

Hazelwick School



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Candidate Examination Booklet

2026

Centre Number - 65203

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Student Examination Information Booklet

2026

Hazelwick School aims to ensure examinations run as smoothly as possible for all our candidates. We hope this booklet will provide you with informative and helpful advice to assist you in all your examinations. Please read the booklet carefully so that you are aware of the examination procedures and regulations.

There are a number of rules and regulations for examinations that you must be aware of, most of which are set by the awarding bodies. The school is required to ensure that the regulations are followed.

Please ensure you read the following documents that are in the appendices:

Appendix 1 Information for candidates: Using social media and examinations/assessments

Appendix 2 Warning to candidates

Appendix 3 Information for candidates – written examinations

Appendix 4 Information for candidates - unauthorised items

Appendix 5 Privacy notice

Appendix 6 Exam timetables

We have tried to answer some of the questions you may have in the 'Frequently Asked Questions' section of this booklet, but if you have any further questions or something which you do not understand, please contact the Examinations Team. You can also speak to your Head of Year if you have any concerns.

You can contact the Exams office via examsoffice@hazelwick.org.uk. The Exams office is located next to East Hall in Upper School.

Remember, we are here to help.

Good luck!

Before the examination

In the Spring term, you will receive your individual candidate statement of entry for your summer examinations. You will be asked to sign to confirm that all personal details are accurate as these details will appear on certificates. Any changes in the future will incur a fee. You should also notify the Examinations Team of any missing examination entries. Your personal details are submitted to the awarding bodies and so it is imperative that any inconsistencies with spellings of names be raised with the Examinations Team as soon as possible. Candidates are entered for examinations under the name format of: (Legal) Surname, (Legal) Forename, middle names will only be shown as initials.

You will receive your individual timetable before the Easter holidays. Please double check all the examinations you are expecting to sit are on the timetable, some subjects do not have a tier of entry; others have foundation or higher tier of entry. Any queries regarding the tier of entry should be directed to your class teacher.

A copy of the examination timetable is on the school website, along with other important examination documents.

Examination clashes

If you have a clash of examinations, i.e. two or more examinations at the same time, arrangements will be made for you to take these subjects one after the other as long as the total time is not more than three hours. We are not allowed to move examinations to a different session if the total time does not exceed three hours. In these circumstances where the total time is three hours or fewer you will be entitled to a supervised break of no more than 20 minutes between the papers. The break will be conducted under formal examination conditions within the examination room. You are not allowed access to revision notes. If the total time is more than three hours, the examinations will be split between morning and afternoon sessions. If this happens, an invigilator will supervise you in between examinations. You must bring lunch with you and you may have access to your revision notes. During this time, you will not be allowed access to your mobile phone or other electronic devices.

Awarding bodies

Hazelwick School uses the following awarding bodies: AQA, Edexcel, OCR and WJEC. Please be aware of different course requirements for each awarding body and ensure you are using the relevant support/revision materials.

Candidate number/name

Each candidate has a four-digit candidate number. You must use this number for all examinations and non-exam assessments. This is shown on your individual timetable.

You will also be required to enter the school's Centre Number on all your examination answer/question booklets. The school's **Centre Number is 65203**. This will also be displayed in each examination room.

Examination regulations

A copy of the 'Information for Candidates', which is issued jointly by the awarding bodies, is printed in this booklet. You must read this carefully and note that breaking any of the examination rules or regulations could lead to disqualification from **all** subjects. Hazelwick School must report any breach of regulations to the relevant awarding body.

Invigilators

Hazelwick School employs external invigilators to conduct the examinations. You are expected to behave in a respectful manner towards all invigilators and follow their instructions at all times.

Invigilators are in the examination rooms to supervise the conduct of examinations. Invigilators ensure that all rules and regulations are maintained in accordance with the Joint Council for Qualifications [JCQ] regulations. Invigilators will distribute and collect the examination papers, tell you when to start and finish the examination and deal with any problems that may occur. Please note that invigilators cannot discuss the examination paper with you or explain the questions.

Attendance at examinations

You are responsible for checking your own examination timetable and arriving at school on the correct day and time, dressed in full school uniform and equipped ready to start the examination.

You are required to assemble in the examination holding area before the start of each examination. For morning examinations, you must assemble by 8.30am and for afternoon examinations by 12.50pm. The majority of the examinations will be held in the Sports Hall or South Gym. South Hall and C Block will also be used.

Holding areas

Sports Hall – the boys' and girls' changing rooms. Please refer to the lists in the corridor showing which changing room you should wait in.

South Gym – Peace Garden

South Hall – South canteen

C Block – C05

Lateness

If you arrive late for an examination, you may not be allowed to sit the paper. It is at the discretion of the school whether to allow you to enter the examination room. If you are late, a report will be submitted to the relevant exam board.

Absence from examinations

If you experience any difficulty during the examination period, e.g. illness, injury, personal problems, etc., please inform the Examinations Officer as soon as possible so they can help or advise you.

Only in exceptional circumstances are candidates allowed Special Consideration for absence from any part of an examination. It is essential that medical or other appropriate evidence be obtained **on the day** by the candidate, parent/carer, and given to the Examinations Team without delay in all cases where an application for Special Consideration is to be made.

Please note that misreading the examination timetable will not be accepted as a satisfactory explanation of absence.

It is important that the school be contacted if, either you are unable to attend your examination due to illness; you are absent through a genuine emergency; or you have been delayed getting to school for the start of an examination. Please ensure you telephone your Head of Year by 8.15am for morning examinations and by 12.30pm for afternoon examinations. If you are absent due to illness and have a medical note, please pass this to the Examinations Team.

The school will always try to contact home where candidates have failed to attend an examination in case there has been an oversight or misreading of the timetable.

Bags and personal belongings

Only items you require for your examination are to be taken into the examination room. Bags and other materials, including mobile phones/electronic devices, must be left in the designated bag drop area.

Mobile phones, watches and electronic equipment

Any unauthorised materials or equipment, e.g. watches (of any kind), iPods, mobile phones, Fitbits, MP3/4 players, pen drives, smart glasses or any products with an electronic communication/storage device or a digital facility must not be taken into the examination room. Possession of unauthorised material is breaking the rules, and you will likely be disqualified from that paper. Therefore, mobile phones/electronic devices must either be left at home or turned off and placed in your bag.

Equipment

It is your responsibility to bring your own equipment and any other resources that you require to your examinations. Borrowing from other candidates is NOT allowed when you are in the examination rooms.

You should bring your equipment in a clear plastic bag or pencil case.



Maths set boxes are **not** to be taken into the examination room.



Equipment you are required to bring to every examination:

- ✓ 2 black pens
- ✓ 2 HB pencils
- ✓ Ruler
- ✓ Pencil sharpener
- ✓ Rubber

Items to be brought to certain examinations (check equipment needed with your teacher for each examination – if you are unsure bring everything!)

- ✓ Protractor
- ✓ Compass
- ✓ Calculator - lids must be removed and left in your bag. If you have a Casio graphics calculator this must be placed into examination mode.
- ✓ Coloured pencils

The school will provide tracing paper if it is needed.

Scrap paper and revision notes must not be taken into the examination room. You must do any rough work in your answer booklet and cross out anything you do not wish to be marked.

Do not use correcting pens, fluid or tape, erasable pens, highlighters or gel pens in your answers. However, questions, text extracts, individual words or phrases may be highlighted. You must write in black ink or black ballpoint pen, except for drawings or rough notes, which may be done in pencil.

Food and drink

You are only allowed to take water into the examination room in an unlabelled clear and colourless bottle. Bottles must be free from writing or illustrations. Chewing gum and any other food and drink is not permitted. Please ensure you have enough water for the duration of your examination as you will not be allowed to refill your bottle during the examination and invigilators cannot do this for you.

Calculators

A calculator can be used unless you are told otherwise. Your subject teacher will inform you if you are not allowed a calculator for a particular paper. Remember you may need to bring a calculator for subjects such as business, economics, geography, PE etc.; as well as maths and sciences. If you are allowed a calculator in an examination, check that the batteries are working properly, clear any data stored in the memory, and ensure it is of a suitable size for use on an examination desk. You must bring your own calculator and you are responsible for making sure your calculator works properly and it meets examination board regulations. If in doubt, please check with your teacher.

Toilet breaks

You will not be allowed to go to the toilet in first 45-minutes or last 30-minutes of an examination. An invigilator will escort candidates to the toilet and wait outside before escorting them back to the examination room. Unless a candidate has a medical condition, the time missed whilst taking a toilet break will be lost.

Conduct in the examination rooms

You are to enter the examination room in complete silence. As soon as you enter the examination room, you are under examination conditions. You must not communicate with any other candidates and you must not turn around. If there is any communication (verbal or non-verbal) between candidates, it will be treated as malpractice and reported to the awarding body. You must ensure that you sit at the correct desk to ensure you complete the correct question paper. If you need assistance, raise your hand and wait for an invigilator to attend to you.

Listen carefully to instructions and notices that are read out by invigilators – there may be amendments to the examination paper that you need to know about. Before you start, check that you have the correct question paper (this also includes the tier) and an answer booklet if required. If you do not have the correct paper, raise your hand and keep it raised until the invigilator resolves the issue, do not sit the wrong paper as this could have consequences for your overall grade. Do not write anything on the paper or open it until you are instructed to do so. **Please put your legal name on your examination paper (not your preferred name).**

Invigilators are there to help but they cannot help you with any questions in your examination paper. If you have any queries, do not be afraid to raise your hand and ask for assistance.

You will not be allowed to leave an examination early if you have finished. You should check through your examination paper and sit in silence.

Please do not write on examination desks or write or draw anything other than your answers in your question/answer booklet. You are not permitted to draw graffiti or write offensive comments on examination papers – if you do, the awarding bodies may refuse to accept the examination paper and you may risk disqualification.

Candidates who are disruptive or behave in an unacceptable manner will be removed from the examination room by invigilators or senior members of staff. Any disruption will be reported to the awarding body and will affect the outcome of the paper.

End of the examination

If you finish before the time allowed for the examination, carefully check all your answers. Make sure your name and candidate number are on every piece of paper used. At the end of the examination all work must be handed in to the invigilator. Rough paper is not allowed in examinations, so all work you have done will be sent to the awarding body for marking, therefore, remember to cross through any rough work you do not want to be marked.

Invigilators will collect your answer booklets and question papers before you leave the examination room. If there is any communication, this will be treated as malpractice and reported to the awarding body. You will be dismissed from the examination room one row at a time, and you will be told which exit to use. You must remain in complete silence until you are well away from the examination room. Please show consideration for those candidates who may still be working.

Question papers, answer booklets and additional paper must not be taken from the examination room.

Tips for the day of your examination

- ✓ Eat a good breakfast.
- ✓ Make sure you know where your examination is being held and what time it starts.
- ✓ Give yourself plenty of time to get to the examination.
- ✓ Take all the equipment you need for each examination, including extra pens and pencils.
- ✓ Go to the toilet beforehand
- ✓ Read all the instructions carefully before starting the examination and ask the invigilator if anything is unclear.
- ✓ Read the questions before you start writing and make sure you are clear as to how many questions you are required to answer.
- ✓ If you are stuck on a question, move onto the next. You can always come back to it later.
- ✓ Plan how much time you will need for each question.
- ✓ Never leave a question unanswered. Even if you write an answer in the last minute of the examination, you might get some marks for your answer. If you are really stuck, try to have an intelligent guess.
- ✓ Leave time to read through and check your answers before the examination finishes.

Emergency evacuation

In the event of an emergency, for example a fire alarm, the following must be carried out in complete silence:

- ✓ If the fire alarm goes off, firstly do not panic. Wait for instructions from the invigilator. If the examination is to be paused, you must close your exam paper/answer booklet.
- ✓ An invigilator will tell you when to leave and where to assemble.
- ✓ Leave all your equipment and examination papers in the examination room.
- ✓ You must leave the room in complete silence and must not speak to other candidates.
- ✓ You should exit in single file with a 1.25m gap between the candidate in front and behind you.
- ✓ Once evacuated you will stand on the astro turf court in the seating plan order. You must remain in absolute silence.
- ✓ When you return to your examination room, do not start writing until the invigilator tells you to do so.
- ✓ The invigilator will make a note of the time of the interruption and how long it lasted.
- ✓ You will be allowed the full time allocation for the examination. The examination board will be notified of the disruption.

Contingency day for the summer 2026

The contingency day at the end of the timetabled examinations is on Wednesday 24th June 2026. You must ensure you are available on this date should examinations need to be rescheduled due to a national event or incident.

Key dates for results 2026:

A Level Results: Thursday 13th August 2026

GCSE Results: Thursday 20th August 2026

Results will be emailed to your school email address as soon after 8am as possible on the relevant results day. You will also be invited into school to collect your results if you wish. Further details about this will be issued in a separate letter. Examination results will not be given to anybody else or given over the telephone. Information regarding post results services will be available on the school website after the examinations have taken place.

Examination certificates

Candidates who return to Hazelwick Sixth Form will be given their exam certificates towards the end of December. Candidates who do not return to Hazelwick school will be sent a postcard home advising them of when and how to collect them.

Hazelwick School is only obliged to keep examination certificates for a period of one year after issue. If you do not collect your certificates within this time, or if you lose your certificates, they can only be replaced by direct application to the awarding body. This will incur a fee set by the awarding body. Please contact the relevant awarding body in this instance. Therefore, you are encouraged to collect your certificates as soon as possible and keep them safe.

Frequently Asked Questions

Why do I need to check my statement of entry and examination timetable?

The details on your Statement of Entry will be used when certificates are printed. If your name or date of birth do not match your birth certificate, it could cause problems if you are asked to show your certificates to a potential employer, college or university at some time in the future. You should also check the subject and the tier of entry you have been entered for and that there are no subject details missing. The tier of entry is confirmed by the Head of Department. If there are any discrepancies, please raise this immediately with the Examinations Team.

What time do examinations start?

For morning examinations, candidates should be in the holding area by 8.30am, and for afternoon examinations by 12.50pm. You must check your individual timetable and ensure you know which location holding area you need to be in.

What should I do if I think I have the wrong question paper?

Invigilators will ask you to check before the examination starts. If you think something is wrong, please raise your hand and tell the invigilator immediately.

What should I do if I forget my candidate number?

Candidate numbers are printed on your individual timetable. If, when in the examination room, you can't remember it, raise your hand and the invigilator will be able to help you.

What should I do if I forget the Centre Number?

The Centre Number is **65203**. This is displayed in the examination rooms.

What do I do if I am ill or injured before the examination?

Inform the Examinations Team as early as possible so we can help or advise you. In the case of an injury that means you are unable to write, it may be possible to provide a laptop or scribe to write your answers, but we will need as much prior notice as possible. You will need to obtain medical evidence from a GP or hospital if you wish for the Examinations Team to make an application for Special Consideration on your behalf.

What is an application for Special Consideration?

Special Consideration can only be applied after an exam has been completed. Special Consideration is an adjustment to the marks or grades for an eligible candidate. The allowance for consideration ranges from 0% to 5%. You should be aware that any adjustment is likely to be small and no feedback is provided. You will only be eligible for Special Consideration if you have been fully prepared for and have covered the whole course, but your performance in the examination is affected by adverse circumstances beyond your control. Examples of such circumstances may be illness, accident, injury, bereavement and domestic crisis. The Examinations Team must be informed immediately, so that the necessary paperwork can be completed within seven days of last examination session for each subject. You will be required to provide evidence to support such an application.

What do I do if I feel ill during the examination?

You should raise your hand and an invigilator will assist you. You should inform an invigilator if you feel ill before or during an examination.

If I miss an examination, can I take it another day?

NO. Examination timetables are regulated and set by the awarding bodies and you must attend on the given date and time.

Can I go to the toilet during the examination?

If it is necessary, yes. An invigilator will escort you, but you will not be allowed any extra time unless you are unwell. Only one candidate is permitted out of the examination hall at a time. Toilet breaks will not be permitted within the first 45 minutes of the exam or the last 30 minutes.

Can I leave the examination when I have finished?

No. You must use the full time allowance and check through your paper. You will only be allowed to leave when all the answer booklets and question papers have been collected and the invigilator has dismissed you.

What items are not permitted in the examination room?

Only material that is listed on question papers is permitted in the examination room. Candidates who are found to have any material with them that is not allowed, will be reported to the awarding bodies. In such circumstances, a candidate would normally be disqualified from the paper or the subject concerned.

No food is allowed in the examination room.

Why can't I bring my mobile phone or other electronic devices to an examination?

Being in possession of a mobile phone, a watch or any other electronic communication device, e.g. iPods, smart watch, iWatch, smart glasses, is regarded as cheating and is subject to severe penalties from the awarding bodies.

How do I know how long the examination is?

The length of the examination is shown in minutes on the individual examination timetable under the heading 'duration'. Invigilators will tell you when to start and finish the examination. The start and finish times will be displayed on boards at the front of an examination rooms. There is always a clock in every examination room.

If you are not sure of anything, ask!



Information for candidates Using social media and examinations/assessments

While we like to share our experiences online, when it comes to exams and other assessments, we have to be careful.

- Sharing ideas online **can** be helpful when you're studying or revising
- However, sharing certain information (see information on the right) can break the rules and could affect your results
- If you're not sure what you can and can't discuss online, check with your teacher
- If you receive exam content on social media, you must tell your teacher
- Don't be caught out by scammers selling fake exam papers



Things to do on social media:

- Have fun
- Be responsible
- Report any exam or assessment content you see to your teacher

Things not to do on social media:

- Buy/ask for/share exam or assessment content
- Pass on rumours of what's in exams or assessments
- Share your work
- Work with others so that your assessment is not your own independent work

If you do any of the above activities, you may:

- Receive a written warning
- Lose marks
- Be disqualified from a part of or all of your qualifications
- Be banned from taking exams and assessments for a number of years

Please take the time to familiarise yourself with the JCQ rules:
jcq.org.uk/exams-office/information-for-candidates-documents

 AQA	 City & Guilds	 CCEA	 NCFE	 OCR	 Pearson	 WJEC
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1

You **must** be on time for all your examinations.

2

Possession of a mobile phone or other unauthorised material **is not allowed** even if you do not intend to use it. You will be subject to penalty and possible disqualification from the examination or qualification.

3

You **must not** talk to, attempt to communicate with or disturb other candidates once you have entered the examination room.

4

You **must** follow the instructions of the invigilator.

5

You **must not** sit an examination in the name of another candidate.

6

You **must not** become involved in any unfair or dishonest practice in any part of the examination.

7

If you are confused about anything, only speak to an 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.



Information for candidates

Written examinations

With effect from 1 September 2025

**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 exams.
- 4 You **must not** take into the exam room any unauthorised material, including:
 - (a) notes;
 - (b) earphones or earbuds (e.g. AirPods), mobile phones, MP3/4 players or similar devices, smart glasses, tablets (e.g. iPads or iPods);
 - (c) watches.

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 sanctions and possible disqualification.
- 5 **Do not** use correcting pens, fluid or tape, erasable pens, highlighters or gel pens in your answers.
- 6 **Do not** talk to or try to communicate with or disturb other candidates once you have entered the exam room.
- 7 You **must not** write inappropriate, obscene or offensive material.
- 8 If you leave the exam room unaccompanied by an invigilator before the exam has finished, you **will not** be allowed to return.
- 9 **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 permitted equipment needed for the exam.
- 5 You **must** write clearly and in black ink. Coloured pencils or inks may be used only for diagrams, maps, charts, etc, unless the instructions printed on the front of the question paper state otherwise.

C. Calculators, dictionaries and computer spellcheckers

- 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 its memory;
 - (c) remove any parts such as cases, lids or covers which have printed instructions or formulae;
 - (d) **do not** bring into the exam room any operating instructions or prepared programs.
- 3 **Do not** use a dictionary or computer spellchecker unless you are told otherwise.

D. Instructions during the exam

- 1 Always listen to the invigilator. Always follow their instructions.
- 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;
 - (c) you think you have not been given the expected access arrangement(s).
- 3 Read carefully and follow the instructions printed on the question paper and/or on the answer booklet.
- 4 **Do not** start writing anything until the invigilator tells you to fill in all the details required on the front of the question paper and/or the answer booklet. **Do not** open the question paper until you are told that the exam has begun.
- 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, including those used 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 not sure 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. For CCEA examinations, any loose additional answer sheets should be placed **behind** your script.
- 2 **Do not** leave the exam room until told to do so by the invigilator.
- 3 **Do not** take any stationery from the exam room. This includes the question paper, answer booklets (used or unused), rough work or any other materials provided for the exam.



AQA

City & Guilds

CCEA

NCFE

OCR

Pearson

WJEC

NO MOBILE PHONES NO WATCHES

**NO TECHNOLOGICAL OR WEB-ENABLED
POTENTIAL SOURCES OF INFORMATION**



Possession of unauthorised items, such as a mobile phone
or any watch, 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

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 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/home/privacy-policy/

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: <https://www.jcq.org.uk/contact-our-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 (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, 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 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, 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 and 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: <https://www.jcq.org.uk/contact-our-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 assessments 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.