

Office use only	

## Exam Scripts Request Form

Please read this form carefully and complete it in full (block capitals) so as not to delay the processing of your request. Completed forms should be sent to the following address:

Legal Compliance, Information Management and Compliance, King's College London, Room 2.32, Franklin-Wilkins Building, 150 Stamford Street, London SE1 9NH

If you would prefer to deliver your form by hand to our office, please call us on 020 7848 7816 or e-mail us at [legal-compliance@kcl.ac.uk](mailto:legal-compliance@kcl.ac.uk). We are not a public department and so cannot accept personal callers without an appointment.

All responses are sent via the Royal Mail "Signed for" service. If you would prefer to collect your scripts in person, please check this box . We will not re-send packages which have been returned to us by Royal Mail.

### Personal Details:

Name:	
Postal Address (inc postcode):  <i>(for applications made by post, you must provide a bank statement or utility bill which matches this address)</i>	
Telephone Number:	
Email address:	

### Are these your scripts? (Please circle):

Yes:	Please provide a copy of your current student identification card and an original copy of a bank statement/utility bill (ID is returned when your scripts are sent).
No:	Are you acting on behalf of another student? If so, complete this form and provide us with their written authority and include the ID requirements listed in the box above. The scripts will be posted to the student (even if this is abroad).

### What you are entitled to:

You are entitled to a photocopy of any comments written by the marker on your exam script (including the breakdown of marks). You are not entitled to any question papers. The process may take up to 40 calendar days.

### Fees:

The Data Protection Act 1998 states that Data Controllers are entitled to charge a fee of up to £10.00 to cover the administrative costs of responding to a Subject Access Request. Therefore, when you return this form please ensure you enclose cash or a postal order for £10.00, made payable to King's College London.

We can also accept cheques (in Sterling and from UK banks only) which are subject to clearance before we can process your request. You can also pay using the College's [Online Store](#). **Please wait for confirmation that your request has been approved before making an online payment.**

**Examination Scripts required:** Please note that in accordance with the King's College London Records Disposition Schedule, examination scripts are retained by the College for one year after the completion of the course.

**Student Number:** \_\_\_\_\_ **Course Name:** \_\_\_\_\_

**Course Code:** \_\_\_\_\_

Examination Title	School & Department	Exam Code	Date exam was taken	Candidate Number

**Declaration:**

*I certify that the information given on this application form is true and accurate, and accept the terms laid out. I understand that it is necessary for King's College London to confirm my/the Data Subject's identity and it may be necessary for them to obtain more detailed information in order to locate the correct personal data. I understand that the response period of 40 days, stipulated in the Data Protection Act 1998, will not commence until King's College London is satisfied in this regard and has received the fee and ID requirements stipulated on this form.*

Signature:	
Print name:	
Date:	

Once fully completed, return this form in a sealed envelope with sufficient postage cover (marked 'Private and Confidential') to: Legal Compliance, Information Management and Compliance, King's College London, Room 2.32, Franklin-Wilkins Building, 150 Stamford Street, London SE1 9NH or contact us to arrange a time to deliver your form by

**Checklist:**

- Include evidence of your identity (and signed authority documents if you are not the Data Subject).
- Include the fee of £10.00 (made payable to King's College London, for postal orders and cheques), unless you intend to make a payment using the [Online Store](#).
- Complete the form accurately and in full (it is your responsibility to provide **all** the required information).
- Ensure that posted applications have sufficient postal cover on them.

**Thinking about appealing against your marks?**

You should note that decisions of Boards of Examiners **cannot** be challenged on academic grounds. If you are considering appealing your examination marks you should familiarise yourself with the EDR2 form: "a request for a review of a Board of Examiners decision" which can be downloaded from Policy Zone. Please note that you **do not** require copies of your scripts in order to submit an appeal.