



University of East Anglia

Information Services Directorate

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[REDACTED]  
  
04 February 2014

Dear [REDACTED]

**FREEDOM OF INFORMATION ACT 2000 – INFORMATION REQUEST**  
**(Our file: FOI\_14-008)**

Your request for information received on 06 January 2013 for information regarding student appeals against marks awarded has been considered and the information requested is provided within the attached document entitled Appendix A\_Data file.xlsx. I trust this will be to your satisfaction.

However, it is not possible to provide all 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. An explanation on how we have arrived at this decision can be found on page 3.

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. However, on this occasion we are happy to provide information in response to the remainder of your request.

Additionally, pursuant to your rights under section 1(1)(a) of Freedom of Information Act 2000 to be informed whether information is held, we confirm that the University does not hold some of the requested information. Further details are provided on page 3.

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

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 at:

Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow, Cheshire  
SK9 5AF  
Telephone: 0303 123 1113  
[www.ico.org.uk](http://www.ico.org.uk)

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

Yours sincerely

David Palmer  
Information Policy and Compliance Manager  
University of East Anglia

## **Response to Freedom of Information Act 2000 request (FOI\_14-008)**

*I would like to know the following information:*

*- how many appeals were there in the last three academic years (10/11, 11/12, 12/13) by students against the marks they received.*

*I would like to know if the appeal was successful or not.*

*I would like to know what year the student was in at the time of the appeal.*

*I would like to know what type of assessment the appeal was for (essay, exam, practical etc)*

Some of the requested information is within the attached document Appendix A\_Data file.xlsx.<sup>1</sup>

### ***[Information withheld pursuant to s.12(1), Freedom of Information Act]***

We have established it would take over 18 hours' of work to retrieve the requested information at the level of detail requested for the year 2010/11. In particular, for all years prior to 2011/12, our digital resources lack information on the type of assessment to which the appeal related. To extract the required data for this period would need a case-by-case paper based search which would exceed the appropriate limit of 18 hours across the institution.

During the academic year 2010/11, we received 180 appeals in total. We estimate it would take 1 member of staff 2 minutes to retrieve each file, and a further 5 minutes per case to review each case to determine if it is within the scope of the request, and then to locate & extract the requested information. This gives a total of 21 person hours which is in excess of the appropriate limit.

### ***[Information not held - s.1(1)(a), Freedom of Information Act]***

Some of the requested information is not held; specifically for the year 2010/11, a small number of appeals did not have the outcome recorded, and 2011/12, there are a small number of appeals in which the type of assessment was not recorded. Where this has occurred, it has been clearly indicated within the data file.

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<sup>1</sup> Please note that on extraction and examination of the data, we noted some inconsistencies and inaccuracies which we have corrected in the attachment.