

Personal data consent from Examination Candidate (aged 13 or over): Access Arrangements Online

TO:	Examination centre name:	Top Grades Learning Centre Ltd (the "Examination centre")
	Examination centre details:	Independent Learning Centre (Company number 11065311) Exam Centre 17314
	Address:	66-68 Stanhope Road, St Albans, AL1 5BL
	Examinations officer or SENCo:	Name: Juneid Sayed-Hossen Job title: Examinations Officer Email address: examsoffice@topgradeslearning.co.uk]
	Data Protection Officer:	Not Applicable

FROM:	Full name:	(the "I", "my", "me")
	Date of birth:	dd / mm/ yyyy
	Full name of Mother/ Father/ Guardian who signs (if applicable):	
	Home address:	

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 Examination centre applying for access arrangements on my behalf and to use and 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 Examinations officer or SENCo if I want to withdraw my consent.
4. I know that the Privacy Notice may change and the Examination centre must tell me about any new Notice. It is my responsibility to tell the Examinations officer or SENCo, after I have been told about the new Notice, if I want to change my mind about my consent.
5. I know that if I do not give my consent, or if I withdraw it, the Examination centre might not be able to process access arrangements for me.

My signature:

Countersigned:

(Mother/ Father/ Guardian)

Dated:

Privacy Notice for Examination Candidate aged 13 or over: Access Arrangements Online

This Notice applies to the following **Examinations**:

AQA Applied General qualifications, AQA Level 1, Level 2 and Level 3 Technical qualifications, Cambridge Nationals, Cambridge Technicals, FSMQ, GCE, GCSE, OCR Level 3 Certificates, WJEC Level 1 and Level 2 General qualifications, WJEC Level 1 and 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 the **JCQ** (the Joint Council for Qualifications CIC).

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

Your controller

The Examination centre is a controller of your personal information. The awarding bodies, including the 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 Examination centre are overleaf. Contact details for the awarding bodies can be found at: <https://www.jcq.org.uk/contact-us/contact-details-for-jcq-and-members>

Personal information

To apply online for access arrangements the Examination centre must use your name, Date of Birth, candidate number, Year Group and the academic year(s) when you will take the examinations. They must also confirm what your difficulties are. If the online application for access arrangements is rejected, your Examination centre will need to provide details about your difficulties, and the nature of your impairment, to the awarding bodies for consideration.

How your personal information is used

If you sign the form overleaf to give consent, the Examination centre will apply online for your access arrangement(s). The online system is operated by the JCQ on behalf of AQA, CCEA, OCR, Pearson and WJEC. The online system is programmed to make a decision about your application. If the application is rejected and your Examination 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 will only leave the EU if you or your Examination centre are outside the EU, where such laws may not apply. You can find more details, including the legal basis for the use of your personal information by your Examination 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 Examination centre might not be able to process an online 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 system 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 Examinations officer or SENCo using the contact details overleaf, and (wherever you live, if the application has already been made) tell the awarding bodies 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/information-for-candidates---privacy-notice>

Data Protection Confirmation by the Examinations officer or SENCo

You are applying online for access arrangements in relation to a specific candidate who you have entered for one or more of the examinations as listed on **page 2** of the JCQ publication *Access Arrangements and Reasonable Adjustments*.

Before the application can be processed online, in your capacity as the Examinations officer or SENCo for your Examination centre you **must** confirm the following:

- The Candidate, that this application relates to, has signed and dated the AAO Candidate Consent Form **prior to** the processing of an online application, and I hold (and will retain for [not less than 2 years]) the paper original of the signed AAO Candidate Consent Form.

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

The term **AAO Candidate Privacy Notice** means the document entitled "Privacy Notice for Examination Candidate aged 13 or over: Access Arrangements Online".

The term **AAO Candidate Consent Form** means the document entitled "Personal data consent from Examination Candidate (aged 13 or over): Access Arrangements Online".

The terms **access arrangements, Examinations, awarding bodies, JCQ** and **Examination centre** have the meanings given to them in the AAO Candidate Privacy Notice.