

# **Public Examinations 2020**



## **Candidate Handbook**

### **Written Exams**

As the exam season approaches, We aim to make the experience as straightforward and stress-free as possible for all candidates.

This booklet is designed to answer any questions you have about taking public exams at Princethorpe College and to provide information that you'll find useful. Please read it carefully.

Take special note of the 'JCQ Warning to Candidates' document as everyone must comply with these instructions and also the restriction on watches and other electronic devices as this has changed from previous years. It's important that you understand and adhere to the rules as any breach must be reported to the exam boards.

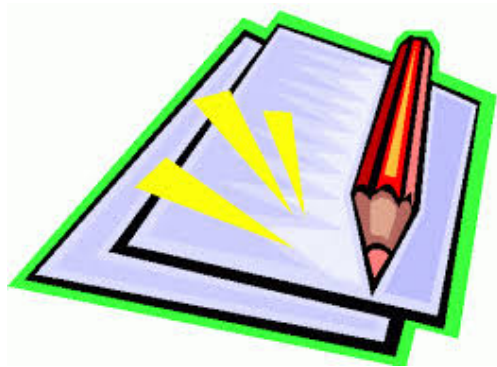
If you are uncertain about anything please talk to your House or Form Tutor or come and discuss with the Examinations staff; we are in S38 on Upper Pugin.

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## Contents

- Examinations - Dos and Don'ts
- Examinations - Frequently Asked Questions

## Appendices

- JCQ Documents:
  - No Electronic Devices
  - Warning to Candidates
  - Information for Candidates
  - Use of Social Media
  - Privacy Notice



# External Examinations – Dos and Don'ts

## Dress

Full school uniform is required for all exams. Sixth form candidates must maintain the college dress code.

## Place and Time

Exams will take place in the Sports Hall unless otherwise shown on your individual timetable. In most cases morning exams will start at 9am and afternoon exams will start at 1:10pm.

Seating lists will be displayed in The Limes Atrium, on the 6<sup>th</sup> Form notice board outside the common room and on the Lower Pugin corridor.

You must be waiting outside your exam room and ready to start **at least** 10 minutes before your exam is due to begin.

## Preparation

Ensure you have the correct equipment for the specific exam you are taking:

- A Black Pen, see-through pencil case, coloured pencils, eraser and clear plastic ruler is allowed for all exams
- For some exams an approved calculator – but NO lid or instruction sheet
- NO tins or boxes allowed even for Maths equipment
- NO correction fluids (Tippex)
- Gel pens and highlighters can be used to highlight text within the question paper or resource material but MUST NOT be used in your answers
- If you need a drink, it must be water in a clear plastic bottle (NOT a sports bottle) and all labels must be removed
- NO food is allowed in the examination room

Only items required for the exam may be taken into the examination room - no bags, coats, books, papers or electronic devices of any kind. Ensure nothing has been left in

your pockets and that nothing is written on your hands.

## Before the Examination

If you log in to My School Portal your allocated room for each exam will be shown. Each day a seating list will be displayed in The Limes atrium, on the 6<sup>th</sup> Form notice board outside the common room and on the Pugin corridors. Check before each exam and remember your allocated room, which may differ for each exam.

Be ready to begin and be waiting outside your allocated room at least 10 minutes before the start of your exam. Do not enter the exam room until invited to do so. **Enter the exam room in silence** and remain silent until you have left the exam room and moved away from the area.

## In the Examination Room

Remain silent and direct any questions to an invigilator.

## The Exam Paper

When you go to your seat, your exam paper will be on your desk – do not touch it until instructed to do so by the invigilator.

When asked, check you have been given the correct examination paper. It is your responsibility to ensure you have been given the correct examination paper. This is especially important in exams where different tiers of entry apply e.g. GCSE Maths and the Sciences.

When completing your details on the exam paper enter your name and candidate number as shown on the candidate card on your desk – invigilators are not allowed to correct these for you.

## The End of the Exam

Stop writing immediately when told to do so by the invigilator. You will be given time to ensure all your personal information is correctly completed on all your answer booklets and supplementary sheets of paper. This may include recording the numbers of the questions you have answered on the front page.

Remain silent while the papers are collected; JCQ exam rules still apply. You will be told when to leave the exam room. Maintain silence and follow the instructions of the invigilator to minimise disruption to other candidates still sitting an exam.

Do not talk to others until you are well away from the examination room.

## Emergency Evacuation

If the fire or intruder alarm sounds wait for instructions from the invigilator.

If it's necessary to evacuate an exam room, you will be escorted to the Astro turf pitches. SILENCE must be maintained at all times. When it's safe to do so you will be escorted back to your room and the exam restarted.

As in all cases of disruption to exams, a full report of the incident and the action taken will be sent to the examination board.

# Frequently Asked Questions



## **How will I know when my exams are?**

You can see your personal exam timetable on My School Portal. It shows the exams you will be sitting and whether they are morning or afternoon. Nearer the time the allocated room will also be displayed.

## **What happens if I have a clash of exams?**

A clash of exams occurs when 2 exams for different subjects are scheduled to begin at the same time on the same day. Rescheduling of these exams is dependent on the total duration of the 2 (or more) exam papers. If you have an exam clash, discuss this with the exams officer at the earliest opportunity.

If a clash means one of your exams is moved to another session, you will be kept in isolation between the exams and supervised by a member of staff or invigilator. It's a good idea to bring a packed lunch if this happens to you and leave all electronic devices at home. On the day, when your first exam has finished, remain in your seat until an invigilator escorts you to the supervision room.

Where there are 2 papers for the same subject on the same day, these will be taken one immediately after the other – there will be no break.

## **Where will the exams be held?**

This depends on the number of candidates. Whilst the numbers are large most exams will take place in the sports hall. When candidate numbers reduce, exams will be taken in classrooms; make sure you check the portal and the seating lists each day.

## **Where can I find my candidate number?**

The statement of entry and the timetable you have been given both have your candidate number at the top – it's a 4 digit number.

## **How can I check the personal details I need to write on my answer booklets?**

The candidate card on your desk will show all the details you need to complete the answer booklets. It isn't necessary to write all your names on the answer books – just make sure your first and last names match exactly.

## **How do I know where to sit?**

The seating list will show your seat number and all desks will be numbered. A seating plan will be displayed outside large rooms.

## **I have a reader or scribe; how will I know where to go?**

You will take your exams in a small room. Regularly check the portal and seating lists for the details.

## **I use a word processor in my exams, how will I know where to go?**

You will be allocated a seat in a room with PCs. Regularly check the portal and seating lists for the details.

**I'm entitled to extra time in my exams, where will I sit?**

This will depend on any other access arrangements you may be entitled to. It may be the sports hall or a small room. Regularly check the portal and seating lists for the details.

**What time do the exams start?**

Morning exams start at 9:00am and afternoon at 1:10pm.

**What time do I have to be in school for afternoon exams?**

If you're coming into school just for an afternoon exam arrive in good time to register first at the student hub and then go to your exam room. Be there by 1pm.

**Is the refectory open in time for me to eat before an afternoon exam?**

Yes, during exams the refectory will open from 12:10 with a range of foods available for all exam candidates.

**What happens if I'm late?**

Register at the student hub and advise the member of staff you are late for an exam. Wait there and you will be escorted to the examination room. You will be allowed your full time for the exam and a report will be sent to the examining board; they decide whether or not to accept and mark your paper.

**What happens if I'm ill on the day of an exam?**

If you are ill on the day of an examination, inform the exams officer by email to: [examinations@princethorpe.co.uk](mailto:examinations@princethorpe.co.uk). If possible, come into school and sit the exam. The exam boards advise that it is better to take the exam and ask for special consideration rather than miss it altogether.

**What do I need to bring into the exam with me?**

For all exams you **MUST** have a black pen and a spare pen is a good idea. A calculator is required for some exams.

You may also bring other pens, pencils, drawing instruments, clear plastic rulers and erasers in a see-through pencil case.

**Can I eat and drink during the exam?**

If you need a drink, bring water in a clear plastic bottle (NOT a sports bottle) with all labels removed. No food is allowed in the examination room.

**Who will start the exam?**

We employ trained external invigilators to conduct exams and either they or the Exams Officer will start each exam. Listen carefully to the instructions given by the invigilator. You must check that you have been given the correct exam paper and complete your personal details on the answer booklet. If you have any questions put up your hand and an invigilator will come to you.

**Can I leave the exam to go to the toilet?**

Please use the toilet before the exam starts. If anyone needs to leave the exam room, it's bound to disturb other candidates as well as themselves. If you need a toilet break, put up your hand and the invigilator will come to you. You will be escorted to and from the toilet by one of the invigilators. The time taken will NOT be added on to your examination time. It will be recorded by the invigilator on the exam room incident log.

**What happens if the fire or intruder alarm sounds?**

The examination will be stopped by the invigilator; you **MUST** remain seated and then follow their instructions. If necessary, the room will be evacuated in an orderly manner. Exam candidates are escorted to the Astroturf pitches for registration. All question papers and scripts are left on the desks. Candidates will be closely supervised and you are **NOT** allowed to talk to each other.

**SILENCE MUST BE MAINTAINED AT ALL TIMES.**

When it is safe to do so, candidates will be re-admitted to the examination room and the remainder of the full working time will be allowed. If a re-start is not possible, the examination board will decide how the problem is resolved.

In all cases of disruption to exams, a full report of the incident and the action taken is sent to the examination board.

**What happens if I finish the exam early?**

All candidates must stay in the examination room until the scheduled end time for the exam. If you finish early, use the time to check over and improve your work.

**What happens at the end of an exam?**

When time is up the invigilator will tell you to stop writing, you must do so immediately. There will not be a warning that time is nearly up so use the clocks on display to manage your time.

The invigilator will give you time to check you have completed your personal details correctly.

**I'm entitled to extra time. How will I know when my exam finishes?**

The start and end times for each exam will be clearly displayed, as well as an additional end time for anyone entitled to extra time.

**What is special consideration?**

"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.

Special consideration can only seek to go some way to assist a candidate affected by a potentially wide range of difficulties, emotional or physical, which may influence performance in examinations. It cannot remove the difficulty faced by the candidate. There will be situations where candidates should not be entered for an examination. Only minor adjustments can be made to the mark awarded because to do more than this would jeopardize the standard of the examination." JCQ definition 2019

**Can I ask a friend a question?**

All questions **MUST** be directed to an invigilator. Any communication with another pupil is malpractice and will be reported to the exam board.



### **What is Malpractice?**

Malpractice occurs when the regulations for the conduct of exams are not followed. For example, if unauthorised material or objects are discovered in the possession of a candidate in an examination.

ALL cases of suspected malpractice are reported to the examination board by the Exams Officer. Candidates will be interviewed and required to make a statement about the allegation. Sanctions range from a written warning to disqualification of all marks for that season. For more information, go to the JCQ website:

<https://www.jcq.org.uk/exams-office/malpractice>.

### **How do I find out my results?**

- A-level results will be published on Thursday 13 August 2020
- GCSE results will be published on Thursday 20 August 2020.

The college will open at 7am on the 13<sup>th</sup> for A-level candidates and at 9am on the 20<sup>th</sup> for GCSE candidates. College staff will be on hand to assist with queries and advise on future options. For those unable to come into college, A-level results will be made available via the Pupil Portal from 9.00am and GCSE results from 10am. Results will NOT be given out over the phone.

### **Can someone else collect my results?**

Please notify the Exams Officer in writing before the end of the summer term if you want someone else to collect results on your behalf. This can be by email from your school email address or by completing a 3<sup>rd</sup> party collection form, available on request. E-mails should be addressed to: [examinations@princethorpe.co.uk](mailto:examinations@princethorpe.co.uk) using your Princethorpe email address. You will need to give the full name and relationship of the person collecting.

In all cases, the person collecting must bring photographic ID when they come into school.

### **Is there anything I can do if my results are not as good as I was expecting?**

All examination boards provide the opportunity for an examination result to be reviewed. The process is a review of the original marking to ensure that the agreed mark scheme has been applied correctly. **It is not a re-mark of your script.**

Full information about costs and deadlines for results enquiries will be included with your results. All leavers should bring cash, a credit/debit card or a cheque book on results day in order to pay for any results enquiries.

### **When will I receive my exam certificates?**

Certificates will be received in school by 7 November 2020. This year's Upper Sixth and Year 11 candidates will be invited to receive their certificates at the College's Prize Giving ceremony on Friday 20 November. Any certificates not collected at these events can be collected from the college's main reception after this date. You must provide written authority to the Exams Officer for any 3<sup>rd</sup> party to collect certificates on your behalf.

Pupils in Years 7 – 10 will have their certificates presented to them during a school assembly.

## **Your Certificates**

Employers, Colleges and Universities will ask to see your original certificates so it's important that you collect them and keep them safe. It is advisable to scan your certificates so that you have a digital copy in the event of the originals being mislaid.

The college is only required to keep uncollected certificates for 1 year after which time JCQ regulations allow them to be destroyed.

## **How can I find out more information?**

Use the JCQ and exam board websites:

Joint Council for Qualifications	JCQ	<a href="http://www.jcq.org.uk">www.jcq.org.uk</a>
Examination board	AQA	<a href="http://www.aqa.org.uk">www.aqa.org.uk</a>
Examination board	Pearson/Edexcel	<a href="http://www.edexcel.com">www.edexcel.com</a>
Examination board	OCR	<a href="http://www.ocr.org.uk">www.ocr.org.uk</a>
Examination board	WJEC/Eduqas	<a href="http://www.wjec.co.uk">www.wjec.co.uk</a>

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.

<b>A Regulations – Make sure you understand the rules</b>	
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 <b>must not</b> take into the exam room: a) <b>notes</b> ; b) <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.</b> <b>Any pencil cases taken into the exam room must be see-through.</b> <b>Remember:</b> 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 <b>must not</b> 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>B Information – Make sure you attend your exams and bring what you need</b>	
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 <b>must</b> 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.
<b>C Calculators, Dictionaries and Computer Spell-checkers</b>	
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.
<b>D Instructions during the exam</b>	
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	<b>When the invigilator tells you</b> , fill in all the details required on the front of the question paper and/or the answer booklet <b>before</b> 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.
<b>E Advice and assistance</b>	
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.
<b>F At the end of the exam</b>	
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.

## **Information for candidates**

### **Using social media and examinations/assessments**



Image by Patrice

**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 examinations. 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 (if available). 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 BenWight

**You should be aware that the following 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 (even if not requested) 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.

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; or
- a ban from taking assessments or exams for a set period of time.

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

<https://www.jcq.org.uk/exams-office/information-for-candidates-documents>

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.





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



## **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	<a href="https://www.aqa.org.uk/about-us/privacy-notice">https://www.aqa.org.uk/about-us/privacy-notice</a>
CCEA	<a href="http://ccea.org.uk/legal/privacy_policy">http://ccea.org.uk/legal/privacy_policy</a>
City & Guilds	<a href="https://www.cityandguilds.com/help/help-for-learners/learner-policy">https://www.cityandguilds.com/help/help-for-learners/learner-policy</a>
NCFE	<a href="https://www.ncfe.org.uk/legal-information">https://www.ncfe.org.uk/legal-information</a>
OCR	<a href="https://www.ocr.org.uk/about/our-policies/website-policies/privacy-policy/">https://www.ocr.org.uk/about/our-policies/website-policies/privacy-policy/</a>
Pearson	<a href="https://qualifications.pearson.com/en/about-us/qualification-brands/gdpr.html">https://qualifications.pearson.com/en/about-us/qualification-brands/gdpr.html</a>
WJEC	<a href="https://www.wjec.co.uk/about-us/data-protection/WJEC%20Privacy%20Notice.pdf">https://www.wjec.co.uk/about-us/data-protection/WJEC%20Privacy%20Notice.pdf</a>

### **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](http://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).



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