>Accessible through:</i>
Mark from Final Markbook	Indefinitely	Part I	CamSIS or Part I Administrator
		Part II	CamSIS or Undergraduate administrator in relevant department
		Master's courses	CamSIS or Graduate administrator in relevant department
Total marks and marks for each element of the examination	Indefinitely	Part I	CamSIS or the Part I Administrator
		Part II	CamSIS or the Undergraduate administrator in relevant department
		Master's courses	CamSIS or the Graduate administrator in relevant department
Class awarded, including rank	Indefinitely	Part I	CAMSIS or Part I Administrator
		Part II	CAMSIS or Undergraduate administrator in relevant department
		Master's courses	Not applicable
Reports of Internal and External Examiners	Indefinitely	All courses	Part I HSPS Made available on the Tripos website, (www.hsps.cam.ac.uk) Part I Archaeology made available on the Tripos website, (www.arch.cam.ac.uk) Part II/MPhil/MRes made available from the relevant departmental websites

The routinely supplied data comprise information that the Faculty Board and/or Degree Committee have determined as being meaningful or helpful as indicators of examination performance.

Additional data available on request (where available):		
<i>Data</i>	<i>Retention period</i>	<i>Accessible through:</i>
Marks for individual questions/marks recorded on a mark sheet	at least one year after publication of results ²	Chairman of Examiners/ Senior Examiner
Minutes of Examiners' meetings ¹	Indefinitely	Chairman of Examiners/ Senior Examiner
Examiners' comments relating to procedural or rubric infringements, or other practical points	at least one year after publication of results ²	Chairman of Examiners/ Senior Examiner
Examiners' comments relating to academic judgement	Not retained; destroyed immediately following final Examiner's meeting ³	Not accessible

¹ minutes of Examiners' meetings, insofar as they relate to an individual candidate, may also be disclosed to that candidate on request.

² all data pertaining to appeals should be kept for 6 years dated from the last action on appeal.

³ 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.

At the end of the retention period, data are either destroyed or anonymised and used for statistical analysis. Examination scripts are retained for one year 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.

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 formal subject access request under data protection legislation. Formal requests for access to all other personal data should be directed to the University's Information Compliance Office (<https://www.information-compliance.admin.cam.ac.uk/data-protection/subject-access-request>).

The Office for Students has clarified recent changes to guidance around the retention of examination data. Under this guidance the General Board expects that a broad sample of student work, including examination scripts and other forms of assessment, is retained for five years.

Please request data in writing from:

Faculty Teaching Administrator (facultyteachingadmin@hsps.cam.ac.uk)