

## EXAMINATIONS DATA RETENTION POLICY

The following policy applies to examinations taken in the following University Examinations:  
**Modern and Medieval Languages Tripos, Linguistics Tripos, Certificates and Diplomas.**

The following data are retained at the Modern and Medieval Languages Faculty Office, Room 121, Raised Faculty Building:

<b>Section A: Routinely available data:</b>		
<i>Data</i>	<i>Retention Period</i>	<i>Accessible through:</i>
Final Mark Book i.e. mark for each 'unit' (paper, oral, dissertation, etc.), aggregate, average, class, rank order, statement of class boundaries and classing procedures.	Indefinitely	College Director of Studies College Tutor Faculty Contact
Certain marks relating to performance of Phonetics candidates	Indefinitely	Phonetics Lecturer

The marks contained in the final mark book and routinely released to Colleges and Examiners are those that the Faculty Board have determined as being meaningful or helpful as indicators of examination performance.

<b>Section B: Data available on request (where available):</b>		
<i>Data</i>	<i>Retention period</i>	<i>Accessible through:</i>
Examiners' Notes Sheets Interim marks Examiners' Comments Marks for individual questions	Six months from publication of the Class List	Faculty Contact
Extract from Minutes where individual candidate is referred to	Indefinitely	Faculty Contact
Student declaration forms (submitted with coursework) Mark entry sheets Files relating to application and approval process of Year Abroad Projects, Optional Dissertations, and Compulsory Dissertations.	Six months from publication of the Class List	Faculty Contact

<b>Section C: Data retained but not released:</b>		
<i>Data</i>	<i>Retention period</i>	<i>Accessible through:</i>
Examination Scripts Portfolios of Essays Recordings of oral examinations Year Abroad Projects (MML) Part II Optional Dissertations (MML) Part IIB Compulsory Dissertations (Ling)	Six months from publication of the Class List	With the candidate's permission Dissertations and Year Abroad Projects may be placed in the Faculty Library for reference purposes only for four years before being destroyed.

Please note that all data relating to Part II candidates who do not complete the Part II examination in the normal timescales will be retained until the candidate subsequently completes the examination, and then six months from publication of the Class List. Examinations data will not be released to these candidates except as required by law. Data categories listed under Section B above may, of course, be released once the candidate has completed the full Part II examination.

**Candidates should request data in writing from the Faculty Contact.** There is an administrative charge of £5.00 for one paper or £10 for two or more papers to be paid (cash or cheque made out to 'University of Cambridge') before the data is released.

*Faculty Contact:* Assistant Faculty Administrator  
Faculty of Modern and Medieval Languages  
Raised Faculty Building  
Sidgwick Site  
Cambridge CB3 9DA  
mml-faculty-office@lists.cam.ac.uk

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**

The Old Schools  
Trinity Lane  
Cambridge CB2 1TN  
Email: data.protection@admin.cam.ac.uk