

The Examinations Officer with the support of the Head of Centre will organise the examination results procedure as follows:

Restricted Release Day

Examination Staff (this will be the Exams Officer, Exams Assistant and other senior members of staff with the approval of the Head of Centre) will organise the import of examination data for release to students. Examination staff will collate all information ready for release to students on the nominated day in line with the JCQ release of general qualification results.

Results are confidential and are restricted to the Head of Centre, Examination Staff and those teaching staff within the centre that, in the opinion of the Head of Centre need to be made aware of the information.

Results or information derived from results will not be divulged or discussed prior to general release to students with:

- Other teachers
- Candidates or parents
- Educational institutions and local authorities
- The press
- Any other persons

Examination staff will use the electronic data sent via the MIS packages to download results documentation for students and staff.

Results Day

- The Head of Centre, Examination staff and leadership team will be available on the day of results to offer help and support to students and parents.
- Students, staff and parents will also be made aware that results are issued on a provisional basis and may be subject to amendment through the published enquiries about results services.
- Where possible the Careers advisor will also be available to offer advice, help and support.
- The Exams Officer and/or Head of Centre will speak to students who have already been identified as potentially wishing to pursue a Review of Results. (see ROR)
- The Head of Centre will liaise with the local authority and local and national press, where necessary and organise any press release.
- Where required examination staff will provide provisional results to third parties such as Sixth Form or FE colleges on school letter headed paper and stamped with the school name.
- Where requested by students, examination staff will forward exam results via post on receipt of a stamped addressed envelope.
- Students will be informed of the date and time for collection of examination results by letter and the information is also available in the examination guide issued to students prior to the GCSE period.
- Heads of Department will be issued with their departments results and associated downloaded documentation by examination staff.
- Where a student, staff or parents may wish to query an examination result the following procedure must be followed :

Review of Results (RORs)

RORs may be requested by centre staff or candidates if there are reasonable grounds for believing there has been an error in marking. Students and Parents may also request an EAR if they believe there are reasonable grounds for requesting.

If a result is queried, the exams officer, teaching staff and head of centre will investigate the feasibility of asking for a re-mark at the centre's expense.

When the centre does not uphold an ROR, a candidate may apply to have an enquiry carried out. If a candidate requests this against the advice of subject staff, they may be charged.

Students will be requested to complete a form detailing the procedure for RORs and must give their written permission for the ROR to take place as the grade awarded may go up, down, or remain the same.

On receipt of the outcome of ROR the examinations officer will write to the candidate and detail the outcome.

Students will be invited to school for an evening to celebrate achievement later in the year where they will be awarded their certificates.