



# Subject Access Request Form

Asking for your Information



## Subject Access Requests

Any individual has the right to ask what data the Pensions Management Institute (PMI) holds about them and can make a Subject Access Request (SAR).

A SAR can be made using the 'Subject Access Request' form (Appendix A).

The Qualifications Team Manager at [PMIQualification@pensions-pmi.org.uk](mailto:PMIQualification@pensions-pmi.org.uk) has been designated as the person who will coordinate the response to a SAR.

The PMI is required to provide the individual with the data it holds on them within one calendar month. An extension of up to one calendar month can be granted if the request is made within a period of exceptional activity within the PMI examination period i.e. any period of time during the year where the volume of exams are being taken.

The response to the SAR will be provided in an electronic form.

It is permissible to ask the individual who has made the request to be more specific about the information that they require in order to ensure that the information they are provided with meets their requirements rather than providing lots of information that may not be relevant to their query.

Evidence of the identity of the person making the request must be offered prior to any disclosure of information. This will be recorded on the SAR Log (Appendix B).

### Exemptions to a SAR include (for PMI examination purposes):

- Education, Health, Social Work records Examination marks and scripts Safeguarding records
- Special educational needs
- Regulatory activity and official requests e.g. DfE statistical information Research history, and statistics
- Confidential references



## Frequently asked questions:

### Why can't I receive my completed exam script?

Exam scripts are exempt from subject access rights under the Data Protection Act and are not supplied in an Exam Data SAR response.

### Why was my script reviewed?

Scripts may be selected for review if they fall within the criteria to do so set out in the marking guidelines:

- It is a borderline mark (close to pass or fail)
- The 1st marker awarded a pass and the 2nd marker awarded a fail (or vis versa)

### Why wasn't my script reviewed?

A script may not be identified for review if it does not fall within the script review guidelines.

### Why haven't all questions got a script reviewer mark?

A review can involve one of the following:

- Full remark of script
- Remark of specific questions
- Review and validation of the marks awarded by the first/second markers All borderline scripts are reviewed.

If during the review it becomes clear that the script is no longer borderline, it may no longer be necessary to complete further marking.

### Why is there a large difference between the 1st marker and the 2nd marker?

There may be differences in the marks awarded by the 1st and 2nd marker as scripts are marked independently by two markers who do not know what each other has awarded. As such this can result in a slight variation of marks between the two markers. Due to this we have the script review process in place, where a senior member of the examining team will conduct a review of the script., normally the Principal Examiner or Chief Examiner (where no agreement can be made).



## How is the final mark calculated?

The final awarded mark is by agreement between the 1st and 2nd marker unless the script has been identified for review, then the marks awarded by the script reviewer will overrule the initial mark and be deemed the final mark. Why do the marks awarded by the script reviewer differ to the 1st and 2nd marker?

The review marks may differ from that of the 1st and 2nd markers as this will be carried out by a senior member of the marking team. The script reviewer will carry out a review of the entire script or questions that have been identified for re-marking based upon the marking guidelines.

### Why did the script reviewer not record a mark/why did they agree with the average marks of the 1st and 2nd marker?

The script reviewer may agree with the average marks awarded by the 1st and 2nd markers therefore resulting in the question not having a new review mark. When carrying out a review the senior member of the marking team will have reviewed the script in line with the marks given by the 1st and 2nd marker and will have felt that the marks awarded were appropriate. If at any stage of the process they had felt that the mark awarded was inappropriate they would have revisited that mark and remarked the question or question part concerned.

## Who reviews the scripts?

The Principal Examiner or ultimately the Chief Examiner.

### My script was reviewed but didn't meet the marking criteria for review?

On occasion a script may be reviewed even if it does not fall within the marking guideline criteria. The Principal examiner, Chief Examiner, have the discretion to review further scripts; this may be done to validate the pass mark or as part of marker quality control mechanisms (moderation). The marks awarded by the script reviewer will overrule the average of the 1st and 2nd marker and are deemed the final marks.



Appendix A  
Subject Access Request (SAR) Form  
Part A: Data Subject's Details (requestor details)

Title:	
Full Name:	
Address:	
Phone Number:	
Email Address:	
PMI Number	
Evidence of Identity (e.g. passport, driving license):	Evidence Provided? Yes / No Details:
Status of Requestor:	Data Subject: Yes / No Other: Yes / No If you have selected 'yes' for 'Other', please outline your role here:

Part B: Details of Subject Access Request

Details of Data being requested:	
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Part C: Declaration

Option i

I, ....., hereby request that Pensions Management Institute provide the data requested about me.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Option ii

I, ....., hereby request that Pensions Management Institute provide the data requested about

.....

(insert name) on the basis of the authority that I have.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_