

Settle College
Exam Handbook
2019-20
Information for Candidates and
Parents

Produced by Exams Officer

November 2019

Introduction

Settle College is committed to ensuring that candidates are fully briefed on the exam and assessment process in place in the centre and are made aware of the required JCQ awarding body instructions and information for candidates.

Purpose of the candidate exam handbook

The purpose of this handbook is to ensure candidates are provided with all relevant information about their exams and assessments in advance of any exams/assessments being taken and to answer any questions candidates may have.

Assessed units/non-examination assessments

Some courses include internally or externally assessed units/non-examination assessments.

Although these are different from written exams, they will be conducted under exam conditions according to JCQ regulations. Please see Information for Candidates at the end of this booklet.

Your teacher will tell you when assessments will take place, and any deadlines associated with them.

Some work is internally assessed - your work will be marked and verified by teachers. In this case, you will be given your marks two weeks before the submission to the exam boards. If you wish to appeal the marking process, you should see the Appeals against Internal Assessments of Work Policy.

Please note that any marks are still subject to moderation by the exam boards, even if you have been through the internal appeals procedure.

Some work is externally assessed – your work will be marked and verified by the exam boards.

Please ask your teachers if you have any questions about these assessments.

Written exams

Before your exams, you will receive an individual timetable with information about the dates and times of your exams. You will be asked to check this information is correct and if not, you must speak to the Exams Officer.

What to do if you identify you have two or more exam papers timetabled at the same time (an exam clash)

If you have a clash of exams, you will need to take one exam and then be supervised until you start the next one. The supervision will be under formal exam conditions in the exam room.

The exams officer will explain to you beforehand exactly what will happen.

Where you will take your exams

Most candidates take their exams in the gym, but some will be in different rooms, details of which will be on your individual timetable.

What time your exams will start and finish

Morning exams begin at 09:00.

Afternoon exams usually begin at 13:00 to ensure they are finished in time for candidates to get the school buses, but some may start at 13:30. If you have a long afternoon exam finishing after 15:20, you and your parents will be asked to make alternative arrangements for getting home.

Please check the main Summer Exams Timetable or your individual timetable for exact times.

You must stay in the exam room until the official finishing time of the exam. If you finish early, check your work and then sit still and in silence.

Supervision during your exams

Your exams are supervised by a team of invigilators who make sure the exams are conducted correctly. They have to follow strict rules and regulations as stated by JCQ:

<https://www.icq.org.uk/exams-office/ice---instructions-for-conducting-examinations>

They will give you essential information at the beginning of each exam, and you should listen carefully. The invigilators are there to help you stick to the exam rules too.

Exam conditions

You will be given the arrangements for your exams by your teachers and by assemblies beforehand.

You will usually gather in the hall and then be escorted to the gym or sent to your allocated room.

As soon as you enter the exam room, you are under exam conditions and you remain so until you are out of the room having been given permission to leave by the invigilators.

You must listen to the invigilators' instructions at all times in the exam room.

You must not communicate *in any way* with other candidates.

The centre number, date and start and finish times will be displayed in the room, and your individual candidate number will be on the exam card on your desk.

It is vital that you fill in all the information asked for on the front page of your answer books.

You can ask for additional paper by putting your hand up and asking the invigilator. You must put your name, candidate number and exam code on the additional paper and slip it in the front of your answer book at the end of the exam.

Where you will sit in the exam room

Your desk will be marked by an exam card with your details on it. In the gym, you will be sitting in alphabetical order for each separate exam or tier.

How your identity is confirmed in the exam room

Your identity will be confirmed by the invigilators using the photos on your individual exam cards.

What equipment you need to bring to your exams

You should bring a black pen plus a spare, pencil, sharpener, rubber, ruler, protractor, compasses, calculator (when allowed). Highlighters may be useful for questions or resource information, but DO NOT USE them in your answers. Bring all your equipment in a clear plastic bag or clear pencil case.

Do not use correction fluid or gel pens.

The invigilators do have spare equipment, but it wastes time if they have to give this out for every exam.

Maths equipment will be provided for maths exams, but you may prefer to bring your own.

If you wear a wristwatch, it must be taken off and placed on the desk in front of you for the duration of the exam.

Using calculators

You must be aware of JCQ awarding body instructions regarding the use of calculators in your exams: *Candidates may use a calculator in an examination unless prohibited by the awarding body's specification.*

Where the use of a calculator is allowed, candidates are responsible for making sure that their calculators meet the awarding bodies' regulations.

<p>Calculators must be:</p> <ul style="list-style-type: none">○ of a size suitable for use on the desk;○ either battery or solar powered;○ free of lids, cases and covers which have printed instructions or formulas.	<p>Calculators must not:</p> <ul style="list-style-type: none">• be designed or adapted to offer any of these facilities: -<ul style="list-style-type: none">○ language translators;○ symbolic algebra manipulation;○ symbolic differentiation or integration;○ communication with other machines or the internet;• be borrowed from another candidate during an examination for any reason;*• have retrievable information stored in them - this includes:<ul style="list-style-type: none">○ databanks;○ dictionaries;○ mathematical formulas;○ text.
<p>The candidate is responsible for the following:</p> <ul style="list-style-type: none">○ the calculator's power supply;○ the calculator's working condition;○ clearing anything stored in the calculator.	

[Taken from [JCQ Instructions for conducting examinations 2019-2020](#), Section 10]

What you should not bring into the exam room

You MUST NOT bring iPods, mobile phones, MP3/4 players, smartwatches or any device which connects to the internet or has data storage into the exam room.

You MUST NOT bring notes, books or scraps of paper with you into the exam room.

Possession of unauthorised materials is a serious offence and may result in DISQUALIFICATION from the exam and your overall qualification. (N.B. This has happened twice at Settle College in recent years so this is not an empty threat!)

If in doubt, ask the Exams Officer or the invigilator.

Food and drink in exam rooms

You may bring a clear bottle containing **water only** into the exam room. All labels must be removed.
No food/sweets are allowed (except for diabetics – previously agreed with Exams Officer)

What you should wear for your exams

You should wear school uniform for all your exams

Where your personal belongings will be stored during your exam

Your mobile phones will be kept in a box in the exam room and will be returned when the exam has finished. If you forget to collect it, it will be kept safely in the Exams office for you to collect.

You can leave your bags in the hall if you take your exams in the gym, or at the front of the exam room if you take your exams in the smaller rooms. Alternatively, leave your bags in your locker.

What to do if you arrive late for an exam

It is in your interest to arrive in time for your exam.

If, due to exceptional circumstances, you arrive after the start of the exam, you will be allowed to enter the exam room and sit the exam for the full duration.

If you are more than one hour late for the exam, you will be allowed to sit the exam, but you should be aware that the awarding body may not accept your script.

What to do if you are unwell on the day of an exam

If you are unwell and unable to attend your exam, you or your parent/carer should inform school immediately. You should seek medical help so that you can get medical evidence for your condition.

If you are unwell, but still able to attend the exam, make sure you tell Student Services/the Exams Officer/the invigilator.

If you feel unwell during your exam, tell the invigilator.

After the exam, please see the Exams Officer to explain first-hand how your exam performance was affected. The Exams officer may apply for special consideration for you for the papers affected.

Special consideration is a post-examination adjustment to a candidate's mark or grade to reflect temporary illness, temporary injury or some other event outside of the candidate's control at the time of the assessment, which has had, or is reasonably likely to have had, a material effect on a candidate's ability to take an assessment or demonstrate his or her normal level of attainment in an assessment. [JCQ Guide to the Special Consideration Process General and Vocational qualifications, p.3]

What happens if you have an unauthorised absence from an exam

If you have an unauthorised absence for any of your exam papers, the awarding body will not give you any marks for that paper. This would, in turn, affect your overall grade.

What happens in the event of an emergency in the exam room

If there is an emergency in the exam room, remain seated and listen to the invigilators' instructions.

Candidates with access arrangements

You will know before you take your exams if you have access arrangements in place, as these will have been discussed with you by the SEND team. The rooms where you will take your exams will be on your individual timetables.

Alleged, suspected or actual incidents of malpractice

According to JCQ regulations (JCQ General Regulations for Approved Centres, 5.11), the Exams Officer will inform an awarding body immediately of any alleged, suspected or actual incidents of malpractice. This could result in disqualification from your exam and your overall qualification.

Results

Results are distributed hard copy in school to individual students. Students may be accompanied by their parents/carers if they wish. Senior members of staff will be on hand.

Dates for results in summer 2019 are:

A level – Thursday 13th August 2020

GCSE – Thursday 20th August 2020

Details of times and rooms will be on the Settle College website nearer the time.

If you cannot collect results on the scheduled day yourself, you can either bring a stamped addressed envelope to the Exams Officer before the end of term, or authorise someone to collect them for you by completing the "Authorisation for Results Collection" form – [Here](#) .

Staff are not permitted to release results to a third party (including parents) without this authorisation, nor to give out results by phone or email.

Remember, your results belong to you.

Uncollected results will be posted out to you if you have left the school, or given to you when you return to school in September.

Post-results services

Please see the Post-results Services booklet for full details of reviews of marking and moderation and access to scripts - [here](#)

You should discuss with subject leaders any post-results services you may wish to pursue. You must bring signed consent forms and any fees payable to the Exams Officer before any service request is processed.

Certificates

Certificates are presented to Y11, Y12 and Y13 students at Senior Prizegiving in December.

If you are unable to attend, you will need to arrange to come into school to collect your certificates in person – we will not post them to you. You should arrange this in advance by contacting the Exams Officer. You will need to sign to confirm you have received them.

If you cannot come yourself, you should arrange for someone to pick them up on your behalf. Again, this must be arranged in advance, and authorisation must be given by you.

We will hold your certificates for two years, after which they will be confidentially destroyed. You will need your certificates for any courses/employment throughout your career, so you must collect them.

If certificates are lost after collection, it is your responsibility to request replacement documents directly from the exam boards, for which there is a charge of over £40 per qualification.

If you have any questions about exams, please contact Ms Sarah Moorhouse, Exams Officer

s.moorhouse@settlecollege.n-yorks.sch.uk

Tel: 01729 822451 Ext 222

Please familiarise yourself with the information for candidates on the following pages:

Settle College Exam Rules

When taking your exams you will be expected to follow the strict rules that apply to all exams. Some rules are listed below, but your teachers will talk to you about what is expected of you during your examinations.

What you need to bring with you:

- Black pen and a spare
- Pencil, sharpener and rubber
- Ruler (30cm is best), protractor, compasses
- Calculator (when allowed). **THIS MUST NOT BE ON A MOBILE PHONE**
- Highlighter pens may be useful for questions, but do not use them in your answers
- Make sure you have all the equipment you need before entering the exam room as you will not be able to leave until the exam is finished
- All your equipment must be carried in a CLEAR plastic bag or clear pencil case
- Tippex or corrective fluids **MUST NOT** be used on exam papers – if you make a mistake just draw a line through it and carry on
- Any rough work must be on exam board stationery and must be handed in with your answer paper

Behaviour in the Exam Room

- Do not bring bags, books or coats into the exam room, leave them in your locker – you should have your equipment bag and nothing else
- All valuables **MUST** be put in lockers before the exam – the College cannot take responsibility for valuables left unattended during exams
- Mobile phones, i-pods, MP3s, Smartwatches, devices that can connect to the internet and any other electronic equipment must be switched off and handed in to the exams team before you enter the exams room – it is better not to bring them on exam days
- If you wear a wrist watch, you must remove it and place it on your desk
- You may bring a clear plastic bottle containing only water into the exam. All labels must be removed from the bottle. No food/sweets allowed.
- You must be silent when entering the exam room
- Listen carefully to instructions at the start of the exam
- Do not start writing until you are told to do so
- Defacing examination scripts or deliberate destruction of their own work by a candidate may lead to penalties for a candidate up to and including the loss of all marks gained for a unit
- Inclusion of offensive comments, obscenities or drawings on examination material may lead to loss of all marks and being disqualified from all examinations in that series together with a ban on entering all future examinations for a set period of time
- You may not leave the exam room until the official finishing time of the exam
- If you do finish early, check your work, and then sit still and in silence – others may still be working
- When you are told to do so, leave the exam room in silence

Revise, get organised, do your best

Good Luck!

AQA	City & Guilds	CCEA	OCR	Pearson	WJEC
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Information for candidates For written examinations – effective from 1 September 2019

This document has been written to help you. Read it carefully and follow the instructions.
If there is anything you do not understand, especially which calculator you may use, ask your teacher.

A Regulations – Make sure you understand the rules	
1	Be on time for all your exams. If you are late, your work might not be accepted.
2	Do not become involved in any unfair or dishonest practice during the exam.
3	If you try to cheat, or break the rules in any way, you could be disqualified from all your subjects.
4	You must not take into the exam room: a) notes; b) potential technological/web enabled sources of information such as an iPod, a mobile phone, a MP3/4 player or similar device, a smartwatch or a wrist watch which has a data storage device. Any pencil cases taken into the exam room must be see-through. Remember: possession of unauthorised material is breaking the rules, even if you do not intend to use it, and you will be subject to penalty and possible disqualification.
5	If you wear a wrist watch the invigilator will ask you to remove it and place it on your desk.
6	Do not use correcting pens, fluid or tape, erasable pens, highlighters or gel pens in your answers.
7	Do not talk to or try to communicate with, or disturb other candidates once the exam has started.
8	You must not write inappropriate, obscene or offensive material.
9	If you leave the exam room unaccompanied by an invigilator before the exam has finished, you will not be allowed to return.
10	Do not borrow anything from another candidate during the exam.
B Information – Make sure you attend your exams and bring what you need	
1	Know the dates and times of all your exams. Arrive at least ten minutes before the start of each exam.
2	If you arrive late for an exam, report to the invigilator running the exam.
3	If you arrive more than one hour after the published starting time for the exam, you may not be allowed to take it.
4	Only take into the exam room the pens, pencils, erasers and any other equipment which you need for the exam.
5	You must write clearly and in black ink. Coloured pencils or inks may only be used for diagrams, maps, charts, etc. unless the instructions printed on the front of the question paper state otherwise.
C Calculators, Dictionaries and Computer Spell-checkers	
1	You may use a calculator unless you are told otherwise.
2	If you use a calculator: a) make sure it works properly; check that the batteries are working properly; b) clear anything stored in it; c) remove any parts such as cases, lids or covers which have printed instructions or formulas; d) do not bring into the exam room any operating instructions or prepared programs.
3	Do not use a dictionary or computer spell checker unless you are told otherwise.
D Instructions during the exam	
1	Always listen to the invigilator. Follow their instructions at all times.
2	Tell the invigilator at once if: a) you think you have not been given the right question paper or all of the materials listed on the front of the paper; b) the question paper is incomplete or badly printed.
3	Read carefully and follow the instructions printed on the question paper and/or on the answer booklet.
4	When the invigilator tells you, fill in all the details required on the front of the question paper and/or the answer booklet before you start the exam. Make sure you fill these details in on any additional answer sheets that you use.
5	Remember to write your answers within the designated sections of the answer booklet.
6	Do your rough work on the proper exam stationery. Cross it through and hand it in with your answers. Make sure you add your candidate details to any additional answer sheets that you use for rough work.
E Advice and assistance	
1	If on the day of the exam you feel that your work may be affected by ill health or any other reason, tell the invigilator.
2	Put up your hand during the exam if: a) you have a problem and are in doubt about what you should do; b) you do not feel well; c) you need more paper.
3	You must not ask for, and will not be given, any explanation of the questions.
F At the end of the exam	
1	If you have used more than one answer booklet and/or any supplementary answer sheets, place them in the correct order. Place any loose additional answer sheets inside your answer booklet. Make sure you add your candidate details to any additional answer sheets that you use.
2	Do not leave the exam room until told to do so by the invigilator.
3	Do not take from the exam room any stationery. This includes the question paper, answer booklets used or unused, rough work or any other materials provided for the exam.



AQA	City & Guilds	CCEA	OCR	Pearson	WJEC
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Warning to Candidates

1. You **must** be on time for all your examinations.
2. You **must not** become involved in any unfair or dishonest practice in any part of the examination.
3. You **must not**:
 - sit an examination in the name of another candidate;
 - have in your possession any unauthorised material or equipment which might give you an unfair advantage.
4. **Possession of a mobile phone** or other unauthorised material **is breaking the rules**, even if you do not intend to use it, and you will be subject to penalty and possible disqualification.
5. You **must not** talk to, attempt to communicate with or disturb other candidates once you have entered the examination room.
6. You **must** follow the instructions of the invigilator.
7. If you are in any doubt speak to the invigilator.

The Warning to Candidates **must be displayed in a prominent place outside each examination room. This may be a hard copy A3 paper version or an image of the poster projected onto a wall or screen for all candidates to see.**

Effective from 1 September 2014

AQA	City & Guilds	CCEA	OCR	Pearson	WJEC
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**NO IPODS, MOBILE PHONES MP3/4 PLAYERS
SMARTWATCHES
NO POTENTIAL TECHNOLOGICAL/WEB
ENABLED SOURCES OF INFORMATION**

**Possession of unauthorised items, such as a mobile
phone, is a serious offence and could result in**

DISQUALIFICATION

from your examination and your overall qualification.

This poster must be displayed in a prominent place outside each examination room.

Information for candidates Using social media and examinations/assessments



Image by Patrice Jones

This document has been written to help you stay within examination regulations. Please read it carefully.

We all like to share our experiences when taking exams. However, it is important to consider what you say and to think about what information is being shared. Sharing ideas with others online could be helpful when you're studying or revising.

However, there are limits to the amount of information you can share and you need to be careful not to break the rules. We'd like to ask you to act responsibly when discussing online. If you're in doubt about what you can and can't discuss online regarding your exams, it's always best to check with your teacher.

If you receive what is or what looks to be assessment related information through social media, or any other means, you must tell your teacher or another member of staff. You must show them what you have received. They will then report the matter to the awarding body and it will be investigated.

Where candidates breach the rules for examinations, controlled assessments, coursework or non-examination assessments, awarding bodies have an obligation to investigate and may apply penalties.



Image by Ben Wight

You should be aware that the following might constitute malpractice:

- copying or allowing work to be copied – i.e. posting written work on social networking sites prior to an examination/assessment;
- collusion: working collaboratively with other candidates beyond what is permitted;
- allowing others to help produce your work or helping others with theirs;
- being in possession of confidential assessment related information in advance of the examination;
- exchanging, obtaining, receiving or passing on assessment related information by **any means** of communication (even if just attempting to);
- failing to report to your centre assessment related information being shared online; or
- passing on rumours of exam content.

Where candidates breach the rules for examinations, controlled assessments, coursework or non-examination assessments, awarding bodies have an obligation to investigate and may apply penalties.

Penalties that awarding bodies apply include:

- a written warning
- the loss of marks for a section, component or unit
- disqualification from a unit, all units or qualifications
- a ban from taking assessments or exams for a set period of time

Please take the time to familiarise yourself with the JCQ rules:

<http://www.jcq.org.uk/exams-office/ice---instructions-for-conducting-examinations>



This notice has been produced on behalf of:

AQA, OCR, Pearson and WJEC

Information for candidates: non-examination assessments

This document tells you about some things that you must and must not do when you are completing your work.

When you submit your work for marking, the awarding body will normally require you to sign an authentication statement confirming that you have read and followed these regulations.

If there is anything that you do not understand, you **must** ask your teacher.

Preparing your work – good practice

If you receive help and guidance from someone other than your teacher, you **must** tell your teacher who will then record the nature of the assistance given to you.

If you worked as part of a group on an assignment, for example undertaking field research, you must each write up your own account of the assignment. Even if the data you have is the same, you **must** describe in your own words how that data was obtained and **you must independently draw your own conclusions from the data.**

You must meet the deadlines that your teacher gives you. Remember - your teachers are there to guide you. Although they cannot give you direct assistance, they can help you to sort out any problems before it is too late.

Take care of your work and keep it safe. Do not leave it lying around where your classmates can find it. You must always keep your work secure and confidential whilst you are preparing it; do not share it with your classmates. If it is stored on the computer network, keep your password secure. Collect all copies from the printer and destroy those you do not need.

Do not be tempted to use pre-prepared on-line solutions — this is cheating. Electronic tools used by awarding bodies can detect this sort of copying.

You must not write inappropriate, offensive or obscene material.

Research and using references

In some subjects you will have an opportunity to do some independent research into a topic. The research you do may involve looking for information in published sources such as textbooks, encyclopaedias, journals, TV, radio and on the internet.

Using information from published sources (including the internet) as the basis for your assignment is a good way to demonstrate your knowledge and understanding of a subject. You must take care how you use this material though - you cannot copy it and claim it as your own work.

The regulations state that:

the work which you submit for assessment must be your own;

you must not copy from someone else or allow another candidate to copy from you.

When producing a piece of work, if you use the same wording as a published source you must place quotation marks around the passage and state where it came from. This is called "referencing".

You must make sure that you give detailed references for everything in your work which is not in your own words. A reference from a printed book or journal should show the name of the author, the year of publication and the page number, for example: Morrison, 2000, pg.29.

For material taken from the internet, your reference should show the date when the material was downloaded and must show the precise web page, not the search engine used to locate it. This can be copied from the address line. For example: <http://www.geocases2.co.uk/rural1.htm> downloaded 5 February 2020.

You may be required to include a bibliography at the end of your piece of written work. Your teacher will tell you whether a bibliography is necessary. Where required, your bibliography must list the full details of publications you have used in your research, even where these are not directly referred to, for example: Curran, J. Mass Media and Society (Hodder Arnold, 2005).

If you copy the words or ideas of others and do not show your sources in references and a bibliography, this will be considered as cheating.

Plagiarism

Plagiarism involves taking someone else's words, thoughts or ideas and trying to pass them off as your own. **It is a form of cheating which is taken very seriously.**

Do not think you will not be caught; there are many ways to detect plagiarism.

- Markers can spot changes in the style of writing and use of language.
- Markers are highly experienced subject specialists who are very familiar with work on the topic concerned — they may have read or seen the source you are using, or even marked the work you have copied from!
- Internet search engines and specialised computer software can be used to match phrases or pieces of text with original sources and to detect changes in the grammar and style of writing or punctuation.

Penalties for breaking the regulations

If your work is submitted and it is discovered that you have broken the regulations, one of the following penalties will be applied:

- the piece of work will be awarded zero marks;
- you will be disqualified from that component for the examination series in question;
- you will be disqualified from the whole subject for that examination series;
- you will be disqualified from all subjects and barred from entering again for a period of time.

The awarding body will decide which penalty is appropriate.

REMEMBER – IT'S YOUR QUALIFICATION SO IT NEEDS TO BE YOUR OWN WORK



Information for Candidates Information About You and How We Use It

You have entered general or vocational qualifications such as GCSE, A-level, functional skills qualifications etc with one or more of the awarding bodies listed above. In order to be able to provide examinations and assessments, the awarding body needs to collect and use information about you. This notice provides you with a high level summary of the information the awarding body is required by law to give you about of what happens to that information. For more detail see each awarding body's full Privacy Notice:

AQA <https://www.aqa.org.uk/about-us/privacy-notice>

CCEA http://ccea.org.uk/legal/privacy_policy

City & Guilds <https://www.cityandguilds.com/help/help-for-learners/learner-policy>

NCFE <https://www.ncfe.org.uk/legal-information>

OCR <https://www.ocr.org.uk/about/our-policies/website-policies/privacy-policy/>

Pearson <https://qualifications.pearson.com/en/about-us/qualification-brands/gdpr.html>

WJEC <https://www.wjec.co.uk/about-us/data-protection/WJEC%20Privacy%20Notice.pdf>

Who we are and how to contact us

Each awarding body is a separate organisation. Your school or examination centre will be able to confirm to you which awarding body is delivering each qualification you are undertaking and you will receive a statement confirming what qualifications you have been entered for and which awarding body. You will find links to each awarding body's website and information on how to contact them here: www.jcq.org.uk/contact-us/contact-details-for-jcq-and-members

Information about you and from where it is obtained

Each awarding body whose qualifications you enter will need to use a variety of information about you. This includes obvious identification details such as your name, address, date of birth and your school or examination centre. It also includes information about your gender, race and health, where appropriate. This information is provided by you or your parents/guardians and/or by your school or examination centre.

Each awarding body will create certain information about you such as a candidate number, examination results and certificates.

You will find further information about this in the awarding bodies' full Privacy Notice (see links above) or by contacting the awarding body (see above). 2

What happens to the information about you

The awarding bodies use the information about you to deliver the examinations and assessments which you have entered. This includes making a variety of arrangements for you to sit the examinations or assessments, marking, providing you and your school or centre with results and certificates. The awarding bodies also use some of the information about you for equality monitoring and other statistical analysis.

The awarding bodies may share information about your results with official bodies such as the Department for Education and the examinations regulators (eg Ofqual in England) and also relevant local authorities and the Universities and Colleges Admissions Service (UCAS). An awarding body may also use information about you to investigate cheating and other examination malpractice and will share information about malpractice with other awarding bodies.

The awarding bodies take the security of the information about you that they hold seriously.

You will find further, technical information about what to the awarding bodies do with information about you, why and the legal basis in the awarding bodies' full Privacy Notice, which can be accessed here (see links on page one) or by contacting the awarding body (see above).

Your rights

The law gives you a number of rights in relation to the information about you that the awarding bodies holds. Those rights are:

- Access – you are entitled to ask each awarding body about the information it holds about you.
- Rectification – you are entitled to ask each awarding body to correct any errors in the information that it holds about you.
- Erasure – in certain circumstances you are entitled to ask each awarding body to erase the information about you that it holds.
- Object to or restrict processing – in certain circumstances you are entitled to ask each awarding body to stop using information about you in certain ways.
- Complain – you are entitled to complain to the Information Commissioner (the body regulating the use of personal information) about what each awarding body does with information about you.

You will find further information about your rights in relation to information about you in the awarding bodies' full Privacy Notice, which can be accessed here (see links on page one) or by contacting the awarding body (see above).

How long the information about you is held

Each awarding body retains information about you only for as long as it is needed. Some of the information is needed only during the period in which you are undertaking the examination or assessment and is securely destroyed a short while afterwards. Other information about you, such as your name, gender, address, qualification and subjects entered and the results, are held indefinitely and for at least 40 years.

Each awarding body has its own retention policy that sets out what information it retains, how it is retained and for how long. You can find out more about retention policies by contacting each awarding body (see above).

How to find out more about the information about you that the awarding bodies use

To find out more about the information about you that the awarding bodies collect and use, including what happens to that information why, you can review the awarding bodies' full Privacy Notice, which can be accessed here (see links on page one) or contact the awarding body. You will find links to each awarding body's website and information on how to contact them here: www.jcq.org.uk/contact-us/contact-details-for-jcq-and-members

Please note

It is important to note that this notice concerns only how the awarding bodies use information about you (called your "personal data"). Complaints about how an awarding body handles your personal data can be made to the Information Commissioner (www.ico.org.uk).

Information about the examinations and assessment themselves, including the rules about assessments, can be found on the JCQ Exams Office pages (www.jcq.org.uk/exams-office.)

The awarding bodies are regulated by Ofqual

(<https://www.gov.uk/government/organisations/ofqual>) in England; Qualifications Wales

(www.qualificationswales.org) in Wales, and the Council for the Curriculum, Examinations and Assessment (<http://ccea.org.uk/regulation>) in Northern Ireland.