



# Policy Statements and Procedures

---

## EXAMINATION RESULTS RELEASE POLICY

**JUNE 2026**

### INTRODUCTION

This policy sets out the procedures and responsibilities for the secure handling, release, publication, and management of examination results within the College. It ensures compliance with the regulations and requirements of the Joint Council for Qualifications (JCQ) and awarding organisations regarding the confidentiality and release of examination results.

The College is committed to maintaining the integrity, security, and confidentiality of examination results and ensuring that all students receive their results fairly, accurately, and at the prescribed time.

### PURPOSE

The purpose of this policy is to:

- Ensure compliance with JCQ regulations and awarding body requirements.
- Protect the confidentiality of examination results prior to official release.
- Establish clear responsibilities for staff involved in the receipt and distribution of results.
- Provide guidance on the communication of results to students, parents, guardians or carers, external organisations, and the media.
- Minimise the risk of malpractice or unauthorised disclosure of examination information.

### SCOPE

This policy applies to:

- All College staff involved in examinations administration.
- Senior Leadership Team (SLT) members.
- Examinations Officer and Designated senior teaching staff.
- Students receiving examination results.
- Any external parties who may request access to examination results information.

This policy covers all externally assessed qualifications delivered by the College, including:

- GCE AS and A Levels
- GCSE Qualifications
- Applied General Qualifications
- Vocational and Technical Qualifications
- Extended Project Qualifications
- Entry Level Certificates
- Any other qualifications regulated by awarding organisations

## **PRINCIPLES**

The College will:

- Treat all examination results and grade boundary information as confidential until the authorised publication date and time.
- Ensure that examination results are only accessed by authorised personnel.
- Release results to students in accordance with awarding body regulations.
- Maintain secure storage and handling of electronic results files.
- Prevent unauthorised sharing of examination data through any medium, including social media.

## **RESPONSIBILITIES**

The Principal shall:

- Ensure compliance with this policy and JCQ regulations.
- Determine which staff are authorised to access results before publication.
- Ensure appropriate contingency arrangements are in place for results days.

The Examinations Officer shall:

- Receive and manage examination results securely.
- Maintain confidentiality of all examination data.
- Prepare results for release to students.
- Ensure electronic results files are stored securely.
- Coordinate post-results services where required.

The Senior Leadership Team shall:

- Access results only where authorised.
- Maintain confidentiality at all times.
- Support the implementation of this policy.

All staff must:

- Comply with confidentiality requirements.
- Refrain from discussing results or grade boundaries with unauthorised individuals.
- Report any actual or suspected breaches immediately.

## **RESTRICTED RELEASE OF RESULTS**

Prior to the official publication date:

- Results files, grade boundaries, and related information shall only be accessible to:
  - The Head of Centre/Principal.
  - Examinations Office staff.
  - Authorised senior leaders.
  - Designated senior teaching staff as determined by the Head of Centre.

The following individuals must not receive or be informed of results prior to publication:

- Students.
- Parents, guardians or carers.

- Other teaching staff who have not been authorised.
- Local authorities.
- External organisations.
- Media representatives.
- Any other unauthorised persons.

No results information or grade boundaries may be shared through social media platforms.

## **PUBLICATION OF RESULTS**

Results shall only be released to students after the official publication time specified by the awarding organisations.

The College will:

- Ensure no student receives results before the authorised release time.
- Not issue results via email, post, text message, or any other means prior to the authorised release time.
- Inform students that all results issued are provisional and may be subject to amendment following awarding body post-results services.

Any unauthorised early release of results will be treated as a serious breach of examination regulations.

## **COMMUNICATION AND MEDIA**

Following the release of results:

- Results data shall not be shared more widely until students have received their results.
- Press releases, media statements, or public announcements shall not be issued.
- Any publication of results information must be approved by the Principal and Chief Officers.

## **ELECTRONIC RESULTS FILE**

The College will:

- Use secure systems to receive and store electronic results files.
- Restrict access to authorised personnel only.
- Ensure compliance with data protection legislation when handling examination data.
- Produce candidate statements of provisional results where required.

Statements of provisional results should:

- Be issued on official College headed paper or be appropriately endorsed.
- Include the student's Unique Candidate Identifier (UCI) where applicable.
- Clearly indicate that results are provisional until certificates are issued.

## **ENROLEMENT AND VERIFICATION REQUESTS**

Where students require evidence of results for progression, employment, or enrolment:

- The College may provide statements of provisional results.
- External organisations may be directed to verify results with the College where appropriate.
- Final examination certificates remain the definitive record of achievement.

## **CONTINGENCY PLANNING**

The College will maintain an Examination Contingency Plan that includes:

- Procedures for managing results days during emergencies.
- Arrangements for business continuity.
- Measures to mitigate the impact of cyber incidents.
- Alternative access arrangements where College premises become unavailable.

## **DATA PROTECTION AND CONFIDENTIALITY**

All examination results data shall be processed in accordance with:

- UK General Data Protection Regulation (UK GDPR)
- Data Protection Act 2018
- JCQ regulations
- Awarding body requirements

Unauthorised disclosure of examination information may result in disciplinary action and/or referral to the relevant awarding body.

## **MONITORING AND REVIEW**

The Principal, Senior Leadership Team and Examinations Officer are responsible for ensuring the College remains compliant with all applicable statutory and regulatory requirements. JCQ regulations place accountability for compliance with the Head of Centre and require appropriate resources and oversight to be maintained at all times.

<b>Created</b>	October 2025
<b>Updated</b>	June 2026
<b>Next Review Date</b>	October 2026