

**Business Assurance
Information Compliance**

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London
SE1 8WA



Tel: 020 7848 7816
Email: info-compliance@kcl.ac.uk

J Singh

By email only to:

23 October 2020

Dear J Singh,

Request for information under the Freedom of Information Act 2000 (“the Act”)

Further to your recent request for information held by King’s College London, I am writing to confirm that the requested information is held by the university.

Your request

We received your information request on October 2020 and have treated it as a request for information made under section 1(1) of the Act.

You requested the following information:

I am writing to you regarding your BSc Geography (F800) course.

Could you please provide myself with an Excel spreadsheet with the following data/information from the last 2 admission cycles:

- 1) A Level grades (predicted)*
- 2) A Level grades (achieved)*
- 3) Whether an offer was made*

Also, how many people applied for the course and how many offers were made?

Our response

Response in the spreadsheet attached, notes below.

- Data has been provided as it is stored in our systems.
 - o Our database stores the qualifications one row per qualification.
 - o A ‘unique ID’ has been applied to each application for the purposes of this FOI to help the requester identify the relevant data.

- There are two databases where we store qualifications
 - o SQE – UCAS provide us the grades if an applicant was studying the qualification at the time of application. UCAS verify these grades so they are the most reliable.
 - SQE data is stored by applicant and not by application. This means that if an applicant has applied for a course in two separate years at King’s, there could be duplications in the qualifications (i.e. not all of the qualifications will be relevant to the course applied for).
 - o SQF – if an applicant has already achieved their qualification, they would input this onto their application themselves. If the qualification was a condition of their offer, we would ask for proof of their award before issuing an unconditional offer. These grades are not necessarily accurate.
- Resits/remarks may be included in the data.

This completes the university’s response to your information request.

Your right to complain

If you are unhappy with the service you have received in relation to your information request or feel that it has not been properly handled you have the right to complain or request a review of our decision by contacting the Assistant Director of Business Assurance (Information Compliance) within 60 days of the date of this letter.

Further information about our internal complaints procedure is available at the link below:

http://www.kcl.ac.uk/college/policyzone/assets/files/governance_and_legal/Freedom_of_Information_Policy_updated_Oct_%202011.pdf

In the event that you are not content with the outcome of your complaint you may apply to the Information Commissioner for a decision. Generally, the Information Commissioner cannot make a decision unless you have exhausted the internal complaints procedure provided by King’s College London.

The Information Commissioner can be contacted at the following address:

The Information Commissioner’s Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Yours sincerely

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Information Compliance