



University of East Anglia

Information Services Directorate

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13 November 2017

Dear

**Freedom of Information Act 2000 – Information request (ref: FOI\_17-253)**

We have now considered your request of 16 October 2017 for information relating to the shortlisting and interview assessment methodology relating to applicants to the A100 MBBS programme at UEA.

Our response is on page 2 of this letter, together with a copy of your request and within the attached documents entitled FOI\_17-253 Appendix A and FOI\_17-253 Appendix B.

On this occasion, it is not possible to provide all the requested information. The Act contains a number of exemptions that allow public authorities to withhold certain information from release. We have applied the following exemption to part of your request.

Exemption	Reason
s.36(2)(c), Prejudice to the effective conduct of public affairs	Release of this information would, or would be likely to prejudice the University's ability to carry out its role

*Exemption explanation*

Section 36(2)(c) is applied on the basis that, in the reasonable opinion of the Vice-Chancellor (the University's 'qualified person' under the Act), release of some of the information would, or would be likely to, prejudice the conduct of public affairs.

We have received several requests for the interview mark scheme and/or the document used to assess the interview and on each occasion the University's Vice-Chancellor has considered these requests and has determined the information should be withheld from public release. Our position – and therefore our response – has not changed since our response to these earlier requests. A full explanation of why this exemption is engaged can be found in our responses to these earlier requests on our disclosure log<sup>1</sup>.

<sup>1</sup> <https://portal.uea.ac.uk/information-services/strategy-planning-and-compliance/regulations-and-policies/information-regulations-and-policies/freedom-of-information/disclosure-log/admissions/a100-med-admissions>

See, for example, our response to a request in 2014 for “[any scoring or grading system used to assess interview performance and if a form or such is provided to interviewers to record performance...](#)”<sup>2</sup> and more recently, our response to the following year for the “[...general structure of the Multiple Mini Interviews you conduct, including, if possible, any marking sheets used during the process](#)”.<sup>3</sup>

We continued to adopt this position in response to a similar request in 2016 for “[...a mark scheme or a document used to assess the interview...](#)”<sup>4</sup>. The Vice-Chancellor has reviewed this current request and see no reason to alter his position.

We hope this information will meet your requirements, however if you are not satisfied you have the right of appeal. If you wish to appeal, please set out in writing your reasons for appealing and send to the above address. You must appeal within 60 calendar days of the date of this letter. Any appeal received after that date will not be considered nor acknowledged. This policy has been reviewed and approved by the Information Commissioner’s Office.

You also have a subsequent right of appeal to the Information Commissioner’s Office. Further information is available on their website: [https://ico.org.uk/Global/contact us](https://ico.org.uk/Global/contact_us), or by telephone on 0303 123 1113.

Please note that any material over which UEA has copyright is released on the understanding that you will comply with all relevant copyright rules regarding reproduction and/or transmission of the information provided.

Please quote our reference given at the head of this letter in all correspondence.

Yours sincerely

Dave Palmer  
Information Policy and Compliance Manager  
University of East Anglia

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<sup>2</sup> [https://portal.uea.ac.uk/documents/6207125/6884169/FOI\\_14-059.pdf/](https://portal.uea.ac.uk/documents/6207125/6884169/FOI_14-059.pdf)

<sup>3</sup> [https://portal.uea.ac.uk/documents/6207125/8237600/FOI\\_15-039.pdf/](https://portal.uea.ac.uk/documents/6207125/8237600/FOI_15-039.pdf)

<sup>4</sup> [https://portal.uea.ac.uk/documents/6207125/11628147/160128\\_Response+letter\\_FOI\\_16-003\\_Redacted.pdf/](https://portal.uea.ac.uk/documents/6207125/11628147/160128_Response+letter_FOI_16-003_Redacted.pdf)

## Response to Freedom of Information Act 2000 request (FOI\_17-253)

*(3) Selection procedures and competence standards:*

*(3.i) Please provide me with full copies of the shortlisting grading/assessment criteria and shortlisting procedural form used by selectors; to enable me to make an informed decision about what reasonable adjustments I require (Equality Act 2010).*

The shortlisting form is within the attached document entitled FOI\_17-253 Appendix A. Please note that UKCAT elements are scored using the score based system presented within the table below.

The UKCAT elements used are Quantitative Reasoning, Verbal Reasoning and Abstract. These 3 elements are each scored out of 900. The Situational Judgment Test and Decision Analysis are not used.

Range

Upper	Lower	Value (Score)
900	751	4
750	651	3
650	551	2
550	451	1
450	0	0

The academic and UKCAT score are added together and the total score is used to rank applicants for interview.

The weighting for academic score and UKCAT score is 67% academic and 33% UKCAT.

*(3.iii) Please provide me with full copies of the interview grading/assessment criteria form, and interview procedural form, and full details of the procedure and grading/assessment for the interview process; to enable me to make an informed decision about what reasonable adjustments I require (Equality Act 2010).*

### ***[Information exempted pursuant to s.36(2)(c), Freedom of Information Act]***

The MMI interview grading/assessment form, and interview procedural form are exempted from release for the reasons noted in the above letter.

The MBBS Clinical Programmes Admissions Policy is within the attached document entitled FOI\_17-253 Appendix B.

In addition to the information within the Admissions Policy, further details of the interview procedure and grading/assessment process are as follows:

Following the interview, assessors use a "Gathered Field" approach (i.e. we assess all interviewed applicants as a group) in regards the assessment of the interviews. Interview scores and UKCAT scores are separately ranked, we then combine ranking to determine to which applicants the School will allocate places.