

31 July 2018

Dear Jen Persson

Thank you for your enquiry.

Please see the responses to each part of your request below.

Please can you respond to this request for information, under the standard FOI Act 2000 terms and timing.

For clarity in this request, we have interpreted 'exam paper' as meaning the completed answer sheet of the candidate following the exam, hereinafter referred to as 'script' or 'exam script', rather than the examination question paper itself.

Please can you provide your policy (If available as a document or web page, otherwise, in free text reply) on the treatment of taken / entered examination papers and requests for access by:

a) the exam candidate

Cambridge International do not have a relationship with the candidate and all requests for exam scripts must be made through the Enquiries about Results process which is engaged by the relevant centre.

An exam script is personal data as defined by the Data Protection Act 2018 ("DPA"). There is an exemption under the Freedom of Information Act 2000 ("FOIA") for Personal Data and therefore any request for an exam script would be automatically treated as a Subject Access Request under the DPA. The DPA specifically exempts exam scripts from release in Schedule 11. Therefore, an exam script is not something that the public have a general right to access under either the FOIA or the DPA.

b) the exam candidate's supporting staff / school.

1. Do you release the exam papers on request?

Exam scripts are released on request following results release. The request must come through the centre. The following Enquiries about Results services include the release of scripts:

- Clerical re-check with copy of script: Service 1S (Available for externally assessed components. Not available for Art & Design syllabuses)
- Review of marking with copy of script: Service 2S (Available for externally assessed components. Not available for multiple choice question papers or Art & Design syllabuses)
- Priority review of marking with copy of script: Service 2PS (Available for externally assessed components. Not available for multiple choice question papers and Art & Design syllabuses. Only available in the June series for Cambridge International AS & A Level and Cambridge Pre-U syllabuses) (UK Only)

- Priority copy of script (Only available in the June series for Cambridge International AS & A Level and Cambridge Pre-U syllabuses) (UK Only)
- Copy of script (Available for all qualifications) (UK Only)

This information can be found in the *Enquiries about Results guide (UK) 2018* [here](#) and in the Cambridge Handbook, available from [this page](#) of our website.

2. If yes, with what content -- please outline differences if there are any, where the data provided are handwritten or typed or multiple choice (from candidate / examiner) -- please also note whether any content may be redacted as standard practice

The scripts may include marks and annotations. You may see more than one mark on a candidate's script. Full details of what can be found on the scripts (both paper and marked on screen) and how to interpret these are in the *How to interpret the marks on candidates' scripts* documents included with this response, which are uploaded for centres to view.

Cambridge International do not redact scripts before release.

3. If yes, do you make any charge for this, and if yes on what lawful basis do you rely for this?

We do charge centres for the Enquiries about Results services listed in point 1 above.

We provide this service based on our contractual obligations with the centre to provide an examination service.

4. Have you informed candidates / settings of your policy and how if at all, the papers may be a) processed in or outside the UK b) for any secondary purposes c) for use by whom d) retention and destruction periods?

We have no direct relationship with candidates. The responsibility to inform candidates is on centres. We provide information to centres about our enquiries about results process which can be found in the *Enquiries about Results guide (UK) 2018* [here](#) and in the Cambridge Handbook, available from [this page](#) of our website.

5. Do you use the exam papers for machine learning purposes / training AI or similar; or other product development beyond responding to the candidate with a mark?

Cambridge International do not use identifiable exam scripts for any purposes outside of the provision of an exam result.

If you are dissatisfied with the handling of your request, you can ask for an internal review. Internal review requests should be submitted within two months of the date of receipt of the response to your original request and should be addressed to:

John Harris
Cambridge Assessment
The Triangle Building
Shaftesbury Road
CB2 8EA
United Kingdom

Yours sincerely

Freedom of Information Team
Cambridge Assessment International Education