

**From:** Freedom of Information  
**Sent:** 11 December 2020 16:14  
**To:**  
**Subject:** Freedom of Information Response (Our Ref: K/20/472)

Dear

**Freedom of Information Response (Our Ref: K/20/472)**

Thank you for your Freedom of Information (FOI) request dated 15 November 2020, reference K/20/472.

Your request read:

“Please provide a full copy of the email/letter correspondence between Leeds University to UKCAT Consortium Limited informing UKCAT Consortium Limited that Leeds University no longer wished to use the UK Clinical Aptitude Test (UKCAT). The correspondence is dated c.2012-2013.”

We have conducted a search for this information within the School of Medicine, liaising with the Admissions department and with members of staff who were in senior positions at the time (where those individuals remain in the employ of the University of Leeds). There is no requirement for the University to retain correspondence such as this in perpetuity, and none of the teams or individuals we have liaised with (who were contacted because they would be most likely to hold relevant information) holds a copy of the letter.

Given the time which has elapsed we consider that – on the balance of probability – this information is no longer held by the University of Leeds.

We hope this information is helpful. If you have any questions about this email, however, please do not hesitate to contact us on [foi@leeds.ac.uk](mailto:foi@leeds.ac.uk)

If you are unhappy with the service you have received in relation to your request and wish to make a complaint or request a review of our decision, you can request an Internal Review. Requests for Internal Review should be made in writing using the following contact information:

Post: Mr D Wardle  
Deputy Secretary  
The University of Leeds  
Leeds  
LS2 9JT

Email: [foi@leeds.ac.uk](mailto:foi@leeds.ac.uk)

Requests for Internal Review should be submitted within 40 working days of receiving the University's response to your request. Further information about how the University manages Freedom of Information requests and about our complaints procedure is also available on our website ([www.leeds.ac.uk](http://www.leeds.ac.uk)).

If you are not content with the outcome of the internal review, you have the right to apply directly to the Information Commissioner for a decision. Generally, the ICO cannot make a decision unless you have exhausted the review/complaints procedure provided by the University. The Information Commissioner can be contacted at: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF.

Kind regards

**Chloe Wilkins**

Freedom of Information Officer

Secretariat

University of Leeds