

## University of London

### Subject Access Request

#### University of London students – Guidance for access to comments on exam scripts, coursework or marks breakdowns

There is an exemption in data protection law regarding the release of examination scripts.

Examination scripts do not have to be disclosed in response to a subject access request. Examiners' comments are not covered by this exemption. Comments recorded by an Examiner about the performance of a candidate in an examination may be personal data and therefore available to a student making a subject access request. This is the case whether the comments are on the examination script or on a separate marking sheet.

Scripts from summer exams are kept until March of the following year (e.g. May 2018 scripts destroyed in March 2019). Re-sit scripts from the autumn are retained until March plus one year (e.g. October 2018 scripts are destroyed in March 2020).

If you would like to request access to your exam comments, we will need the following information

- Your @student.london.ac.uk email address
- Your Student Registration Number
- Your candidate number
- The examinations you would like the comments for (there may be no comments on your script)

The University will act on the request without undue delay and at the latest within one month of receipt. The Information Commissioner advises that the time limit is calculated from the day after the request is received (whether the day after is a working day or not) until the corresponding calendar date in the next month (e.g. An organisation receives a request on 3 September. The time limit will start from the next day - 4 September. This gives the organisation until 4 October to comply with the request.)

There is no charge.

Send the required information to: [data.protection@london.ac.uk](mailto:data.protection@london.ac.uk)