



University of East Anglia

Information Compliance (ITCS)

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[REDACTED]

31 May 2018

Dear [REDACTED]

Freedom of Information Act 2000 – Information request (ref: FOI_18-101)

We have now considered your request of 01 May 2018, as clarified on 24 May, for information relating to how 'each element of the UCAS application is scored and combined in order to make a global score used to rank and shortlist applicants for the A100 program at UEA'.

Unfortunately, on this occasion it is not possible to provide any of the requested information. We have determined that the cost of finding and assembling some of the requested information will exceed the 'appropriate limit' as defined by section 12 of the Act and the Freedom of Information and Data Protection (Appropriate Limit and Fees) Regulations 2004/3244.

The 'appropriate limit' of £450, which equates to 18 hours' work, can relate to one request in its entirety or to a series of linked requests. If the University cannot locate, retrieve and extract some or all of the requested information within the 18 hours we are not obliged to retrieve any of the requested information.

Specifically, in relation to question 2(a) of your request ("*The mean, median, upper quartile, lower quartile and standard deviation for the total number of A*s at GCSE for successfully shortlisted applicants for each year over the last 5 years*"), we do not maintain a separate record of the total number of A*s at GCSE for successfully shortlisted applicants for each year over the last 5 years.

This information is recorded at UEA only within the application itself. To determine the mean, median, upper & lower quartile and standard deviation for this information would require us to manually review all the applications of the individuals within scope of this question (all successfully shortlisted applicants over the last five years).

There are approximately 2915 applications and, estimating approximately 3 minutes per application to locate and extract the relevant information, this results in some 8745 minutes or 145 hours of effort, which is clearly in excess of the appropriate limit.

To assist you in formulating a request to which we can respond, we can confirm it would be possible to provide a response to all other elements of your request within the appropriate limit.

You have the right of appeal against this decision. If you wish to appeal, please set out in writing your grounds of appeal and send to me at the address noted in the heading to this letter.

You must appeal our decision 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, or by telephone on 0303 123 1113.

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