

# Faculty of Architecture and History of Art

## Retention of examinations data and scripts

The Faculty Board of Architecture and History of Art follows the guidance issued by the General Board on examinations data and scripts:

<https://www.educationalpolicy.admin.cam.ac.uk/curricula-and-assessment/retention-examination-data> and has produced the following statement in response to it.

The Faculty Board of Architecture and History of Art has agreed the following data retention policy for University examinations in:

History of Art Tripos

Architecture Tripos

Post Graduate Certificate in Professional Practice in Architecture

The following data is retained at the Faculty Office at 1-5 Scroope Terrace, Trumpington Street, Cambridge CB3 1PT

Routinely available data:

<b>Data</b>	<b>Retention period</b>	<b>Accessible through</b>
Final Mark Book	Indefinitely	Graduate Administration Office (Part 3), Department Secretary's Office (Tripos)
Marks per paper	Indefinitely	Graduate Administration Office (Part 3), Department Secretary's Office (Tripos)

This policy applies to both electronic and hard copies of data.

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):

<b>Data</b>	<b>Retention period</b>	<b>Accessible through:</b>
Minutes of Examiners' meetings	3 months from date of Examiners' meeting	Chair of Examiners

Individual and agreed marks for individual questions	3 months from publication of class list	Chair of Examiners
Other marks held by Examiners	6 weeks from publication of class List	Chair of Examiners

In keeping with the General Data Protection Regulation (GDPR) 2018, the Department does **NOT** release examination scripts to students. Examiners are expressly instructed and expected not to write comments on scripts.

An individual requesting data will be provided with data concerning herself/himself/themself only. Data concerning other candidates' performance will not be released.

Sample examination scripts and coursework will be retained for up to 12 months when required for evaluation of teaching quality or for accreditation by professional architectural institutions.

Coursework is retained by the Faculty as follows: History of Art 6 months; Architecture until up to release of the Class List; and can then be claimed by students at the end of this period. All coursework not so claimed will be destroyed after 2 months. With agreement of the relevant students, a small number of dissertations will be archived, which may be accessed through the Faculty library, and digital samples of design work in architectural portfolios may be retained for promotional purposes and in Faculty publications. In years when the Architecture Department is being inspected by the ARB or RIBA, relevant portfolios, coursework, essays and dissertations (but not examination scripts) will be retained until 2 weeks after the date of inspection.

At the end of the retention period, data are either destroyed or anonymised and used for statistical analysis.

In the case of a formal appeal, **ALL** data on the individual concerned should be retained until the appeal process is completed.

Please request data in writing from:

Lara Gisborne  
Faculty Manager  
[Faculty.manager@aha.cam.ac.uk](mailto:Faculty.manager@aha.cam.ac.uk)

For transcripts of marks please contact Student Records and Statistics:  
[www.admin.cam.ac.uk/offices/students/degrees/](http://www.admin.cam.ac.uk/offices/students/degrees/)

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 direct to the University Data Protection Officer Email: [data.protection@admin.cam.ac.uk](mailto:data.protection@admin.cam.ac.uk)