Faculty of Mathematics

Examinations Data and Script Retention Policy

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

Mathematical Tripos – Part III

The following data are retained at the Undergraduate Office for the Faculty of Mathematics:

<table>
<thead>
<tr>
<th>Routinely available data</th>
<th>Retention period</th>
<th>Accessible through</th>
</tr>
</thead>
<tbody>
<tr>
<td>Final mark book</td>
<td>Indefinitely</td>
<td>College DoS or Tutor Undergraduate Office</td>
</tr>
<tr>
<td>Marks per paper and Essay marks</td>
<td>Indefinitely</td>
<td>College DoS or Tutor CamSIS Undergraduate Office</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Data available on request</th>
<th>Retention period</th>
<th>Accessible through</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assessor’s Mark Sheets</td>
<td>6 months</td>
<td>Chair of Examiners</td>
</tr>
<tr>
<td>Assessor’s Comments on Essays</td>
<td>6 months</td>
<td>Chair of Examiners</td>
</tr>
</tbody>
</table>

The marks on each paper and on essays are sent routinely to individual candidates and their colleges after examinations.

The mark book contains the same data for all candidates.

Please request data in writing from:
Undergraduate Office (B1.28)
Faculty of Mathematics
University of Cambridge
Wilberforce Road
Cambridge CB3 0WA

Tel: 01223 337968
Email: undergrad-office@maths.cam.ac.uk

Requests for access to data appearing on individual examination scripts are available on application to the University Information Compliance Office and on payment of a fee. Such data consists of little more than ticks, crosses, underlines, and mark subtotals and totals.

The Part III Committee reports on the examinations and their Annual Reports to the Faculty Board are available online at: https://www.maths.cam.ac.uk/facultyboard/partiiicommittee
Information to be published in the Part III Handbook:

Data Protection

To meet the University’s obligations under the data protection legislation, the Faculty deals with data relating to individuals and their examination marks as follows:

Marks for Papers and Essays are released routinely to individual candidates and their Colleges after the examinations. The final examination mark book is kept indefinitely by the Undergraduate Office.

Scripts and Essays are kept, in line with the University policy, for six months following the examinations (in case of appeals). Scripts are then destroyed; and Essays are anonymised and stored in a form that allows comparison (using anti-plagiarism software) with current projects.

Neither the Data Protection Act nor the Freedom of Information Act entitle candidates to have access to their scripts. However, data appearing on individual examination scripts are available on application to the University Information Compliance Office and on payment of a fee. Such data consists of little more than ticks, crosses, underlines, and mark subtotals and totals.