



Personal Data Consent from Examination Candidate (aged 13 years or over): Access Arrangements

To	Worksop College Independent School (the Examination Centre)
Special Educational Needs Co-Ordinator (SENCO)	Nathalie Paish-Plunkett – n.paish-plunkett@wsnl.co.uk
Examinations Officer	Sallie Wan – s.wan@wsnl.co.uk
Data Protection Officer	Kate White – k.white@wsnl.co.uk

From	Full Name	I,
	Date of Birth	
	Age	
	Home Address	
	Name of Parent / Guardian if under 13 years old	

1. I have received and read the Privacy Notices overleaf.
2. I agree to my examination centre applying for access arrangements on my behalf and to share information about me, as described in the Privacy Notice, for the purposes of the application.
3. I know I have the right to withdraw my consent at any time, and I will tell the Exams Officer or SENCO if I want to withdraw my consent.
4. I know that the Privacy Notices may change and the exam centre must tell me about any major changes. It is my responsibility to tell the Exams Officer or SENCO if I want to withdraw my consent about the new Notice.
5. I know that if I do not give my consent, or if I withdraw it, the exam centre will not be able to process access arrangements for me.

My signature:

Countersigned by Mother / Father / Guardian (if under 13 years old):

Date:

Privacy Notice for Examination Candidate (aged 13 years or over); Access Arrangements for JCQ represented Awarding Bodies and Qualifications

This Notice applies to the following examinations:

AQA Applied General qualifications, AQA Level 1, Level 2, Level 3 Technical qualifications, Cambridge Nationals, Cambridge Technicals, FSMQ, GCE, GCSE, OCR Level 3 Certificates, WJEC Level 1, Level 2 General qualifications, WJEC Level 1, Level 2 Vocational qualifications and WJEC Level 3 Applied qualifications from the following **awarding bodies** – AQA, CCEA, OCR, Pearson and WJEC, who are represented by **JCQ** (the Joint Council for Qualifications CIC).

This Notice is provided to you by your exam centre. It tells you how your personal information is used for processing applications for access arrangements.

Access Arrangements

Access Arrangements take account of one of the following impairments when you take an examination; your learning difficulty, medical condition, physical disability or sensory impairment.

Controller

The exam centre is a controller of your personal information. The awarding bodies, including the Joint Council for Qualifications (JCQ), will also be controllers when they receive or use your personal information.

A controller is someone who uses your personal information for their own purposes. The contact details for the Exams Officer is on the previous page. Contact details for awarding bodies can be found via their websites.

Personal Information

To apply for access arrangements the exam centre must use your name, date of birth, candidate number, year group and the academic year(s) when you take your exams. They must also confirm what your difficulties are. If the application is rejected, your exam centre will need to provide details about your difficulties, and the nature of your impairment, to the awarding bodies for considerations.

How your Personal Information is Used

If you sign the form overleaf to give your consent, the exam centre will apply for your access arrangement(s). The online system is operated by JCQ on behalf of AQA, CCEA, Eduqas, OCR, Pearson and WJEC. The online system is programmed to make a decision about your application. If the application is rejected and your exam centre refers the decision, it will have to provide details about the nature of your impairment and your particular difficulties to the relevant awarding body/bodies. Your information may be used for other purposes, without your consent, in some circumstances, such as to comply with law or to combat crime. The awarding bodies use your personal information in the UK, where laws protect the information. Your personal information may not leave the EU if you or your exam centre are outside the EU, where such laws may not apply. You can more details, including the legal basis for the use of your personal information by your exam centre and the awarding bodies at:

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

Your Choices

You do not have to give your consent by signing overleaf. If you withhold consent, the exam centre might not be able to process an application for you.

Your Rights

If you sign the form overleaf to give consent, you have the right to withdraw your consent at any time. You also have rights to find out how the online systems made the decision about your application, and to get the decision reviewed by an Awarding Body Officer. To exercise rights, if you live in the UK or

EU, just tell the Exams Officer or SENCO and (wherever you live, if the application has already been made) tell the awarding bodies using the contact details on their website. You can find more detail about these and your other rights at:

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

Privacy Notice for Examination Candidate (aged 13 years or over); Access Arrangements for non-JCQ represented Awarding Bodies or Qualifications

This Notice applies to all other exams not listed in the 'Privacy Notice for Examination Candidate (aged 13 years or over); Access Arrangements for JCQ represented Awarding Bodies and Qualifications' and provided by the following awarding bodies:

- AQA
- Cambridge Assessment International Exams
- CCEA
- Eduqas
- OCR
- Pearson
- WJEC

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Access Arrangements

Access Arrangements take account of one of the following impairments when you take an examination; your learning difficulty, medical condition, physical disability or sensory impairment. Access arrangements also take account that you have recently come from overseas; see the Overseas Information Form or the Exams Officer for more information.

Controller

The exam centre is a controller of your personal information. The awarding bodies, including the Joint Council for Qualifications (JCQ), will also be controllers when they receive or use your personal information.

A controller is someone who uses your personal information for their own purposes. The contact details for the Exams Officer is on the previous page. Contact details for awarding bodies can be found via their websites.

Personal Information

To apply for access arrangements the exam centre must use your name, date of birth, candidate number, year group and the academic year(s) when you take your exams. They must also confirm what your difficulties are. If the application is rejected, your exam centre will need to provide details about your difficulties, and the nature of your impairment, to the awarding bodies for considerations.

How your Personal Information is Used

If you sign the form overleaf to give your consent, the exam centre will apply for your access arrangement(s). The online system is operated by JCQ on behalf of AQA, CCEA, Eduqas, OCR, Pearson and WJEC. Pearson operate an additional online system for some of their qualifications. The online system is programmed to make a decision about your application. If the application is rejected and your exam centre refers the decision, it will have to provide details about the nature of your impairment and your particular difficulties to the relevant awarding body/bodies. Your information may be used for other purposes, without your consent, in some circumstances, such as to comply with law or to combat crime. The awarding bodies use your personal information in the UK, where laws protect the information. Your personal information may not leave the EU if you or your exam centre are outside the EU, where such laws may not apply. You can more details, including the legal basis for the use of your personal information by your exam centre and the awarding bodies at: <https://www.jcq.org.uk/exams-office/information-for-candidates-documents/information-for-candidates--privacy-notice>

Cambridge International operate their own system and may transfer Candidate Data outside of the European Economic Area (EEA), for example for the processing of entries and results, and to provide

customer services support. Such transfers of data are conducted in accordance with the Model Contractual Clauses approved by the European Commission.

Your Choices

You do not have to give your consent by signing overleaf. If you withhold consent, the exam centre might not be able to process an application for you.

Your Rights

If you sign the form overleaf to give consent, you have the right to withdraw your consent at any time. You also have rights to find out how the online systems made the decision about your application, and to get the decision reviewed by an Awarding Body Officer. To exercise rights, if you live in the UK or EU, just tell the Exams Officer or SENCO and (wherever you live, if the application has already been made) tell the awarding bodies using the contact details on their website. You can find more detail about these and your other rights at:

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

Data Protection Confirmation by the Examinations Officer or SENCO

You are applying for access arrangements in relation to a specific candidate who you have entered for one or more exams with the awarding bodies listed above.

Before the application can be processed, in your capacity as Exams Officer or SENCO for your exam centre you must confirm the following:

The Candidate, that this application relates to, has signed and dated the AA Candidate Consent Form prior to the processing of an application, and I hold (and will retain) the paper original of the signed AA Candidate Consent Form

If applicable, the candidate's parent or guardian has countersigned the AA Candidate Consent Form

My signature:

Date:

The term **AA Candidate Consent Notice** means the documents entitled **Privacy Notices for Examination Candidate (aged 13 years or over); Access Arrangements**

The term **AA Candidate Consent Form** means the document entitled **Personal Data Consent from Examination Candidate (aged 13 years or over): Access Arrangements**

The terms **access arrangements, Examinations, awarding bodies, JCQ** and **Examination Centre** have the meanings given to them in the AA Candidate Privacy Notice and awarding body documentation