

EXAMINATIONS DATA RETENTION POLICY

The policy applies to the following University examinations:

Modern and Medieval Languages MPhil Examinations

The following data are retained at the Modern and Medieval Languages Graduate offices, Rooms 104, 122 & 220, Raised Faculty Building:

Section A: Routinely available data:		
Data	Retention Period	Accessible through:
Final Mark Book i.e. mark for each 'unit' (essays, oral, thesis, etc.), aggregate, class, rank order, statement of class boundaries and classing procedures.	Indefinitely	Faculty Contact

The marks contained in the final mark book may be released to Colleges and Examiners, if the Degree Committee have determined them as being meaningful or helpful as indicators of examination performance.

Section B: Data available on request (where available):		
Data	Retention Period	Accessible through:
External Examiners' Comments (in the event of moderation or adjudication) Final External Examiners' Reports	Retained indefinitely but not released to students.	Faculty Contact
Extract from Minutes where individual candidate is referred to	Indefinitely	Faculty Contact
Student declaration forms (submitted with coursework)	Four years	Faculty Contact

Section C: Data retained but not released:		
Data	Retention Period	Accessible through:
Essays and theses	Minimum of six months from approval of MPhil award by the Degree Committee	With the candidate's permission, essays and theses awarded a distinction may be placed in the Faculty Library for reference purposes only (photocopying/scanning not permitted) for four years before being destroyed.

Faculty Contact:

Graduate Administrator
Faculty of Modern and Medieval Languages
Raised Faculty Building
Sidgwick Site
Cambridge CB3 9DA
mmlgrad@hermes.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. Tel. 01223 332323
Email: data.protection@admin.cam.ac.uk