Personal data consent from examination candidate (aged 13 or over): *Access arrangements online*

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You are asked to complete this form as your SENCo has decided that access arrangements are required when you sit your examinations. (The term 'access arrangements' is explained in the Privacy Notice that should have been provided to you by your centre. If you have not received it, please ask your centre to provide it). As you are over 13 years of age you can sign this form yourself.

Centre name:	John Ruskin School (the '**centre**')
Centre details:	Community School Westmorland and Furness LA DfE number 943/4151
Centre's address:	Lake Road, Coniston LA21 8EW
Centre's examinations Officer or SENCo:	Name: Mrs S Bennett Job title: Exams Officer Email address: s.bennett@jrs.org.uk
Centre's Data Protection Officer:	Mrs L Dugdale

***** If your centre has not filled in the above for you, ask your centre to provide you with the required information.

Your full name:	
Your date of birth:	
Consent to using and sharing information about me, as described in the Privacy Notice:	YES / NO [Delete as applicable]

1. I have received and read the Privacy Notice entitled 'Privacy Notice for examination candidate aged 13 or over*: Access arrangements online'*.

2. I agree to my centre applying for access arrangements on my behalf, for the purposes of the application.
3. My consent decision, about whether information about me can be used and shared (as described in the Privacy Notice) for the purposes of the access arrangements application, is stated in the table above.
4. If I have said 'YES' (i.e. given my consent), I know I have the right to withdraw my consent at any time, and I will tell the examinations officer or SENCo of my centre if I want to withdraw my consent.
5. I know that the Privacy Notice may change, and the centre must tell me about any new Privacy Notice. It is my responsibility to tell the examinations officer or SENCo of my centre, after I have been told about the new Privacy Notice, if I want to change my mind about my consent.
6. I know that if I do not give my consent, or if I withdraw it, the centre and/or the relevant awarding bodies might not be able to process access arrangements for me. I understand that if the application cannot be processed, access arrangements will not be granted.

My signature:

Dated:

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This Privacy Notice applies to the following **qualifications**:

- AQA Applied General qualifications;
- AQA Level 1, Level 2 and Level 3 Technical qualifications;
- Cambridge Nationals;
- Cambridge Technicals;
- OCR Level 3 Certificates;
- WJEC Welsh Baccalaureate Qualification (WBQ);
- WJEC Level 1 and Level 2 General qualifications;
- WJEC Level 1 and Level 2 Vocational qualifications; and
- WJEC Level 3 Applied qualifications from, respectively, AQA, OCR and WJEC.

FSMQ, GCE AS and A-level and GCSE qualifications from the following **awarding bodies**: AQA, CCEA, OCR, Pearson and WJEC, who are represented by **JCQ** (the Joint Council for Qualifications [CIC]).

This Privacy Notice is provided to you by your **centre**, which is the person or organisation (e.g. your school) who enters you for your examinations. It tells you how your personal information is used for processing online applications for access arrangements.

Access arrangements are pre-examination adjustments for candidates with learning difficulties and disabilities based on evidence of need and normal way of working. They take account of one or more of the following impairments when you take an examination: your learning difficulty, medical condition, physical disability and/or sensory impairment.

References in this Privacy Notice to the ***Access arrangements online* form** are references to the document '**Personal data consent from examination candidate (aged 13 or over): *Access arrangements online***' that has been provided to you by your centre.

Your controller

Your centre is a controller of your personal information. The awarding bodies, including JCQ, will also be controllers when they receive or use your personal information.

A **controller** is someone who uses your personal information and decides the purposes for which it will be used, and the methods of use. The contact details for the centre are included in the *Access arrangements online* form. Contact details for the awarding bodies can be found at: https://www.jcq.org.uk/contact-our-members/.

Personal information

To apply online for access arrangements your centre must use your name, date of birth, candidate number, year group and the academic year(s) when you will take your examinations. They must also confirm what your impairment(s) is/are, and the difficulties that they cause you, as relevant to the request for access arrangements.

If the online application for access arrangements is rejected, your centre may refer the decision to each relevant awarding body to review. As part of this review, your centre will need to provide **detailed information** about your impairment(s), and the difficulties caused, to enable the relevant awarding bodies to make a decision.

How your personal information is used

If you sign the *Access arrangements online* form to give consent, the examinations officer or SENCo at your centre will apply online for your access arrangement(s). The online system is commissioned by JCQ and operated by one of the awarding bodies on behalf of all the others.

The online system is programmed to make a decision about your application. If the application is rejected and your centre refers the decision, it will have to provide the detailed information described above. The relevant awarding body/bodies will use the detailed information to review the application and either confirm or change the decision.

Your personal information submitted in the *Access arrangements online* form, and the detailed information, will be kept by your centre. The centre will tell you how long the form and information will be kept. The relevant awarding body/bodies will keep the information that is submitted online, and any detailed information, for up to seven (7) years.

Your information may be used for other purposes, without your consent, in some circumstances, such as to comply with law or to combat crime, as part of dealing with alleged malpractice, or to report potential malpractice or fraud to regulators (such as Ofqual or Qualifications Wales). The awarding bodies may share your information with each other in some circumstances, to help them achieve consistency in their decisions. JCQ and each of the awarding bodies will also need their suppliers to use your information (for example, the online portal for access arrangements relies on host and connectivity providers).

The awarding bodies use your personal information in the UK, where laws protect the information. Your personal information will only leave the UK if you or your centre are outside the UK, where such laws may not apply. You can find more details, including the legal basis for the use of your personal information by your centre and the awarding bodies at:
https://www.jcq.org.uk/exams-office/information-for-candidates-documents/

Your choices

You do not have to give your consent by signing the *Access arrangements online* form. If you withhold consent, the centre might not be able to process an online application for you.

Your rights

If you sign the *Access arrangements online* form to give consent, you have the right to withdraw your consent at any time. You also have rights to find out how the online system made the decision about your application, and to get the decision reviewed by an awarding body Officer, and to complain to the Information Commissioner (which is the UK regulator of personal information). Your other rights are to access your personal information that is held by relevant awarding bodies or JCQ, or to ask for it to be corrected or erased.

To exercise rights, if you live in the UK or EU, just tell the examinations officer or SENCo at your centre, using the contact details contained in the *Access arrangements online* form, and (wherever you live, if the application has already been made) tell the awarding bodies or JCQ using the contact details referred to above. You can find more detail about these and your other rights at:
https://www.jcq.org.uk/exams-office/information-for-candidates-documents/

Effective from 1 September 2022