

From: Freedom of Information

Sent: 21 June 2021 15:58

To:

Subject: Freedom of Information Response (Our Ref: K/21/255)

Dear

Freedom of Information Response (Our Ref: K/21/255)

Thank you for your Freedom of Information (FOI) request dated 29 May 2021, reference K/21/255.

Your request read:

“I would like to know how many students (undergraduate and postgraduate) cited ADHD/ADD as a reason for needing extra time in examinations over the past five years. I would like this information sorted by year, per gender. If it is not possible to give me this information in the £450 budget, please send me as much information as you can within the budget.”

We may hold some information in relation to this part of your request. However, we consider that to respond to question two of your request would exceed the cost limit as set out in Section 12(1) of the FOI Act. Section 12(1) states that a public authority can refuse a request if complying with it would exceed the appropriate limit of £450. For the purposes of FOI, time spent on the permitted activities is calculated at the flat rate of £25 per person, per hour. The appropriate limit therefore represents the estimated cost of one person spending 18 hours to determine whether the information is held, and to locate, retrieve and extract the information.

We have outlined the reasons for invoking Section 12(1) below.

The University does not hold a central repository of all extenuating/mitigating circumstances forms submitted. These are held at an individual school level. There are 33 individual schools at the University of Leeds. In order to identify cases relevant to your request, and to isolate the information you are seeking (e.g. the gender of the student), each individual form would need to be reviewed in turn. Mitigating circumstances forms can be completed by hand and as such this review would need to be conducted manually. In order to complete this work within the appropriate limit of 18 hours, each school would need to review all mitigating circumstances requests received in the previous five academic years in less than 33 minutes (33 schools each taking 33 minutes gives a total of 1089 minutes/18.15 hours). The University of Leeds receives thousands of mitigating circumstances requests each year, and as such it is more likely that each school would require several hours per year. This review would therefore take far in excess of 18 hours (probably in the region of several hundred hours). Further time would then be required to trace the requests forward in order to locate the information requested at parts three and four of your request.

We note that you have set out that, in the event of a section 12(1) refusal, you would like us to provide as much information as possible within the limit. However, this is

not permitted by the FOI Act. If you would like to submit a refined version of your request, we recommend that you limit the scope of the question to a single School, and for a single academic year. Please bear in mind that student records are held for a minimum of one, and maximum of six years after the student has left. As such, the older the information is which you request, the more likely it is that some information will have been destroyed in line with our [Retention Policy](#). Older information is also less likely to be held in a readily-accessible format, and is therefore likely to require more time to review and extract.

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

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

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).

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.

Sincerely
Chloe Wilkins
Freedom of Information Officer
University of Leeds