

## Before the Assessment

- Registration must be completed by a representative of the candidate with permission from their parent/guardian to use the candidate's data for assessment purposes. This may be an educational consultant, academic agent, or personnel from school admissions. The following data is **required** to register for APT, all other data on the registration form is optional:
  - The candidate's name
  - The candidate's date of birth
  - The desired test date
  - Whether the candidate has any Specific Learning Needs (in case they need additional time added to their assessments)
  - The name of the person completing the registration, their relationship to the candidate and their email address
- The representative who completes the registration will receive a confirmation of registration and, once verified, the candidate's unique log in information. This information is to be forwarded to the person responsible for administering the test (the 'Test Administrator') this may be an academic consultant, parent or family member, or staff member if taken in school.
- Inform APT of any changes to the candidate's registration information before the confirmed test date. Undeclared changes may result in a candidate not receiving valid results, and you may not be eligible for a refund or transfer.

## On the Assessment Day

- The Test Administrator will have received the test login information in advance of the test day. It is the responsibility of the Test Administrator to inform APT if they have not received the login instructions within 24 hours of the test date and time.
- Tests must be administered by the Test Administrator, who will receive the login information by email and set up the test on the test computer. The Test Administrator is responsible for:
  - Explaining the rules (contained within the login information),
  - Logging the candidate onto the test platform, informing them that comfort breaks can be taken between sections,
  - What to do in case of an emergency (including where the nearest safe exit is),
  - Providing rough paper and a pencil/pen for working.
- Be ready to take the test at least 10 minutes before the expected test start time. Before the candidate starts the test they should receive the following information:
  - The test consists of four sections. English, Maths, Verbal Reasoning and Non-Verbal Reasoning.
  - Breaks can be taken between sections, however we recommend the whole test is completed in one day
  - The candidate's answers must be entirely their own work with no help or assistance from any person(s) or other sources.
- The candidate must leave personal belongings away from the computer delivering the test and not on the same desk where the test takes place. The only items allowed in reach are the computer delivering the assessment, paper, a pen, pencil and eraser
- Switch off any mobile phones and leave outside the assessment space. Any candidate who does not switch off their phone, or takes any electronic device into the assessment space, may not be allowed to complete the test and may not receive an APT test result or be eligible for a refund or transfer.

## During the test

- Candidates are allowed a piece of rough paper for working and pen or pencil. Apart from the test computer, nothing else should be on the desk during the assessment.
- Candidates will be informed that they should tell the test administrator at once:
  - o if they lose internet connection or the computer is not working
  - o if they need to go to the bathroom during the test
  - o if they feel unwell
- The candidate can raise their hand to attract attention if they are in doubt about what to do. The test administrator should be available to offer assistance in ensuring the test platform runs smoothly.
- Candidates may not ask for, and will not be given, any explanation of the test questions.
- Inform APT immediately if the test administrator believes that the candidate's performance may have been affected by ill health, or by the way in which the test has been delivered, or for any other reason. If there is a complaint relating to the delivery of the test, this must be submitted to APT as soon as possible. APT does not accept complaints relating to the delivery of the test after the test result has been produced.
- **Candidates must not ...**
  - talk to anyone once the test has started (except the Test Administrator in case of a problem)
  - speak to, or attempt to elicit answers from adults administering the tests
  - have their mobile phone, or a calculator with them during the tests
  - lend anything to, or borrow anything from, another candidate or administrator during the test.
  - leave the test room without the permission of the test administrator.
  - leave their seat during a test section.
  - engage in any form of malpractice which may damage the integrity and security of the APT test.

**Malpractice** includes, but is not limited to:

- attempting to cheat in any way.
  - impersonating another candidate or having another person impersonate them.
  - copying the work of another candidate.
  - disrupting the test in any way.
  - reproducing any part of the test in any medium.
  - attempting to alter the data on the APT report.
- Candidates engaging in malpractice will not be allowed to complete the test and will not receive an APT result. Candidates who are found to have engaged in malpractice on test day after their result has been issued will have their result cancelled. Candidates engaging in malpractice may be liable to legal action.

## After the test

- Results are issued by APT usually within three business days; usually faster, or as close to this timescale as possible.
- The email address used to register the candidate will receive one copy of the candidate's APT report.
- The APT reports will be issued in the candidate's name as it appears in their registration. If you find that the candidate's details are incorrect on the reports, please email [enquiries@aptonline.co.uk](mailto:enquiries@aptonline.co.uk) to request changes.
- A candidate's result may not be issued the next working day after the test if any of the APT Partners deem it necessary to review any matter associated with their test. In exceptional circumstances a candidate may be required to re-take one or more APT components. The APT reports may be cancelled after they have been issued if any irregularity is identified.
- Candidates cannot access the work produced in APT at any point after the test.

## Cancellation & Refunds

- All refunds are subject to a £16 administration fee
- Refunds are only eligible within 30 days of registration
- If you cancel the APT test within two days of the agreed test date for any reason apart from medical ones, you may not be eligible to receive a refund. If you cancel your test or request a transfer within two days of the test date for medical reasons, you must provide supporting medical evidence within five working days of your cancellation request. Only evidence of serious illness or injury will be considered. Only original medical certificates will be accepted and must state inability to appear for the test on the scheduled test date.

## Your Privacy and Data Retention

- APT recognises and supports the right of candidates to privacy.
- Registration, login information and results will only be sent to the person(s) or organisation registering the APT candidate (Accredited APT Partners).
- APT reserves the right to share candidate personal data including, without limitation, test performance or score data with the APT Partner responsible for registering the candidate or law enforcement agencies and any appropriate regulatory authorities where required, for purposes necessary to protect the APT test and its partners against any form of malpractice.
- APT and APT Partners may use APT assessment data, in an anonymous and aggregated form, for informational, research, statistical or training purposes.
- APT collects additional data on candidates, this is optional and voluntarily submitted on the registration form, including:
  - The candidate's location (for time zone purposes and for APT to track functionality across multiple locations)
  - The candidate's nationality (for tracking demographics, diversity and inclusion, reach and trends)
  - The candidate's current school (for tracking demographics, diversity and inclusion, reach and trends)
- All candidate information is anonymised after 12 months. Anonymisation removes:
  - The candidate's name
  - Their location
  - Their school
  - Their nationality
  - Their **day** of birth (we retain month and year for statistical purposes and setting question difficulty)
  - Any additional information submitted regarding Specific Learning Needs

# APT Declaration



**It must be acknowledged by the candidate's responsible adult at the point of registration that they:**

certify that the information provided as part of this candidate's registration form is complete, true and accurate.

understand that the data on the registration form, the results and responses to the APT test (**The Data**) is collected for the purposes of the APT test only.

understand that The Data collected during registration will be processed and securely stored by APT for the purpose of the APT test.

consent for The Data to be disclosed to, processed and stored for the administration of sitting the APT Test by APT their test partners (The Intac Network). They further consent for The Data, including, without limitation, test performance or score data, and the test result to be disclosed by APT to their partners for the purpose of verifying the test result or to carry out enquiries in relation to suspected malpractice.

understand that The Data may be processed in an anonymous form for statistical and research purposes.

understand The Data is shared with test administrators for the purposes of administering the APT. The Data is not disclosed to undeclared third parties.

understand that if the details in this registration are not complete my application may be delayed or not processed. They further understand that completing and submitting this registration does not guarantee enrolment on the preferred test date or at a preferred test location. They understand that the candidate's enrolment will be confirmed by email from APT (or the test centre).

acknowledge the **APT Terms and Conditions** and agree to abide by the rules and regulations contained therein.

understand that the results will be published in a report and that they will be sent to the email address provided at registration only.

understand that APT is an aptitude and abilities test and in no way guarantees entry or substitutes a schools' entry assessments or processes. The candidate may be required to take further tests by the school they are applying to.

understand that not all British education independent schools will consider APT test reports and results as part of an application.

understand that APT has a responsibility to all candidates to ensure the highest confidence in the accuracy and integrity of test results and that the APT Partners therefore reserve the right to withhold test results temporarily or permanently, or to cancel test results which have been issued, if they consider those results to be unreliable for reasons of suspected malpractice or any other irregularity in the test process.

understand that the results may not be issued after the test if APT deem it necessary to review any matter associated with my test, including making enquiries as to whether any rules or regulations have been breached, as outlined in the **APT Terms and Conditions**. They also understand that in exceptional circumstances, candidates may be required to re-take one or more APT components.

understand that if the candidate is suspected of engaging in any form of malpractice, or does anything that might damage the integrity and security of APT, they may not receive a test result, the test fee will not be refunded and they may be prohibited from taking the APT test in the future.

understand that the work the candidate produces as part of the APT test remains the property of APT. Under no circumstances will it be released to candidates or to institutions or organisations without permission from the registered responsible adult.

understand that they will be charged the full test fee if they cancel the candidate's test or request a transfer within two days of the test date, unless appropriate medical evidence to support the cancellation or transfer is provided.

## Disclaimer

The Academic Profiling Test (APT) is designed to be an assessment of academic and cognitive ability and may be used as one of a number of factors used by schools in determining whether an applicant may be offered a place at their institution. APT is not necessarily the sole method of determining admission for the candidate. APT is made available worldwide to all persons who are aged 6-16 years old, regardless of gender, race, nationality or religion.

*The Intac Network* and any other party involved in creating, producing, or delivering APT shall not be liable for any direct, incidental, consequential, indirect, special, punitive, or similar damages arising out of access to, use of, acceptance by, or interpretation of the results by any third party, or any errors or omissions in the content thereof.

## Privacy Policy

The APT Test Providers regard the lawful and correct treatment of personal information as important to our successful operations and to the maintenance of confidence of those with whom we deal. As such this statement will apply equally to all of our operations irrespective of where they are based.

We will comply with the provisions of the EU General Data Protection Regulations 2018 (GDPR) and any related legislation in so far as the same relates to the provisions of these terms and conditions. We shall apply the GDPR globally, except where part or all of any local law is stronger. [www.aptonline.co.uk/privacy](http://www.aptonline.co.uk/privacy)



# APT Privacy Policy & Terms of use

## Your Privacy

APT is committed to protecting your privacy when you use our services. The privacy statement below explains how we use information about you and APT candidates and how we protect people's right to privacy.

Your personal information is processed, held and/or controlled in accordance with the General Data Protection Regulations (2016/679). Our team makes sure we respect your rights and follow the law. You may contact APT at any time to:

- Request access to information which APT has about you
- Correct any information which APT has about you
- Ask for any information which APT has about you to be deleted
- Discuss any concerns or ask any questions about how we look after your personal information

You can contact us at any time at [enquiries@aptonline.co.uk](mailto:enquiries@aptonline.co.uk)

## Information we collect

We may need to use some information about you to:

- deliver services and support to you
- manage those services we provide to you
- train and manage the employment of our workers who deliver those services
- help investigate any worries or complaints you have about your services and to answer your questions and enquiries
- allow you to participate in online training and interactive features of our services if you choose to
- check and improve the quality of our services
- help with research and planning of new services
- send you information which we think might be of interest to you if you have agreed to this
- send to third parties where we have retained them to provide services that we, you or our client have requested
- monitor compliance with our equal opportunities policy
- carry out our obligations arising from any contracts entered into between you and us
- market our related products and services to you, where you have given your consent for us to do so

We reserve the right to transfer your data if APT is sold, goes into a merger, liquidation or receivership or transfers all, or substantially all, of its assets to a new owner. This will only take place if the third party agrees to adhere to the terms of this privacy statement. We will let you know of any such transfer and you will be able to opt-out if you wish.

## How the law allows us to use your personal information

APT processes personal data, both as a Data Controller and as a Data Processor, as defined by relevant Data Protection Legislation: the General Data Protection Regulations 2016/679, the Data Protection Act 1998, the EU Data Protection Directive 95/46/EC, the Regulation of Investigatory Powers Act 2000, the Telecommunications (Lawful Business Practice) (Interception of Communications) Regulations 2000 (SI 2000/2699), the Electronic Communications Data Protection Directive 2002/58/EC, the Privacy and Electronic Communications (EC Directive) Regulations 2003 and all applicable laws and regulations relating to processing of personal data and privacy, including where applicable the guidance and codes of practice issued by the Information Commissioner.

There are a number of legal reasons why we need to collect and use your personal information. Generally, we collect and use personal information where:

- you, or your legal representative, have given consent
- you have entered into a contract with us
- it is necessary to perform our statutory duties
- it is required by law
- it is necessary for employment purposes
- you have made your information publicly available
- it is necessary for legal cases
- it is to the benefit of society as a whole
- it is necessary for archiving, research, or statistical purposes

## **We only use what we need**

We'll only collect and use personal information if we need it to deliver a service or meet a requirement.

If we use your personal information for research and analysis, we'll always keep you anonymous or use a different name unless you've agreed that your personal information can be used for that research.

We don't sell your personal information to anyone else.

## **You can ask for access to the information we hold about you**

We would normally expect to share what we record about you with you, whenever we assess your needs or provide you with services.

However, you also have the right to ask for all the information we have about you and the services you receive from us. When we receive a request from you, we must give you access to everything we've recorded about you.

However, we can't let you see any parts of your record which contain:

- Confidential information about other people; or
- Data a professional advisor thinks will cause serious harm to your or someone else's physical or mental wellbeing; or
- If we think that giving you the information may stop us from preventing or detecting a crime

This applies to personal information that is in both paper and electronic records.

If you ask us for access to your information then we'll ask you to provide evidence so that we can verify your identity.

## **You can ask to change information you think is inaccurate**

You should let us know if you disagree with something contained within your data.

We may not always be able to change or remove that information but we'll correct factual inaccuracies and may include your comments in the record to show that you disagree with it.

Note: If you ask us to change the information we hold about you then we'll ask you to provide evidence so that we can verify your identity.

## **You can ask to delete information (the right to be forgotten)**

In some circumstances you can ask for your personal information to be deleted, for example:

- Where your personal information is no longer needed for the reason it was collected in the first place
- Where you have removed your consent for us to use your information (where there is no other legal reason for us to use it)
- Where there is no legal reason for the use of your information
- Where deleting the information is a legal requirement

Where your personal information has been shared with others, we'll do what we can to make sure those using your personal information comply with your request for erasure.

Please note that we can't delete your information where:

- we're required to have it by law
- it is used for freedom of expression
- it is for scientific or historical research or statistical purposes where it would make information unusable
- it is necessary for legal claims

## **You can ask to limit what we use your personal data for**

You have the right to ask us to restrict what we use your personal information for where:

- you have identified inaccurate information and have told us of it
- we have no legal reason to use that information but you want us to restrict what we use it for rather than erase the information altogether

When information is restricted it can't be used other than to store the data securely and with your consent; or, to handle legal claims and protect others, or where it's for important public interests of the UK.

Where restriction of use has been granted, we'll inform you before we carry on using your personal information.

You have the right to ask us to stop using your personal information for any service we provide.

You also have the right to unsubscribe from any materials we may send you. However, if you make a request this may cause delays or prevent us delivering services to you. Where possible we'll seek to comply with your request, but we may need to hold or use information because we are required to by law or by contract.

## Who do we share your information with?

We use a range of organisations to either store personal information or help deliver our services to you. Where we have these arrangements, there is always an agreement in place to make sure that the organisation complies with data protection law.

We will complete a data protection impact assessment (DPIA) before we share personal information to make sure we protect your privacy and comply with the law. Sometimes we have a legal duty to provide personal information to other organisations. This may be because we need to give that data to the courts. We may also share your personal information when we feel there's a good reason that's more important than protecting your privacy. This doesn't happen often, but we may share your information:

- to find and stop crime and fraud
- if there are serious risks to the public, our staff or to other professionals
- to protect a child
- to protect adults who are thought to be at risk, for example if they are frail, confused or cannot understand what is happening to them

For all of these reasons the risk must be serious before we can override your right to privacy. We may still share your information if we believe the risk to others is serious enough to do so. There may also be rare occasions when the risk to others is so great that we need to share information straight away. If this is the case, we'll make sure that we record what information we share and our reasons for doing so. We'll let you know what we've done and why if we think it is safe to do so.

## How do we protect your information?

We'll do what we can to make sure we hold records about you (on paper and electronically) in a secure way, and we'll only make them available to those who have a right to see them. Examples of our security include:

- Encryption, meaning that information is hidden so that it cannot be read without special knowledge (such as a password). This is done with a secret code or what's called a 'cypher'. The hidden information is said to then be 'encrypted'
- Controlling access to systems and networks allows us to stop people who are not allowed to view your personal information from getting access to it
- Training for our staff allows us to make them aware of how to handle information and how and when to report when something goes wrong
- Regular testing of our technology and ways of working including keeping up to date on the latest security updates (commonly called patches)

## Where in the world is your information?

The majority of personal information is stored on systems in the UK. But there are some occasions where your information may leave the UK either in order to get to another organisation or if it's stored in a system within the EU. We have additional protections on your information if it leaves the UK ranging from secure ways of transferring data to ensuring we have a robust contract in place with that third party. We'll take all practical steps to make sure your personal information is not sent to a country that is not seen as 'safe' either by the UK or EU Governments.

## We will only keep your information for as long as we need it

We will retain your personal information only for as long as we need it in order to fulfil the purposes for which we have initially collected it, unless otherwise required by law or contractual requirements. Candidate data is anonymised and after one year. Scores and the candidates' ages are retained to help us calculate future scores, all personal information and any data that can be used to identify individual candidates is removed after 12 months.

## Changes to our Privacy Statement

From time to time we may make changes to this privacy statement. Any changes will be posted on this website so you are always aware of what information we collect, how we use it, and under what circumstances, if any, we disclose it. If at any time we decide to use personal data in a manner significantly different from that stated in this privacy statement, or otherwise disclosed to you at the time it was collected, we will notify you by email, and you will have a choice as to whether or not we use your information in the new manner.