

Department of Chemical Engineering and Biotechnology
EXAMINATIONS DATA RETENTION POLICY

The following policy applies to data relating to the following University Examinations:

Chemical Engineering Tripos, Parts I, IIA and IIB

The following data are routinely available.

<i>Data</i>	<i>Retention period</i>	<i>Accessible through:</i>
Class List	Indefinitely	CamSIS or College Director of Studies
Final Mark Book	Indefinitely	CamSIS or College Director of Studies

The marks contained in the final mark book and routinely released are those that the Chemical Engineering and Biotechnology Syndicate has determined as being meaningful or helpful as indicators of examination performance.

The following additional data are retained.

- Raw marks for individual questions. These are not routinely available because they are considered to be relatively meaningless as an indicator of examination performance given the moderation process that is used in determining class by Examiners.
- Comments made in Examiners' reports and the minutes of Examiners' meetings.

Retained data that refers to identifiable individuals can be supplied by written request to the Chairman of Examiners.

Examination scripts are retained for 6 months after publication of class list. However, no comments are written on the scripts by Examiners, and so students have no entitlement to see them under the terms of the Data Protection Act 1998.

At the end of the retention period, data are either destroyed or anonymised and used for statistical purposes.

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 (data.protection@admin.cam.ac.uk)

Dr Patrick J. Barrie
Secretary of the Chemical Engineering and Biotechnology Syndicate
30 October 2014