

In this notice, the term ‘School’ is to be read as either ‘Leicester Grammar School’ or ‘LGS Stoneygate’ according to which centre the candidate is to be assessed for external qualifications such as GCSE or A-level.

Purpose

This notice explains how the School processes personal data in connection with public examinations and qualifications, and how information may be shared with awarding organisations and other authorised bodies. This notice should be read alongside the School's main Privacy Notice.

Who We Are

The School is the data controller for the personal information that it processes in connection with examinations and assessments. The School works with a number of awarding organisations, including:

- AQA;
- Pearson Edexcel;
- OCR;
- WJEC;
- Cambridge CIE;
- Other organisations as appropriate.

Those organisations may also act as data controllers in relation to personal data which they receive from the School.

Why We Process Examination Data

The School processes personal information in order to:

- register candidates for qualifications;
- make examination entries;
- apply for access arrangements and reasonable adjustments;
- administer examinations and assessments;
- submit coursework and non-examination assessments;
- receive and issue results;
- request reviews, clerical checks and access-to-script services;
- issue examination certificates;
- comply with legal and regulatory requirements.

What Information We May Process

This may include:

- name;
- preferred name;
- date of birth;
- gender;
- candidate number and unique candidate identifier (UCI);
- Unique Learner Number (ULN);
- examination entries;
- examination attendance records;
- access arrangement information;
- assessment evidence;
- coursework and non-examination assessment materials;
- examination results and certification data;
- correspondence relating to examinations.

Who We Share Information With

The School shares relevant information with awarding organisations for the purposes of administering qualifications and awarding results.

Awarding organisations may, where permitted or required by law, share information with:

- qualification regulators;
- government departments;
- educational agencies;
- the Learning Records Service;
- UCAS;
- HESA;
- local authorities;
- other bodies involved in the administration and regulation of qualifications.

Candidates requiring further information about how an awarding organisation processes personal data should consult that awarding organisation's privacy notice

Malpractice Investigations

Where suspected malpractice is investigated, personal information relating to candidates, members of staff or other individuals involved may be shared with awarding organisations, regulators and other authorised bodies in accordance with examination regulations.

Student Materials

Candidates may submit materials for assessment, including:

- examination scripts;
- coursework;
- non-examination assessment work;
- practical evidence;
- recordings;
- portfolios;
- computer programs;
- digital files and data.
- Copyright in such work generally remains with the candidate.

Essential Uses of Student Materials

Awarding organisations may use Student Materials for purposes that are essential to the operation of qualifications. Candidates cannot opt out of these essential uses. These include:

- marking;
- moderation;
- standardisation;
- grading and awarding;
- quality assurance;
- malpractice detection.
- Such use may include the use of automated systems and AI-enabled tools where appropriate.

Additional Uses of Student Materials

Awarding organisations may also use anonymised Student Materials for:

- examiner training;
- teacher training;
- examiner reports;
- assessment support materials;
- qualification-related research.

Where these additional uses occur, awarding organisations will take steps to ensure candidates cannot be identified.

Right to Opt Out of Additional Uses

Candidates have the right to opt out of the additional uses of anonymised Student Materials described above.

An opt-out:

- applies only to the additional uses listed above;
- does not affect marking, moderation, awarding, quality assurance or any other essential activity.
- Opt-out requests should be submitted in writing to the Examinations Officer.
- The School will forward the request to the relevant awarding organisation(s).

Examination Results and Certificates

awarding organisations maintain long-term, and in some cases permanent, records of examination achievements in order to preserve an accurate record of qualifications awarded. Candidates may access examination results, certificates and other examination-related information in accordance with data protection legislation and awarding organisation procedures.

Access to Scripts

Candidates may be eligible to request access to examination scripts after results have been issued, subject to awarding organisation rules and deadlines. Information is available from the Examinations Officer.

Legal Basis for Processing

The School processes examination-related personal data because it is necessary:

- to perform tasks in the public interest;
- to fulfil contractual and regulatory obligations relating to qualifications;
- to comply with legal obligations placed on the School and awarding organisations.

Further Information

Questions about this notice should be addressed to the Examinations Officer or the Data Protection Officer. Contact details are available from the school website. Further information regarding the use of personal data by awarding organisations can be found in the privacy notices published by the relevant awarding organisation.

Appendix A Student Materials Opt-Out Form

To use this pro forma, complete it electronically and email it to the Exams Office. Ensure you check for confirmation of receipt.

Candidate Name: _____ Candidate Number: _____

I wish to opt out of the use of my anonymised Student Materials for:

- examiner training;
- teacher training;
- exemplification;
- examiner reports;
- qualification-related research.

Signature: _____ Date: _____