

Examinations Data Retention Policy

The Department of Pathology has produced the following statement in response to the [University Guidelines by the General Board](#) and as instructed by the [Committee of Management for the Natural Sciences Tripos](#).

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

- NST Part II Pathology (Single Subject)

The following data are retained at the Department of Pathology, Tennis Court Road, Cambridge.

Routinely available data		
Data	Retention Period	Accessible through
Final Markbook	Indefinitely	College DoS or Tutor
Marks per paper	Indefinitely	CamSIS
Copy of classlist	Indefinitely	Teaching Administrator
Minutes of Examiners Meetings	Indefinitely	Teaching Administrator
Senior Examiners Reports	Indefinitely	Faculty of Biology website

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

Data available on request (where available)		
Data	Retention Period	Accessible through
Interim marks held by Examiners and assessors	Not retained; destroyed immediately following the final examiners meeting	Not accessible
Marks for individual questions	6 months from publication of classlist	Senior Examiner
Examiners' comments relating to procedural or rubric infringements, or other practical points	6 months from publication of classlist	Senior Examiner
Examiners' comments relating to academic judgement	Not retained; destroyed immediately following the final examiners meeting	Not accessible

At the end of the retention period, data are either destroyed or anonymised and used for statistical analysis. Examination scripts are retained for 6 months following the publication of the classlist but are not released to students.

Examiners and assessors are expressly instructed not to write comments on scripts.

In the case of a formal appeal, ALL data on the individual concerned that is held at the time of the formal appeal should be retained until the appeal process is complete. Data on marks and individual coursework may be retained in the case of students degrading.

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:

Information Compliance Office
Registrary's Office, University of Cambridge
The Old Schools
Cambridge CB2 1TN
Email: data.protection@admin.cam.ac.uk