

The Library
University of East Anglia
Norwich Research Park
Norwich NR4 7TJ
United Kingdom

Email: foi@uea.ac.uk
Tel: +44 (0) 1603 592 431
Fax: +44 (0) 1603 591 010
Web: <http://www.uea.ac.uk>

██████████

25 June 2015

Dear ██████████

Freedom of Information Act 2000 – Information request (ref: FOI_15-108)

We have now considered your request of 17 June 2015 for the following information:

'How many 'mitigating circumstances' requests have been granted, at your university, in the following academic years [in both exams and essays]?

2010/11; 2011/12; 2012/13; 2013/14; 2014/15'

Unfortunately on this occasion 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, relates to a request in its entirety. 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.

The limit is exceeded because of the data held for 2010/11. In 2010/11 information on mitigating circumstances requests was held by individual Schools of study and/or Faculties. The data was not collected or recorded in a consistent manner and was not gathered centrally. At that point there were approximately 28 Schools in the University and we believe the time it would take to locate, retrieve and extract the 2010/11 information held for each of the Schools would - when combined with the time it would take to provide the information for the remainder of the years – exceed the 18 hour limit.

Due to restructuring within the University, data for subsequent years has been gathered centrally. It would be possible to provide information on all approved mitigating circumstances requests (for coursework extensions and either delayed examinations or delayed reassessment examinations) for the academic years 2011/12, 2012/13, 2013/14 and 2014/15. We would be happy to receive a new request for the data for these years.

You have the right of appeal against this response. 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, or by telephone on 0303 123 1113.

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

Yours sincerely

Ellen Paterson
Information Policy and Compliance Manager
University of East Anglia