



Annex 2. Parental consent form for minors

Introduction

Aptis is an English Language exam (hereinafter referred to as the “Test”) developed by the British Council, following our latest research in assessment. The Test allows candidates determine their level of English and provides scores to CEFR (Common European Framework of Reference for Languages) levels.

The Test is computer based and it consists of five components: core (grammar and vocabulary), listening, reading, speaking, and writing. The Test includes tasks such as multiple-choice questions, option matching, comprehension, short text writing and essay. The reading, listening, grammar and vocabulary tests are marked automatically by using computerized templates; the writing and speaking tests are assessed by human markers asynchronously, therefore the speaking test is recorded on the test day.

Intellectual Property

The content of this Test is protected by copyright law. You agree that your son or daughter will not copy, photograph, film, record or reproduce any content of the Test they will see on screen during the test session or disclose any information about the Test to any third-party without the express written permission of the British Council. If you and(or) your son/daughter breach these terms, the Test will be declared invalid.

Data Protection

The British Council complies with the UK Data Protection Act 2018 incorporating the UK GDPR (retained version of the General Data Protection Regulation 2016/679), and data protection laws in other countries that meet internationally accepted standards of best practice.

The British Council has received from your teenage child’s school some personal data of your child (name, address, date of birth, gender) and your contact details (name, phone number and gender) as Parent/Guardian of the student taking the Test, for the purposes of managing the delivery and assessment of the Test, at your request. Our processing is strictly functional to the delivery of the agreed service as per these Terms of Use. We will keep your information for these purposes for a period of 3 years from the time of collection.

Our internal research unit use anonymised test responses for our internal analysis of the effectiveness of the Test format and to inform the design of new assessment products. We carry out this research on the grounds of our legitimate interest to offer a suitable and viable product.

This information will be kept secure, private, and confidential. Only authorised employees of the British Council, the School Partner and our Data Processors, within the limits of the duties assigned to them, have access to the personal data provided by you or your child.

We share students’ test data with suppliers that provide technological support to the service: TestReach, based in Ireland, as provider of the platform that delivers and assesses the computer-based test, and Accredible, based in the US, to produce digital certificates with test results. These suppliers will only process your data for the purposes we have specified to them



and operate as our Data Processors, under contractual obligations covering all data protection requirements, for the purposes mentioned above.

Some personal data may be transferred for its processing outside of the UK or the European Economic Area. We have put in place adequate contractual safeguards in accordance with applicable law, in the form of EU Commission’s standard contractual clauses and the UK Commissioner’s Data Transfer Addendum.

You have a number of rights under data protection law, such as the right to ask for a copy of the information we hold on you and your child, and the right to ask us to correct any inaccuracies in that information. If you have concerns about how we have used personal information, you also have the right to complain to a privacy regulator.

For detailed information about your data protection rights or how to exercise them, please refer to the privacy section of our website, www.britishcouncil.org/privacy. If you have any questions, please contact the school administrators in the first instance.

Agreement

Please sign this form if you agree to your child taking part in the Test, in line with the above conditions.

- 1. Please write your child’s full name here in the format first name, last name. This should match the name on your child’s ID document.

- 2. Please give your child's date of birth (dd-mm-yyyy) _____

- 3. Please state your child’s gender _____

- 4. Please provide your name here _____

- 5. Safe child collection: minor pick up option (select one of the options)

- a) himself;
- b) parent;
- c) appointed guardian

- 6. If c) please provide

- a) Guardian Full Name, _____

- b) Guardian Telephone number, _____

- c) guardian relationship _____



Signature

I, the undersigned, in my capacity as exercising parental responsibility over the minor whose name I provide in point 1 above, declare that I agree with my child taking the Test under these conditions of use. Should you decide not to have your child take the Test, prior to the test day, please send an email to INSERT TEST CENTRE EMAIL "

Signature:

Type your full name

Date and Place of signing
