

**FACULTY OF MODERN AND MEDIEVAL LANGUAGES
EXAMINATIONS DATA RETENTION POLICY**

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

Modern and Medieval Languages Tripos, Linguistics Tripos, History and Modern Languages Tripos (MML Papers only).

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

Section A: Routinely available data:		
<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 (Assistant Faculty Administrator)
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.

Section B: Data available on request (where available):		
<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	MML Faculty Office
Extract from Minutes where individual candidate is referred to	Indefinitely	MML Faculty Office
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	MML Faculty Office

Section C: Data retained but not released:		
<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.

Faculty Contact:

MML Faculty Office
facultyoffice@mml.cam.ac.uk

*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>).*

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