



Gildredge
House

Candidates Exam Handbook 2024/25

Centre Number: 56331

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Introduction

It is the aim of the staff at Gildredge House to make the exam experience as successful and stress-free as possible for our students, and we are committed to ensuring that students are fully briefed on the exam and assessment process in place.

This booklet provides important information for you and your parents/carers. Please read it carefully and share it with your them so that they are also aware of the exam process and regulations, and the procedures to follow in the event of any problems.

The Joint Council for Qualifications (JCQ) and the Exam Boards (or Awarding Bodies) have strict rules which Gildredge House is required to follow precisely, and you must also be aware of, and follow, these regulations.

Some of the questions you may have are answered at the back of this booklet. If there is anything you do not understand, or any questions that have not been addressed, please ask me.

If you have any queries, or need help or advice about your exams at any time before, during or after they take place, please contact me via email or come and see me in my office near A1/A2.

Wishing you every success with your exams.

Mrs D Greene
Exams Manager
d.greene@gildredgehouse.org.uk

Before the Exams

Exam Boards

Gildredge House uses the following Exam Boards:

- AQA;
- Oxford, Cambridge and RSA Exams (OCR);
- Pearson Edexcel; and
- WJEC.

To enter you for exams, we have to share some of your personal data with the Exam Boards. Please see the Privacy Notice in Appendix 11 for information about how they use your data.

Statements of Entry and Exam Timetables

You can see your proposed entry list and individual exam timetable under the Exams tab in EduLink. The entry list details the subjects that you have been entered for and the level of entry, where applicable. If you believe there has been an error with an entry, please speak to your Subject Teacher in the first instance.

The exam timetable is set nationally by JCQ and the Exam Boards and cannot be changed. However, some students may have a clash where two or more subjects are timetabled at the same time; the school is allowed to make special timetable adjustments for these candidates only. Please check your individual timetable carefully and see me if you are unsure what to do or if you think there is a clash on your timetable that has not been resolved.

If you require a hard copy of your exam timetable, please come and see me; I'm happy to print it for you.

Candidate Name

You are entered for exams using your legal name, not your preferred name, and this should be the same name as on your birth certificate and/or passport.

Candidate Number

Each student has a four-digit candidate number. This number needs to be written on your exam papers. It will appear on your candidate card which is placed on your desk in the exam room.

Unique Candidate Identifier (UCI)

In addition to a candidate number, each student has a Unique Candidate Identifier (UCI) which consists of twelve numbers and one letter. The UCI will appear on the proposed entry list. This number will usually begin with our Centre Number, which is 56331, unless you have transferred from another school who had already issued the UCI. The UCI is used for administration purposes and you do not need to memorise it.

Equipment

You are required to bring the following equipment to all of your exams in a clear pencil case or clear plastic bag. The pencil case or bag must be transparent.

- 2 black Pens (at least)
- Pencil (HB or darker)
- Ruler
- Eraser
- Compass
- Protractor
- Scientific Calculator (for relevant exams).

All items of equipment, should be visible to the Invigilators at all times. Correcting pens, fluid or tape, erasable pens, highlighters and gel pens cannot be used in answers.

For Mathematics and Science exams, you should make sure that your calculator conforms to the exam regulations. If in doubt, please check with your Subject Teacher. You are responsible for ensuring their equipment is in full working order and are advised to check the batteries in your calculator. Any covers or instructions will need to be removed before entering the exam room. Equipment cannot be borrowed from another student.

Please refer to the [Information for Candidates](#) booklet in Appendix 1 for more information.

Non-Exam Assessments

Non-exam assessments are carried out in accordance with the Code of Practice for the conduct of external qualifications. Please read the JCQ publication [Information for Candidates - Non Exam Assessment](#) in Appendix 3 for further information.

Gildredge House has an Internal Assessment Policy and an Internal Appeals Policy, both available upon request. If you feel you need to appeal against any decision regarding your controlled assessment/non-exam assessment, please speak to your Subject Teacher in the first instance.

Access Arrangements

Access Arrangements are pre-exam adjustments for candidates based on evidence of need and normal way of working. Access Arrangements fall into two distinct categories: some arrangements are delegated by Centres, others require prior JCQ awarding body approval.

Access Arrangements allow students with special educational needs, disabilities or temporary injuries to access the assessment without changing the demands of the assessment. For example, readers, scribes and Braille question papers. In this way, Awarding Bodies will comply with the duty of the Equality Act 2010 to make 'reasonable adjustments'.

The Equality Act 2010 requires an Awarding Body to make reasonable adjustments where a disabled person would be at a substantial disadvantage in undertaking an assessment.

A reasonable adjustment for a particular person may be unique to that individual and may not be included in the list of available Access Arrangements.

How reasonable the adjustment is will depend on a number of factors including the needs of the disabled candidate/learner. An adjustment may not be considered reasonable if it involves unreasonable costs, timeframes or affects the security or integrity of the assessment.

There is no duty on the Awarding Bodies to make any adjustment to the assessment objectives being tested in an assessment.

Please note: students who do not use their access arrangement as their normal way of working are at risk of no longer being entitled to it.

Private Exam Fees

Exam costs per student vary depending on the number, type and level of exam being taken. Students who wish to take an exam in a subject not in our curriculum, such as a home language, will be required to pay the entry fee and any subsequent costs, for example the fee charged by an external Invigilator to conduct the speaking element of the exam.

The Exam Boards' initial deadline for entries is in February each year (after this date, the exam boards' entry fees double) and payment must be made via sQuid before exam entries are submitted.

Contact Numbers

Please check that the school has at least one up-to-date contact number on file for you in case we need to contact you or a parent/carer urgently during an exam.

During the Exams

Exam Regulations

All students must read the [Information for Candidates](#) Booklet in Appendix 1 carefully. You need to be aware that breaking any of the exam rules or regulations is malpractice and could lead to sanctions including a loss of marks, disqualification from a component or disqualification from the whole subject. The school is obliged to report any breach of regulations to the relevant Exam Board who may then pass this on to all of the Exam Boards.

For more information about what is considered malpractice and the sanctions imposed by the Exam Boards, please read the JCQ document [Suspected Malpractice Policies and Procedures](#).

Attendance at Exams

Students are responsible for checking their own timetable and arriving at school at the correct time and on the correct day. Morning exams start at 9.00am and afternoon exams at 1.30pm. However, please be aware that start times for individual students may vary due to exam clashes or other circumstances. You must refer to your own individual exam timetable to check for start times of each exam. Students are required to stay in the exam room for the full duration of each exam.

Some examinations will finish after the end of the school day. Students and their parents should be aware of exam finish times in order to make appropriate arrangements for travel home.

For morning exams, you should go to Registration as usual before going to your exam. To ensure a prompt start, please be lined up on the MUGA in row/seat number order 15 minutes before the start of your exams.

Your allocated exam room and seat number is shown on your timetable under the Exams tab in EduLink; please ensure you know your seat number. You are expected to wear your full school uniform and have all the equipment you will need for each exam.

Exam conditions begin as soon as you enter the exam room. You must not attempt to verbally or visually communicate with, or distract, other students. To do so is malpractice and will be reported to the Exam Board. Students who are disruptive or behave in an unacceptable manner and affect the concentration of others will be escorted from the exam room and not allowed to re-enter.

Students who arrive late for an exam may still be admitted. If special consideration applies, then please speak to me as soon as possible. (see 'Absence from Exams' on page 6).

Exam regulations are very strict regarding items that may be taken into the exam room (see 'Frequently Asked Questions' on pages 8-10). If you break these rules, you may be disqualified from the exam.

Mobile phones, watches and smart glasses **must not** be brought into the exam room. If a mobile phone, or any other type of electronic communication or storage device, is found in your possession during an exam it will be confiscated and it has to be reported as malpractice. The Exam Boards have a zero tolerance on unauthorised items and you will be disqualified from the exam, even if the device is turned off and you have no intention of using it. Please ensure no unauthorised items are taken into the exam room.

You may take water into the exam room; please ensure it is in a clear bottle and any labels have been removed. No other food or drink is permitted in the exam room unless there is a medical need.

You must not doodle, draw graffiti or write inappropriate comments on exam papers. The Exam Board may refuse to mark the exam paper if it has been annotated in this way.

You should listen carefully to the instructions and notices read out by the Invigilator as there may be amendments to the exam paper that they need to be aware of.

When asked to do so, you should check the following information on the exam paper to confirm it is correct:

- subject;
- paper; and
- tier of entry.

Please make sure that you read all the instructions carefully and number your answers clearly. You must stay in the exam room for the duration of the exam and will not be allowed to leave early without my express permission. If you finish the exam early, you should use any time remaining to check over your answers and ensure all the details have been completed correctly.

During the Exams

At the end of the exam, all work must be handed in; please remember to cross out any rough work if you do not want it marked. If you have used any loose sheets of paper or more than one answer book, please place them in the correct order and make sure you have put your full name, candidate number and Centre number on each piece. Please leave any unused answer booklets and additional paper on your desk; these must not be taken from the exam room.

You must remain in silence, under exam conditions, while the Invigilators collect the exam papers. Once all the papers have been collected, you will be dismissed a row at a time, please collect your belongings from outside and move away from the area quickly to give consideration to other students who may still be working.

If the fire alarm sounds during an exam, the Invigilators will direct you. If the exam room needs to be evacuated, you will be asked to close your exam paper and leave everything on your desk. You will leave in the order in which you are sitting and will be escorted to a designated assembly point.

You must not attempt to communicate in any way with anyone else during the evacuation. Any communication during an evacuation will be treated the same as communication within the exam room.

When advised it is safe to do so, you will return to the exam room but must not resume the exam until advised by the Invigilator. You will be allowed the full working time for the exam. I will submit a report to the Exam Board detailing the incident and requesting special consideration for all students in that exam room.

Invigilators

Gildredge House employs external Invigilators to conduct the exams. Invigilators are in the exam rooms to supervise the conduct of the exam. They will distribute and collect the examination papers, tell you when to start and finish the examination, hand out extra answer booklets if required and deal with any problems that occur during the examination, for example if you are feeling unwell. Please note: Invigilators cannot discuss the exam paper or explain the questions.

Invigilators receive full training on an annual basis and are, therefore, fully aware of the JCQ rules and regulations relating to your exams. They are also kept informed of any changes to school exam procedures.

Students are expected to behave in a respectful manner towards all Invigilators and follow their instructions at all times. Failure to do so is malpractice and must be reported to the Exam Board.

Exam Contingency Days

In recent years, JCQ and the Exam Boards have allocated contingency days that are used if exams need to be rescheduled due to local or national disruption.

The contingency days for the Summer 2025 exam season are the afternoon of Wednesday 11th June and all day on Wednesday 25th June. Therefore, you must be available to sit exams at these times even if you don't currently have a timetabled exam for those days. JCQ are clear that if a student is not available and one of their exams is rescheduled to a contingency day, they will not be eligible for special consideration by the exam boards. In other words, they will not receive any marks for that paper and will not be able to sit it on an alternative day.

Absence from Exams and Special Consideration

Special Consideration is a post exam adjustment to a candidate's mark or grade to reflect temporary injury, illness or other indisposition at the time of the examination/assessment.

The awarding bodies will not apply special consideration for anything other than serious reasons, and it can only be applied for if an event has affected the candidate's performance on the day of the exam. All special consideration applications must be authorised by the Head Teacher.

Only in 'exceptional circumstances' are candidates allowed special consideration for absence from any part of an examination.

For the award of a grade by special consideration, where a student misses part of an examination through illness or personal misfortune, a minimum of 25% of the examination (including non-exam assessment) must be completed.

Students who experience difficulties during the exam period, such as illness, injury, or personal problems should inform me at the earliest opportunity to receive support and guidance.

It is essential that medical or other appropriate evidence is obtained on the day by the candidate/parent and given to me without delay in all cases where an application is to be made for special consideration.

After the Exams

Notification of Results

GCSE Results Day is on Thursday 21st August. More information about collecting your results will be sent nearer the time. Results not collected on Results Day will be held in the School Office and can be collected at the beginning of September.

If you are unable to collect your results and want someone else to collect them on your behalf, you must email me before Results Day giving consent for me to give them to your representative.

Results will not be given out over the telephone under any circumstances.

Post Results Advice

Teaching staff will be available on Results Day to offer post results advice.

Post results information, including deadlines, fees and guidance on how to request a review of marking or access to your scripts will be available nearer the time. All requests for post results services must be sent to the Exams Manager and made by the student; parents/carers cannot request post results services without the Exams Manager receiving written permission from their son/daughter.

In the event that the post result service leads to a change in grade, the candidate would receive a full refund of the fee they have paid. In exceptional circumstances, the school may approach candidates about post results services and pay for the service.

Certificates

We will be holding a Presentation Evening; more information will follow nearer the time. As the certificates are legal documents that require a signature, the school is not able to post them.

You are strongly advised to collect your certificates as Universities and future employers may request evidence of your qualifications. Certificates are extremely expensive to replace from the awarding bodies so must be kept safely.

Frequently Asked Questions

What do I do if there is a clash on my timetable?

I will re-schedule your papers internally (on the same day) where there is a clash of subjects. JCQ guidance states:

- In the instance of a clash of two exams in one session, lasting a total of less than 3 hours, both exams need to take place one after the other with a short supervised break in between them.
- If the total time of two or more exams in one session is more than three hours, including extra time, you can sit one of the exams in a later or earlier session within the same day.
- You need to be supervised by invigilators between exams and can not be in contact with anyone outside of the supervised session. You will not be allowed access to the internet, mobile phones etc.

Correct times should be on your individual exam timetable. If in doubt, please consult the Exams Manager.

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

The Invigilators will ask you to check your paper before the exam starts. If you believe there is an error, please put your hand up to inform the Invigilators immediately.

What do I do if I forget my Candidate Number?

Candidate Numbers are printed on candidate cards, which are displayed on the desk in the exam rooms.

What do I do if I forget the school's Centre Number?

The school's Centre Number is 56331. It will be clearly displayed in the exam room.

What do I do if I have an accident or I am ill before the exam?

Inform the Exams Manager at the earliest opportunity so that we can offer help or advice. In the case of an accident that means you are unable to write, it may be possible to provide you with a scribe to write your answers, but we will need as much prior notice as possible. You will need to obtain medical evidence from a doctor or the hospital if you wish the school to make an application for special consideration.

What is an application for Special Consideration?

Special consideration is a post-exam adjustment to a student's mark to reflect temporary illness, injury or other indisposition at the time of the assessment. The allowance for special consideration is from 0% (consideration given but addition of marks considered inappropriate) to 5% (reserved for very exceptional cases).

Please note: any adjustment is likely to be small and no feedback is ever provided; schools can apply but are not advised whether the application has been approved or applied. Students will only be eligible for special consideration if they have been fully prepared and covered the whole course, but performance in the actual exam or assessment is affected by adverse circumstances beyond their control. Examples of such circumstances may be illness, accident or injury, bereavement or domestic crisis at the time of the exam/assessment. The Exams Manager must be informed immediately so that the necessary paperwork can be completed. The student will be required to provide evidence to support such an application.

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

If you feel ill before or during an exam, you should inform the Invigilator by raising your hand in the exam room.

If I am late, can I still sit the exam?

Students who arrive at school late may still be able to sit the exam. However, if you start the exam more than an hour after the published start time, the school must inform the Exam Board and it is unlikely that your exam paper will be accepted.

You should get to school as quickly as possible and report to the School Office. A member of staff will inform me and I will escort you to the exam room. Students must not enter an exam room without permission after an exam has begun.

Please ensure that you allow enough time to get to school, taking into account possible traffic delays etc.

If I miss the exam can I take it on another day?

No. Exam timetables are regulated by JCQ and the Exam Boards and you must attend on the published date and time.

Frequently Asked Questions

What equipment should I bring for my exams?

For most exams you should bring at least two pens (black ink only), two HB pencils, a 30cm ruler (marked with cm and mm), a pencil sharpener and an eraser. For some exams, you will need a calculator (Mathematics/Science), a compass, a protractor and coloured pencils (not gel pens). Your Subject Teacher will be able to advise you prior to the exams.

You are responsible for providing your own equipment for exams. You must not attempt to borrow equipment from another candidate during the exam.

What is allowed in the exam room?

Only material that is listed on question papers is permitted in the exam room and students who are found to have any material with them that is not allowed will be reported to the appropriate Exams Board. In such circumstances, a student would normally be disqualified from the paper of the subject concerned. Items not permitted under exam regulations must be left in school bags outside of the exam room or handed to the Invigilators. Please do not bring any valuables into school.

No food or drink is allowed in the exam room, with the exception of water which must be in an unlabelled, transparent bottle.

Mobile telephones, smart glasses and watches of any kind are not allowed in the exam room.

What is not allowed in the exam room?

Candidates are not allowed to bring any of the following into the exam room;

- Handwritten notes or notes on any part of the body.
- Mobile Phones / Smart Phones / iPods
- MP3 / MP4 players
- Watches
- Airpods, earphones/earbuds

If you are unsure as to whether or not you can bring an item into an exam, you should ask a member of the invigilation team prior to the start of the exam.

Candidates found with unauthorised equipment during the exam will immediately be reported to the awarding body and will be subject to being reported for malpractice and penalised by the awarding body. Any such penalty is likely to start with disqualification of all marks from the examination ranging to the loss of all marks from all qualifications and a ban from sitting future exams with any awarding body.

Why can't I have my mobile telephone with me in the exam room?

Being in possession of a mobile telephone, or any other electronic communication device, e.g. iPod, headphones, Apple Watch / any other smart watches, is regarded as cheating and is subject to severe penalty from the Awarding Bodies. The minimum penalties are as follows:

- Students with a device that is switched on will be disqualified for the entire subject award.
- Students with a device that is switched off will be disqualified from the specific paper that is being sat at the time.
- If a device rings while in the exam room, the Exam Board must be informed and the student will be disqualified from all exam papers including any already taken.

How do I know how long the exam is?

The length of the exam is shown on students' individual timetables under the heading 'duration'. Invigilators will inform students when to start and finish the exam. The finish time will be displayed on the white board at the front of the exam room. There will be clocks in all exam rooms.

Do I have to wear school uniform?

Yes. Normal school regulations apply to uniform, hair, jewellery, make-up, etc.

Can I leave the exam early?

It is not the school's policy to allow students to leave the exam room early, as this is disruptive to other students. You may not leave the exam room without the permission of the Invigilators.

What do I do if the fire alarm goes?

The Invigilators will direct you. If the exam room has to be evacuated, you should leave everything on your desk and leave the exam room in silence. You must not attempt to communicate with any other students during the evacuation.

Can I go to the toilet during the exam?

Please try to use the toilets inside the school building before an exam starts, however, a portaloos will be situated outside the exam room for use during exams when absolutely necessary. No toilet breaks will be permitted in the first or last half an hour of an exam unless you are in possession of a toilet pass issued by the Welfare Officer. If you need to use the toilet during an exam, please raise your hand to alert an Invigilator who will escort you.

Why do I need to check my details on the Statement of Entry?

The information on the Statements of Entry on EduLink will be used by the Exam Boards to print certificates. If the information is incorrect and does not match your birth certificate, it may cause problems with a potential employer. Please also check that the subjects and tiers of entry are correct and that no subjects are missing.

I am entitled to extra time. How will this affect the way I take my exams?

Some students receive an allowance of up to 25% extra time. These students will be seated together in the exam room to minimise disturbance from other students who finish earlier. The finish time displayed on the white board at the front of the exam room will include any additional time

What do I do if I wish to appeal my non-exam assessment grade?

If you wish to appeal your non-assessment grade you should, in the first instance, talk to your Subject Teacher. More information about how to appeal can be found in the Internal Appeals Policy. Appeals must be made within Exam Board deadlines.

What do I do if I don't get the grades I need or expected?

Teaching staff will be available on Results Day to give help and advice. Students who feel strongly that it is necessary to make an enquiry about their result should first consult the Head of Department to ask their advice about requesting a review of the exam paper.

Please note: you should be aware that your mark could stay the same, go up or even go down after a review. Requests for a review of marking must be made by the students and submitted to the Exams Manager before the deadline which will be advertised nearer the time.

Appendix 1

[JCQ Information for candidates - written exams](#)

You must read this information before you take any externally assessed timetabled written exams.

Appendix 2

[JCQ Information for candidates - coursework](#)

You must read this information if you are taking qualifications that contain elements of coursework assessment.

Appendix 3

[JCQ Information for candidates - non-examination assessments](#)

You must read this information if you are taking qualifications that contain components of non-examination assessment.

Appendix 4

[JCQ Information for candidates - on-screen tests](#)

You must read this information if you will be taking any externally assessed on-screen tests as part of your qualification(s).

Appendix 5

[JCQ Information for candidates - social media](#)

You must read this information to help you stay within examination/assessment regulations when using social media.

Appendix 6

[JCQ Unauthorised items poster](#)

This poster will be displayed outside each exam room. You must note that 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.

Appendix 7

[JCQ Warning to candidates poster](#)

This poster will be displayed outside each exam room. You must note all the warnings.

Appendix 8

[JCQ AI poster for students](#)

This poster is a quick guide to help you to better understand the rules for use of artificial intelligence (AI) in assessments.

Appendix 9

[Checklist - Preparing to sit your exams](#)

This checklist will help you to be as prepared as possible for your exams so that you can focus on doing your best on the day.

Appendix 10

[Ofqual Student Guides](#)

The Office of Qualifications and Examinations Regulation (Ofqual) regulates qualifications, examinations and assessments in England. They produce several guides to help candidates understand the exam process.

Appendix 11



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 exams 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 details, please see each awarding body's full Privacy Notice:

AQA: [Privacy notice](#)

OCR: [Privacy policy - OCR](#)

Pearson: [General Data Protection Regulation \(GDPR\) | Pearson qualifications](#)

WJEC: [Privacy Policy](#)

Who we are and how to contact us

Each awarding body is a separate organisation. Your school or exam 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:

[Contact our members - JCQ Joint Council for Qualifications](#)

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 exam 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 exam centre.

Each awarding body will create certain information about you such as a candidate number, exam 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 exams and assessments which you have entered. This includes making a variety of arrangements for you to sit the exams 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 exams 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 exam 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.

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 using the links on the previous page or by contacting the awarding body.

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 exam 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](#).

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](#).

Information about the exams 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 in England are regulated by [Ofqual](#).