



Lucy Bamford  
By email

Reference: FOI-2021-527

20 July 2021

Dear Ms Bamford,

Your request was received on 25 June 2021 and I am dealing with it under the terms of the Freedom of Information Act 2000 ('the Act').

You asked:

*For each of the 2018, 19 and 20 admissions cycles please provide:  
An anonymised list of candidates who applied for G100 with at least one STEP grade already achieved (distinguishing re-applicants and first-application). The list should contain their STEP grades already achieved in STEP I, STEP II and STEP III, interviewed yes/no, offer yes/no, STEP offer condition (if applicable), STEP grades achieved after offer (in the STEP retake), place accepted, mature yes/no.*

The information you have requested, while held by the University (with the exception of interviewees, which is solely held by the Colleges, each of which is a separate legal entity and public authority under the Act), is refused under section 12(1) of the Act. STEP results, and the dates those exams were taken, are not held in a readily extractable electronic format. Instead, a manual application-by-application analysis would need to be carried out to ascertain answers to your questions. The University has estimated that the time required to locate, retrieve and extract the information you have requested would considerably surpass 18 hours of staff time charged at £25 per hour, and therefore that your request exceeds the appropriate limit of £450 as set out in the Freedom of Information and Data Protection (Appropriate Limit and Fees) Regulations 2004.

If you are unhappy with the service you have received in relation to your request and wish to make a complaint or request an internal review of this decision, you should contact us quoting the reference number above. The University would normally expect to receive your request for an internal review within 40 working days of the date of this letter and reserves the right not to review a decision where there has been undue delay in raising a complaint. If you are not content with the outcome of your

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review, you may apply directly to the Information Commissioner for a decision. Generally, the Information Commissioner cannot make a decision unless you have exhausted the complaints procedure provided by the University. The Information Commissioner may be contacted at: The Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF (<https://ico.org.uk/>).

Yours sincerely,

Zoe Allwood