

DEPARTMENT OF CHEMICAL ENGINEERING AND BIOTECHNOLOGY

Examination Data Retention Policy

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

Chemical Engineering Tripos, Parts I, IIA and IIB

The following data are retained:

Data routinely available on request:		
<i>Data</i>	<i>Retention period</i>	<i>Accessible through:</i>
Mark from the Final Mark Book	Indefinitely	College DoS or CamSIS
Classes awarded	Indefinitely	College DoS or CamSIS
Rank-in-class (where recorded)	Indefinitely	College DoS or CamSIS
Minutes of Examiners' meetings	Indefinitely	Secretary of the Chemical Engineering and Biotechnology Syndicate
Examiners' comments or notes relating to procedural or rubric infringements or other practical points	Indefinitely	Minutes of Examiners' meetings

The routinely supplied data comprise information that the Chemical Engineering and Biotechnology Syndicate has 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	One year after publication of results	Teaching and Research Co-ordinator

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 but are not released to students, given that Examiners do not write any comments on scripts.

Please request data in writing from:

Faculty Contact
Rachael Tuley Teaching and Research Co-ordinator Secretary to the Chemical Engineering and Biotechnology Syndicate (rt23@cam.ac.uk)
Department of Chemical Engineering and Biotechnology

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>).