

Information for Candidates

Information About You and How Awarding Bodies Use It

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 in order to be able to provide examinations and assessments. This includes obvious identification details such as your name, 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 is a separate organisation. You will receive a statement of entry confirming what qualifications you have been entered for and which awarding body.

For more detail see each awarding body's full Privacy Notice:

AQA

<https://www.aqa.org.uk/privacy-notice/student-privacy-notice>

Pearson/Edexcel

<https://qualifications.pearson.com/content/dam/pdf/Support/Centre%20administration/information-for-candidates-privacy-notice.pdf>

OCR

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

WJEC/Eduqas

<https://www.wjec.co.uk/home/privacy-policy/>

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 (e.g. 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 or by contacting the awarding body.

Your rights

The law gives you a number of rights in relation to the information about you that the awarding bodies hold. 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.

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 is held for longer. 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.

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 and why, you can review the awarding bodies' full Privacy Notice, or contact the awarding body.

You will find links to each awarding body's website and information on how to contact them here: <https://www.jcq.org.uk/contact-our-members/>