

Information for candidates – Data and Privacy Notice - Fullbrook Examinations

Please refer to the Learning Partners Data Protection / Privacy Notice and Freedom of Information Policy for full details regarding how we use and protect your personal information. The information outlined in this document relates to the use of candidate data used in the delivery of examinations only. At all times Fullbrook examinations operate under the Learning Partners data protection and policies and comply with UK GDPR, the Data Protection Act 2018, and all other statutory codes of practice in relation to such legislation.

[Learning Partners Data Protection / Privacy Notice](#)

[Learning Partners Freedom of Information Policy](#)

Exams Related Information – Data and Privacy Notices

There is a requirement for the exams office(r) to hold exams-related information on candidates taking external examinations. For further details on the type of information held please refer to Section 5 below.

Candidates' exams-related data may be shared with the following organisations:

- Awarding bodies (exam boards)
- Joint Council for Qualifications (JCQ)
- Department for Education (and Ofqual) and Local Authority
- Learning Partners Academy Trust

This data may be shared via one or more of the following methods:

- hard copy
- email
- secure extranet site(s) of exam boards – AQA Centre Services; Cambridge OCR Interchange; Pearson Edexcel Online; WJEC (Eduqas) Portal
- Management Information System (MIS) provided by Bromcom sending/receiving information via electronic data interchange (EDI) using the data transport application or by integrated data transfer (www.jcq.org.uk/exams-office/data-transport-application/) to/from awarding body processing systems

This data may relate to exam entries, access arrangements, the conduct of exams and non-examination assessments including controlled assessments and coursework, special consideration requests and exam results/post-results/certificate information.

Please use the links below to access the awarding bodies full Privacy notices:

AQA <https://www.aqa.org.uk/about-us/privacy-notice>

Cambridge 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 (Eduqas) <https://www.wjec.co.uk/home/privacy-policy/>

Information that is shared for the purpose of delivery examinations and assessments

- Candidate name
- Candidate date of birth
- Candidate gender
- Candidate UCI (unique candidate identifier) and Candidate Exam Number
- Candidate ULN (unique learner number)
- Diagnostic testing outcomes - in the support of applications for access arrangements
- Specialist reports - in the support of applications for access arrangements and cases of special consideration
- Evidence of normal way of working - in the support of applications for access arrangements
- Candidates' work and scripts and assessment materials

- Exam room incident logs – in cases of malpractice and / or special consideration
- Examination entry information and examination registers
- Examination Seating plans and access arrangement records
- Results and certification information
- Post results services in relation to access to scripts, reviews of marking and appeals
- Evidence of candidate performance over the course of study – in cases of resilience measures where the ‘normal’ operation of public examinations are disrupted

Student Materials

Materials which are submitted by candidates for assessment may include any form of written work, audio and visual materials, computer programmes and data (“Student Materials”). Candidates should use the links above to the relevant awarding body’s privacy notice if they require further information about how their Student Materials may be used by the awarding body.

Candidates are informed that by submitting Student Materials for assessment, the awarding body is entitled to use those Student Materials to the extent necessary to give effect to the assessment, qualification and regulatory framework, as set out in sections 6.17-6.19 of [JCQ’s General Regulations for Approved Centres](#) document

Use of student materials for essential awarding body activities

- The awarding body is entitled to use Student Materials for the purpose of assessment and their Assessment Materials, including all activities that are essential to the operation of regulated qualifications.
- This includes, without limitation, use of Student Materials (including by automated or AI enabled tools and systems) for the purpose of improving, maintaining and assuring the quality, consistency and effectiveness of essential awarding body activities, such as:
 - a) marking and moderation;
 - b) standardisation;
 - c) grading and awarding; and
 - d) quality assurance and malpractice detection.

Use of Student Materials for the purposes set out above is mandatory and forms an integral part of the assessment and qualification process. **Candidates are not entitled to opt out of these uses.**

Additional permitted uses of Student Materials

- In addition to the uses set out in ‘use of student materials for essential awarding body activities’, the awarding body may also use Student Materials for the following purposes:
 - a) teacher and examiner training;
 - b) inclusion in examiner reports and similar assessment-related publications; and
 - c) research directly related to the awarding body’s assessment, qualification and regulatory activities.
- Before using Student Materials for the purposes set out above, the awarding body will ensure that such materials are anonymised so that candidates cannot be identified.

Candidates can give notice to opt out of ‘Additional use of Student Materials’

Candidate notice and opt-out

- A candidate may notify the awarding body, by giving notice to their centre (Fullbrook), that they wish to opt out of the awarding body’s use of their Student Materials for the purposes set out in ‘Additional permitted uses of Student Materials’.
- An opt-out does not apply to, and does not affect, the awarding body’s rights to use Student Materials for the purposes set out ‘Use of student materials for essential awarding body activities’

- Candidates that wish to opt out of 'Additional permitted use of student materials' must do so in writing by contacting and giving notice to the exams office(r) or a member of the senior leadership team. Upon receipt of this notice, Fullbrook will promptly inform the relevant awarding body of the candidates' request to opt out.

Malpractice

Any person involved in administering, teaching or completing examinations/assessments is informed that where malpractice is suspected, or alleged, personal data about them will be provided to the awarding body (or bodies) whose examinations/assessments are involved. Personal data about them may also be shared with other awarding bodies, the qualifications regulator or professional bodies, in accordance with the JCQ document [Suspected Malpractice – Policies and Procedures](#)

Records of Qualifications and Results

Awarding bodies may be required to provide a candidate's personal data to educational agencies, such as DfE, Welsh Government, Department of Education (Northern Ireland), ESFA, regulators, HESA, UCAS, Local Authorities and the Learning Records Service (LRS). Additionally, candidates' personal data may be provided to a central record of qualifications approved by the awarding bodies for statistical and policy development purposes. Awarding bodies maintain a comprehensive archive record of candidates' examination results. The purpose is to provide an audit trail of the results certificated and to maintain an accurate record of an individual's achievements.