FACULTY OF MODERN AND MEDIEVAL LANGUAGES AND LINGUISTICS
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 and Linguistics Faculty Office, Room 121, Raised Faculty Building:

### Section A: Routinely available data:

<table>
<thead>
<tr>
<th>Data</th>
<th>Retention Period</th>
<th>Accessible through:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Final Mark Book</td>
<td>Indefinitely</td>
<td>College Director of Studies</td>
</tr>
<tr>
<td>i.e. mark for each ‘unit’ (paper, oral, dissertation, etc.), aggregate, average, class, rank order, statement of class boundaries and classing procedures.</td>
<td>Indefinitely</td>
<td>College Tutor</td>
</tr>
<tr>
<td>Certain marks relating to performance of Phonetics candidates</td>
<td>Indefinitely</td>
<td>Faculty Contact (Assistant Faculty Manager)</td>
</tr>
</tbody>
</table>

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):

<table>
<thead>
<tr>
<th>Data</th>
<th>Retention period</th>
<th>Accessible through:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Examiners’ Notes Sheets</td>
<td>Six months from publication of the Class List</td>
<td>MML Faculty Office</td>
</tr>
<tr>
<td>Interim marks</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Examiners’ Comments</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Marks for individual questions</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Extract from Minutes where individual candidate is referred to</td>
<td>Indefinitely</td>
<td>MML Faculty Office</td>
</tr>
<tr>
<td>Student declaration forms (submitted with coursework)</td>
<td>Six months from publication of the Class List</td>
<td>MML Faculty Office</td>
</tr>
<tr>
<td>Mark entry sheets</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Files relating to application and approval process of Year Abroad Projects, Optional Dissertations, and Compulsory Dissertations.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Section C: Data retained but not released:

<table>
<thead>
<tr>
<th>Data</th>
<th>Retention period</th>
<th>Accessible through:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Examination Scripts</td>
<td>A broad sample of student work, including examination scripts and other forms of assessment, will be retained for five years</td>
<td>With the candidate’s permission</td>
</tr>
<tr>
<td>Portfolios of Essays</td>
<td></td>
<td>Dissertations and Year Abroad Projects may be placed in a Faculty Google Drive for reference purposes only for five years before being destroyed</td>
</tr>
<tr>
<td>Recordings of oral examinations</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Year Abroad Projects (MML)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Part II Optional Dissertations (MML)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Part IIB Compulsory Dissertations (Ling)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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:** MMLL Faculty Office facultyoffice@mmll.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](https://www.information-compliance.admin.cam.ac.uk/data-protection/subject-access-request)).*

November 2023