

# Fulston Manor School

## Examination Guidance for Parents and Students

---

Date of issue	02/09/2016	In case of query please contact the Assessment Office Email: <a href="mailto:exams@fulstonmanor.kent.sch.uk">exams@fulstonmanor.kent.sch.uk</a>
---------------	------------	--



Fulston Manor School  
Brenchley Road  
Sittingbourne  
Kent  
ME10 4EG

Email: [mail@fulstonmanor.kent.sch.uk](mailto:mail@fulstonmanor.kent.sch.uk)

Website: [www.fulstonmanor.kent.sch.uk](http://www.fulstonmanor.kent.sch.uk)

## Contents

Introduction	4
Who is responsible for the examinations?	4
Who is entered for Public examinations?	4
Can students take holidays during term time?	4
Information about your examinations and assessments	4
What information will students receive about their examination entries?	4
How will students know when they have an examination?	5
How are examinations started?	5
What standards of behaviour are expected during the examinations?	5
What should students wear?	6
What do students do who finish early?	6
Information about coursework/controlled assessment	7
Controlled Assessment / Coursework deadlines	7
What to do if you identify you have an examination clash	7
What happens if a student has more than one examination at the same time?	7
Where you will take your examinations	7
Where will the examinations be held?	7
What time your examinations will start	8
At what times do the examination sessions begin?	8
What to do in the examinations room	8
How are students supervised?	8
What happens if a student cannot find his/her place in the examination room?	8
Equipment you need to bring to examinations	9
What should students bring to the examinations?	9
May students bring a drink?	10
What you should not bring into the examination room	10
Items which are not allowed into the examination room	10
What are the regulations regarding technological/web enabled devices?	10
What to do if you arrive late for an examination	11
What happens if a student is late?	11
What to do if you are ill on the day of an examination	11
What to do if my son/daughter/ward is unwell at the time of one of the examinations?	11
What happens if a student does not turn up for an examination?	12
What is special consideration?	12
What will happen in the event of an emergency in the examination room	12
Evacuation in the event of an emergency	12
Adverse weather conditions or other event	13

Information about malpractice in examination and the penalties imposed	13
What is meant by malpractice?	13
Information about access arrangements for examinations	13
What is an access arrangement?	13
What to do if a student has problems which may affect examination performance?	13
How students know what access arrangement are in place	14
Information about results day	14
When and how are the results distributed?	14
What do the grades mean?	14
What can I do if results are substantially different from what is anticipated?	14
How should fees be paid?	15
Information about certificates	15
When do students receive certificates?	15
What happens about return of school items at the end of term?	15
How will colleges and universities learn of my achievements	15
What is a Unique Learner Number (ULN)?	15
Privacy Notice for: pupils, students, learners and trainees	16
Appendices	16

#### Appendices: **JCQ information notices**

Information for Candidates – Controlled Assessment 2015 – 2016



Information for Candidates – Coursework 2015 – 2016



Information for Candidates – Onscreen Tests



Information for candidates – Privacy Notice



Information for Candidates – Social Media



Information for Candidates – Written Examinations



## Introduction

The purpose of this document is to guide students through the examination and assessment process and procedure and to provide answers to questions that you may have.

### Who is responsible for the examinations?

The schools' Examinations Secretary (Mrs Johnson) is responsible for administering all public examination arrangements and for oversight of students during examinations, under the direct responsibility from the Assistant Headteacher (Mr Vigeon).

There is a team of adult invigilators who will be present during the examinations at all times and who are supervised by Mrs Johnson.

The Awarding Bodies (AQA, CIE, Edexcel, OCR, WJEC & IFS) set down strict criteria which must be followed for the conduct of examinations, and the school is required to follow them precisely.

### Who is entered for public examinations?

It is school policy to enter every student who is being taught a subject, for the most appropriate level of examination. Only by exception, after consultation with parents and with the written consent of the Deputy Headteacher (Mrs Gash), will students not be entered.

### Can students take holidays during term time?

Dates for examinations are rigidly fixed by the Awarding Bodies and are subject to change until their final timetable has been published and distributed. The Examinations Secretary cannot give actual dates for examinations to parents or students in advance, wishing to book holidays. Parents are reminded that they require the Headteacher's permission to take students out of school and they book holidays during term time at their own risk. It is strongly against good practice, careful preparation and government policy to take holidays in term time.

Regulatory guidance in this document has been taken from the JCQ publication [instructions for conducting examinations](#)

## Information about your examination and assessments

### What information will students receive about their examination entries?

When entries have been entered on the schools computer system, students will receive a statement of entry detailing the subjects and tiers for which they have been entered. This should be checked and you are asked to inform the school if you believe there are any errors or problems.

This document serves three purposes:-

To check that personal details are correct,

To check that all entries have been made and are correct, and

To inform parents that they undertake to pay the entry fees should their son/daughter/ward fail to take the examination without good reason.

Once the entries have been confirmed by the Awarding Bodies, candidate timetables will be issued showing the subjects entered, giving the dates of the examination. These should be checked and kept safely by the candidate, as they are evidence that an entry has been made. Sometimes candidates will receive updated timetables if the entries made for them change.

How can parent's/carer's best help their son/daughter/ward during the examination period?

Examinations are inevitably a stressful time for some students and support from both school and home can be helpful. The school provides advice about revision programmes and examination techniques and if this is followed it should not be necessary for any student to work abnormally long hours during the revision period. It is probably helpful to discuss with your son/daughter/ward how he/she intends to organise revision and to talk through any anxieties about particular techniques or subject matter. Testing knowledge of factual material can benefit the student if such help is requested, but often all that is needed is a quiet place to work and lots of encouragement. Students should get plenty of sleep and some opportunities for relaxation. Key ways in which parents/carers can help students:

Check their planner to ensure homework is completed and check for messages from teaching staff.

Encourage their son/daughter/ward to work in a quiet place for 20 minute periods with regular breaks.

Make sure a revision timetable is being used to ensure organised, effective revision.

Help ensure any part-time jobs do not inhibit the revision and preparation for examinations.

Help purchase a revision guide for every examination subject. They are cheap and a great investment.

Regularly ask about progress at school and how the student is doing. They know their targets and how to get them – they just need a little prod sometimes!

### **How will students know when they have an examination?**

Students will receive an overall timetable booklet with their grading sheets in October and once all entries are correct and no amendments to be made our son/daughter/ward will receive a personalised timetable. It is helpful if parents make sure a copy of this personalised timetable is available to them at home with the days and times highlighted.

### **How are examinations started?**

The Examinations Secretary or Lead Invigilator will usually announce the examination formally, and caution students that they are subject to the regulations. These regulations and warnings are displayed outside the exam room. Any instruction or Awarding Body notices, changes to papers etc. will be read out and the students asked to complete their details on the answer book or question papers.

### **What standards of behaviour are expected during the examinations?**

All candidates are given a copy of the 'Information for candidates' produced by the regulatory body; this gives guidelines for conduct, which must be observed. A link to the wording of this is

included in the appendices of this booklet. Copies of the JCQ Notices are available via the appendices in this booklet and on the school website.

The school and the Awarding Bodies regard breaches of examination regulations very seriously. Parents should please impress on your son/daughter/ward the importance of good behaviour in an examination, as any activities that may disturb or upset other students will not be tolerated.

Any problem occurring during an examination should be brought to the attention of an invigilator supervising the examination. Remember that invigilators cannot answer any question regarding the content of a paper.

**The Assistant Headteacher Mr Vigeon, and the Examinations Secretary Mrs Johnson, have the power to remove disruptive students.**

Students are asked to wait quietly outside the examination room and to enter and leave in silence. This avoids disturbance to other students and does help to maintain a calm atmosphere for those students who are nervous about their examinations.

Students who try to communicate with other students inside the examination room, or who create a disturbance will be asked to leave and the circumstances will be reported to the Awarding Body. This may result in the student not receiving a grade for the whole of that examination.

### **What should students wear?**

Examinations are a school activity and students must wear normal uniform. We ask for the co-operation of parents in ensuring students are correctly dressed as we wish to avoid causing stress to students in the examination room by moving them when they are not in correct uniform. All students know the school rules' regarding uniform, chewing gum, jewellery, make-up and nail varnish and it is their responsibility to ensure they observe them. Students not dressed properly or modestly will not be permitted to sit examinations.

**Please do not bring any other items such as jackets, jumpers, bags etc. into school as there are limited facilities to store them. The school cannot accept any responsibility for items that are left outside the examination room.**

**Wherever possible, a space will be set aside for the storage of student belongings during an examination. But it is not guaranteed, so please encourage your son/daughter/ward to leave valuables at home on examination day.**

Items of jewellery, such as rings or bracelets should not be worn as they make a noise on the desk and would be deemed a disruption to other students, likewise no keys around necks.

### **What do students do who finish early?**

Students should use all the available time on their examinations and spend any time at the end checking their answers. In any event they are not permitted to leave until the end of the exam. They must sit quietly at their desk so as not to disturb other students.

## Information about coursework/controlled assessment

### Controlled Assessment / Coursework deadlines

Many of the subjects have an element of coursework or controlled assessment included in them. This work has to be completed, marked and assessed and the marks and work sent to the Awarding Bodies well before the formal examination sessions take place. The school sets deadlines that allow time for this process and to meet the Awarding Bodies deadlines. These cannot be changed. Students who do not submit work on time may not be allocated a mark for this portion of the assessment and their overall grade will suffer. They may also not be eligible for special consideration for the formal examinations should they be ill, as they will not have completed the minimum completion requirements of the course.

## What to do if you identify you have an examination clash

### What happens if a student has more than one examination at the same time?

If a student is timetabled to sit two or more examinations at the same time this is known as a 'clash'. If these are for the same subject this is intentional on the part of the Awarding Body and the examinations are meant to run one after another. If not, then this should be picked up during the timetabling process during April/May. If it has not been picked up when you receive the personalised timetable please inform Mrs Johnson immediately, she will then decide the course of action to be taken which is usually to do one examination first then carry straight on with the other depending on the length of each paper.

Sometimes it may be necessary for the student to take one examination in the morning and then be supervised over the lunch period and take the second examination in the afternoon. If this is the case, students should bring with them some lunch and a drink and some revision work to do. They are not allowed to communicate with any other student; if they do they are in breach of Awarding Body rules and will be disqualified from that examination.

## Where you will take your examinations

### Where will the examinations be held?

The main locations for written papers are in the Millennium Hall, Gym, Sports Hall and P3 (Drama Studio). Students are asked to be in school at least 15 minutes before the advertised start time to enable seating procedures to be carried out efficiently, and to allow for any unforeseen room changes. They are asked to wait quietly in the designated area until invited to enter the examination room. Where a candidate sits will be determined by their candidate number, which appears on all statements of entry and timetables. The candidate will sit at a desk bearing a slip with their name and candidate number on it. On the noticeboards outside the Millennium Hall there will be a seating plan and any instruction needed for the a.m. and p.m. examinations that day. The arrangement follows Awarding Body rules and the school cannot change it. When entering the examination room students must not talk to each other as this is dealt with as a serious breach of Awarding Body rules.

## What time your examinations will start

### At what times do examination sessions begin?

The Awarding Bodies dictate the permissible start time for examinations. Students are asked to report no later than 9.15a.m. for morning examinations and 1.45p.m. for afternoon examinations. Please be alert for changes in examination start times and ensure that students arrive at school 15 minutes prior to the advertised start time. The length of examination papers varies and they will frequently not finish until after school ends. Students and parents should be aware of this and make arrangements for getting home. Students will not be allowed out of an examination early for any reason.

Some students may also receive an allowance of extra time for the examinations and their finishing time will be even later. This will be arranged by Mrs Johnson and the SEN department (Mrs Surridge or Mrs Pye) prior to the examination and will be noted on the seating plans. It is the student's responsibility to be aware of the start time of each examination, but parents should be warned there is a tendency for students to confuse A.M. and P.M. sessions. Please ensure your son/daughter/ward checks his/her examination commitments for each day on the previous evening.

## What to do in the examinations room

### How are students supervised?

Adult external invigilators will supervise students under the direct management of the Examinations Secretary. Once students enter the examination room they must remain supervised and follow the invigilators instructions at all times. Not to do so is classed as malpractice and could result in disqualification. INVIGILATORS MAY NOT HELP WITH THE QUESTIONS. The invigilators are experienced in examination procedures and subject to strict regulation, references and police checks. They usually work in teams and can contact the Examinations Secretary to resolve any issues.

Examination papers will be set out on examination desks when candidates enter the room, these must not be opened until the candidates are advised to do.

### What happens if a student cannot find his/her place in the examination room?

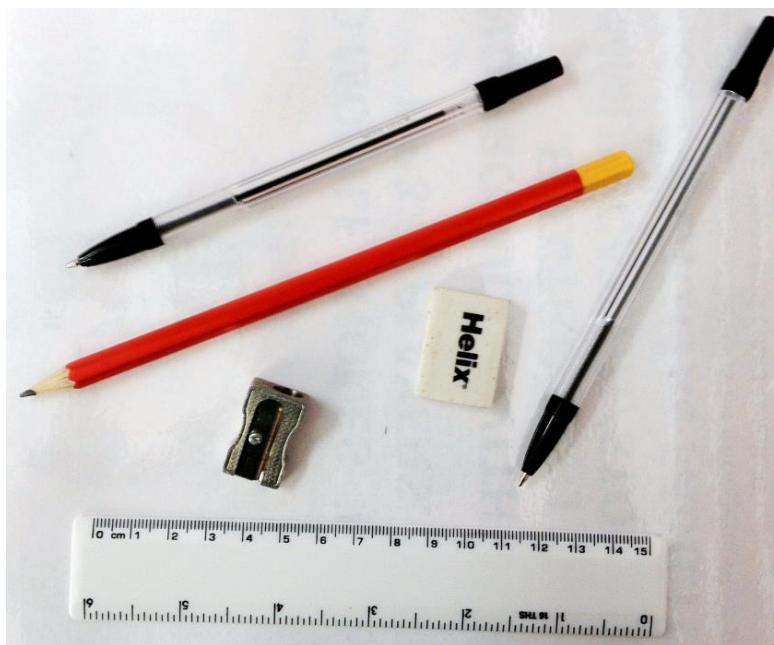
Occasionally problems arise because a student's number slip is not where he/she thinks it should be. Your son/daughter will be asked to wait at the front for a few moments whilst the invigilator on duty in that venue checks the entry and sorts the problem out with the Examinations Secretary. Every effort is made to keep these problems to a minimum and they will not prejudice any student's chance of taking an examination for which he/she has been entered. Students who have been officially withdrawn from an examination will not be permitted to sit the papers. It is helpful if the candidate has his/her statement of entry or personal timetable with him/her.



## Equipment you need to bring to examinations

### What should students bring to the examinations?

Students need to provide their own writing equipment, mathematics measuring equipment, erasers etc. in a transparent pencil case. Where calculators are required for an examination, students should bring their own regulations compliant equipment (lids, cases and covers for calculators are not permitted in the examination room).



Regulations relating to calculators are given in the table below:-

#### Calculators must be:

- o of a size suitable for use on the desk;
- o either battery or solar powered;
- o free of lids, cases and covers which have printed instructions or formulas.

#### The candidate is responsible for the following:

- o the calculator's power supply;
- o the calculator's working condition.

#### Calculators must not:

- be designed or adapted to offer any of these facilities: -
  - o language translators;
  - o symbolic algebra manipulation;
  - o symbolic differentiation or integration;
  - o communication with other machines or the internet;
- be borrowed from another candidate during an examination for any reason;
- have retrievable information stored in them - this includes:
  - o databanks;
  - o dictionaries;
  - o mathematical formulas;
  - o text.

Some subject papers will require the use of dictionaries or set texts, and students will be advised by their subject teachers about this.

**Students are responsible for ensuring that they bring any additional items that they need (for example coloured pencils are required in some examinations such as Technology subjects) to the examination.**

### **May students bring a drink?**

Students may bring a drink of water into the examination room, in a clear sports cap bottle to avoid any spillage, with all labels removed.

Bottles with labels will not be permitted and will be removed from the candidates.

No fizzy drinks, cans or pouches will be allowed. Don't forget that drinking too much may cause an issue since students may not be allowed to use toilet facilities during short examinations due to issues of supervision.

## **What you should not bring into the examination room**

### **Items which are not allowed into the examination room**

Some items are strictly banned from examination rooms and should not be brought into school under any circumstances. The Awarding Bodies treat mere possession of these items as an infringement.

MOBILE PHONES also IPODS / MP3 / Data storage devices (including wrist watches)

These items (which MUST be turned OFF) can be handed in before the start of an examination in the padded envelope provided on each examination desk.

The use of tippex or correction pens is not permitted. Students should neatly cross through work they do not wish to be marked with a single line.

Notes, papers and text books etc. are only allowed in certain examinations and students will be informed by the subject teachers in advance, if this is the case.

Under no circumstance are bags or coats allowed in the examination room.

Students should not bring lucky mascots etc. into the examination room.

No food items or chewing gum are allowed.

No lid, cases or covers for calculators are permitted in the examination room.

### **What are the regulations regarding technological/web enabled devices?**

The regulations state that web enabled devices are not to be brought into examination rooms under any circumstances. This applies to all public and school / PPE (mock) examinations. They cause a disturbance to other students if they ring and can present opportunities for malpractice. Any student found to have such a device in the examination room will be reported to the appropriate Awarding Body. Should this happen they are likely to be disqualified from that paper and possibly from the whole examination in that subject. Even if the device is not in the students' possession, if a phone rings, a warning letter will be issued by the Awarding Body.

It is a very serious offence and our advice is that web enabled devices should not be brought to school. We can take no responsibility for the security of such devices brought to school.

## What to do if you arrive late for an examination

### What happens if a student is late?

If parents are aware that their son/daughter/ward has got the timing of the examination wrong and has missed the starting time, they should telephone the school immediately and get a message to Mrs Johnson, the Examinations Secretary. Depending on how long the examination has been in progress, it may be possible for the student to be admitted. However, we are bound by Awarding Body regulations on this matter. Normally students with a genuine reason and who are brought straight to school may be admitted within the first 30 minutes of the start time, after this time the examination board will decide whether or not to accept any paper sat.

It is important that a parent/carer keeps the student **under supervision at all times from the start time of the examination** until the student is handed over a member of staff. On handover, both parent/carer and student will be asked to sign a statement stating why the student was late and to confirm the supervision arrangements that were in place until the student was handed into the supervision of a member of staff at the school.

Students who arrive more than 1 hour after the official start time or after the end of the examination will not be admitted.

## What to do if you are ill on the day of an examination

### What do I do if my son/daughter/ward is unwell at the time of one of the examinations?

Please ensure that you fully complete a self-certification form (available from the Examinations section of the school website) and return it to Mrs Johnson within 3 days of the examination. If the student sits the exam, you should still return the self-certification form along with any medical evidence, so that if necessary the school can forward it to the Awarding Body to request special consideration on the grounds of illness. If the student is unable through illness to sit a paper the Awarding Body may, after examining the application and any evidence of performance on other papers, decide to award a grade. It is essential that you return the form promptly for this to happen. Retrospective information is not accepted by the Awarding Bodies and any forms must be forwarded to the Examinations Secretary, Mrs Johnson without delay, as there is a tight deadline.

Please telephone the school if your son/daughter/ward will not be attending an examination or if he/she will be present but is unwell. It is often helpful for the invigilator to be aware that a student is not feeling well.

Please also be aware that any medical information must be accompanied by a self-certification form detailing the examinations to which it refers and the date on which the paper was sat. We cannot guarantee otherwise that relevant examinations will be covered.

### **What happens if a student does not turn up for an examination?**

A student, who absents themselves from any examination without providing a self-certification form along with any medical evidence, or a satisfactory reason for a request for special consideration, will receive a grade based only on those elements of the examinations which have been marked.

Parents should be aware that the school will seek to recover the exam fees if a child does not turn up for an examination and parents will be asked for a payment of £20 - £75 per subject, depending on the Awarding Body fees, in the event of absence. It is in all our interests to ensure that the examination budget is not wasted.

### **What is Special Consideration?**

Special consideration is a post-examination adjustment to a candidate's mark or grade to reflect temporary illness, temporary injury or other indisposition at the time of the assessment, which has had, or is reasonably likely to have had, a material effect on a candidate's ability to take an assessment or demonstrate his or her normal level of attainment in an assessment.

Any illness, or family circumstances, which may affect examination performance, arising shortly before or during the examinations, should be notified as soon as possible to Mrs Johnson so that an application for special consideration may be made to the Awarding Bodies. Parents should be aware that any adjustment is likely to be small and that no feedback is ever provided.

## **What will happen in the event of an emergency in the examination room?**

### **Evacuation in the event of an emergency**

It is hoped that no fire alarms will go off during the examination period, however if one does go off the instructions of the invigilator must be followed in COMPLETE SILENCE.

Do not panic

If you are asked to leave the room, do so only when instructed, in the order instructed by the invigilator

Do not finish the sentence you are writing

Leave all equipment in the examination room

Keep at least one metre from students around you

Do not walk to where you normally stand

You will be told where to stand (next to green storage containers)

When you return to the examination room do not start writing until the invigilator tells you to.

LISTEN CAREFULLY AND DO NOT PANIC

### **Adverse weather conditions or other event**

In the event of adverse weather conditions or other event, examinations will still take place unless the school is unable to fulfil its statutory requirements as laid out by the qualifications regulators.

Should the school have to cancel, or relocate any examinations, on the day, this information will be made available via:

- Fulston Manor school website – [www.fulstonmanor.kent.sch.uk](http://www.fulstonmanor.kent.sch.uk)
- Local radio stations – BBC Radio Kent, Heart and/or KMFM

## **Information about malpractice in examinations and the penalties imposed**

### **What is meant by malpractice?**

Malpractice is the term that the Awarding Bodies use for any irregularity, or breach of the regulations of any form. This includes not following the instructions of invigilators.

The Examinations Secretary is required to, and will, report all infringements to the appropriate body and they will decide on what action to take based on the nature of the infringement. There is a tariff system of actions from which they can decide within limits and some infringements carry automatic loss of marks as a minimum penalty. If the infringement warrants it students can be disqualified from all qualifications taken that year or even barred from entering examinations for a set period of time.

The Awarding Bodies take the integrity of examinations very seriously and it is important that students heed the Examinations Secretary's and Invigilators instructions carefully.

## **Information about Access Arrangements for examinations**

### **What is an Access Arrangement**

Access Arrangements are adjustments agreed before an assessment takes place.

### **What to do if a student has problems that may affect examination performance**

Some students are eligible for examination adjustments. These are normally identified by the school and appropriate applications made supported by a specialist report. The Examinations Secretary and Headteacher are empowered to grant permission to read aloud, provide prompter or similar arrangements, but only given the correct evidence and at their sole discretion. Mrs Johnson and the Learning Support Department will make arrangements for providing any assistance and inform candidates of any rooming arrangements.

## How students know what access arrangements are in place

Students with access arrangements will have a small coloured laminated card placed on their examination desk. This indicates to the invigilator what adjustments the student is entitled to.

## Information about results day

### When and how are the results distributed?

GCE results arrive on Thursday 14<sup>th</sup> August 2016; GCSE results arrive on Thursday 21<sup>st</sup> August 2016. Results will normally be available for collection on the day of release:-

GCE Year 13 students from 8.00am to 1.00pm

Year 12 students from 9.00am to 1.00pm

GCSE Year 11 students from 9.00am to 1.00pm

Year 10 students from 10.00am to 1.00pm

A letter giving details about results day will be sent home in June. Students wishing for a designated person to collect their results must send in a letter giving details of who they wish to collect and return this by the deadline given in the letter. Results will not be given over the telephone under any circumstance. Candidates not intending to collect in person but wishing their results to be posted should provide a self-addressed envelope with the correct value postage stamp attached. Result slips for GCE or GCSE not collected or posted on results day will be retained in school for collection at the start of term, by the student.

### What do the grades mean?

Your results will be published as one of the following grades:

#### GCSE

A*	A	B	C	D	E	F	G	U
Pass								Unclassified/ Fail

#### GCE

A*	A	B	C	D	E	U
Pass						Unclassified/ Fail

### What can I do if results are substantially different from what is anticipated?

Examinations can only measure performance on the day, and that students can do better or worse than anticipated for a variety of reasons. If there are serious grounds for concern about a result then the school can initiate an enquiry with the appropriate Awarding Body. The application form and details of fees are available from Mrs Johnson and the process should be started as soon as possible after consultation with the Head of Department concerned.

The final date for submission to the Awarding Body is no later than 3 weeks after results day.

If there is an enquiry about the result, it must be pointed out to parents and students that there is also a possibility that the result could go **down** as well as up and that **a charge will be made** by the Awarding Organisation for the service.

### **How should fees be paid?**

Where students are requesting a chargeable service, full payment by cheque (made payable to Fulston Manor School) should accompany the appropriate completed form and handed to Mrs Johnson before any application can be processed.

## **Information about certificates**

### **When do students receive certificates?**

The Awarding Bodies issue certificates well after the examinations have taken place. The school holds a Presentation Evening in September where students are handed a school produced certificate for their records. The Awarding Body certificates are then available for collection the following December/January (when certificates are available information will be shown on the school website).

Students who have taken examinations before their final year will receive their certificates for that year after they have finished all their examinations at Fulston Manor School. All certificates for students will be collated together and issued in their final year.

Students are required either to collect in person or have a designated person collect on their behalf. A designated person may collect certificates providing a letter signed by the candidate is received. The person collecting them must bring photographic proof of ID (such as a passport or driving licence). No certificates will be issued without a letter naming the person who is to collect them.

Certificates not collected after 1 year may be destroyed by the school; they can only be replaced by direct application to the Awarding Body by the candidate, who will require proof of identity such as an original birth certificate and a substantial fee per certificate (currently in the region of £42.00). The Awarding Body will then issue a Certifying Statement of Results rather than a certificate.

### **What happens about return of school items at the end of term?**

Students should attend the organised book return day held on Friday 19<sup>th</sup> June 2015. They are to ensure that all lockers are emptied, outstanding payments/charges are cleared in the finance office and all textbooks and equipment are returned to the relevant subject departments.

## **How will colleges and universities learn of my achievements?**

### **What is a Unique Learner Number (ULN)?**

When a student reaches Year 9 they are issued with a Unique Learner Number (ULN) which is used to register and make examination entries with Awarding Bodies. The ULN is designed to

make individual achievements available to Learners (and to colleges and universities) at the Personal Learning Record (PLR) online:

([Learning Records Service - GOV.UK](#))

The ULN allows the PLR to be populated with verified achievements as Learners move through their lifelong educational journey. Using the ULN will help learners by: speeding up HE (Higher Education) and FE (Further Education) applications and admissions, as well as making it possible for individuals to demonstrate qualifications to a potential employer.

This privacy Notice explains how a student's data will be shared:-

### **Privacy Notice for: pupils, students, learners and trainees**

Some of the information you supply will be used by the Skills Funding Agency to fulfil its statutory functions, issue/verify your Unique Learner Number (ULN) and update/check your Personal Learning Record. The Skills Funding Agency may share your ULN and Personal Learning Record with other education related organisations, such as your careers service, school, college, university, Government Departments and public bodies responsible for funding your education. Further details of how your information is processed and shared can be found [here](#)

## **Appendices**

These are available from the school website, or if you require a paper copy, please contact the Assessment Office.