**Psychological and Behavioural Sciences Tripos**

**Data Retention Policy**

The following policy applies to the University Examinations taken for all parts of the Psychological and Behavioural Sciences Tripos.

The Teaching Administrator of the PBS Tripos indefinitely retains the final mark books; individual mark records; copies of the class lists; and reports of Internal and External Examiners. These are routinely available data which the PBS Tripos Management Committee has determined as being meaningful or helpful as indicators of examination performance.

Examination scripts are retained for six months following the final Examiners' meeting but under the Data Protection Act 1988 are not required to be released to students. Where data will be kept for procedural or rubric infringements, all academic judgements relating to that student will also be retained, but will not be made available to students as standard.

Other information, including interim marks and comments made on scripts, is considered to be relatively meaningless as an indication of examination performance. These data are retained for six months after the final Examiners' meeting and then destroyed, or anonymised and used for statistical analysis. Access to this data is through the Chairman of Examiners.

Examiners and assessors are not allowed to write comments on scripts. Where notation is included – most commonly on language/translation scripts – in the form of underlining, marginal references in the form of question marks, etc, this will be communicated separately from the scripts themselves. However, it should be noted that such data, taken in isolation, are intended mainly to guide the examiners and assessors and are unlikely to be of material benefit in indicating a student’s performance on a particular paper.

In the case of a formal appeal, ALL data on the individual concerned will be retained until the appeal process is completed. Data on marks and individual coursework may be retained in the case of students disregarding terms.

Release of data under this policy does not constitute a subject access request under the Data Retention Act 1998. Requests for access to all other personal data should be directed to the University Data Protection Officer, e-mail: [data.protection@admin.cam.ac.uk](mailto:data.protection@admin.cam.ac.uk).

In the first instance, all data should be requested in writing, from:

Mrs Sarah Dunk

Teaching Administrator

Department of Psychology

Downing Site

Cambridge

CB2 3EB

Tel: 01223 33556

E-mail: [sabd3@cam.ac.uk](mailto:sabd3@cam.ac.uk)