

ST MARGARET'S
SCHOOL

Publication of Public
Examinations Results
Policy

Created June 2018

Reviewed February 2019

Approved by : S Winchester

Next Reviewed June 2020

This policy is reviewed annually to ensure compliance with current regulations

Publication of Public Examinations Results Policy 2018-19

Purpose of the policy

This policy details how St. Margaret's School, in relation to the publication of public examination results, ensures compliance with the regulations as set out by the Data Protection Act (DPA) and General Data Protection Regulation (GDPR). Candidates' examination results are defined as personal information.

Issue of Public Examination Results

Public examination results are issued to candidates in August on results day. They are available in the morning for collection by the candidate. Electronic copies of results will be emailed in the afternoon to the candidate's school email address. They will also be available on the student portal. Results cannot be issued to anyone except the candidate, unless prior written permission is given by the candidate **before the end of the Summer term**. This permission must detail who will be collecting the results and this person must produce valid ID. Results will not be issued over the phone.

Candidates requiring certified copies of results for University places must request this in writing **before the end of the Summer term** and include the details of where it is to be sent.

Marking Review and Access to Scripts

Forms to request marking reviews and access to scripts are available to candidates on the Results Enquiries page on the School Intranet.

https://sites.google.com/a/stmargarets.herts.sch.uk/examinations_office/pupils/public-examinations/results-enquiries

Requests will not be processed unless the forms are fully complete and **signed by the candidate**. The completed form must be handed to the School Office or emailed to examinationsoffice@smbushey.com by the deadline given on the forms. The outcome of any of these requests will be emailed to the candidate's school email address. Teaching staff can only discuss results with the candidate, provided they can verify the identity of the candidate. Teaching staff can only discuss results with a parent/guardian if written permission is received from the candidate and the parent/guardian's identity can be verified.

Publishing and Sharing of Results

Candidates' examination results may be shared with the following organisations: Awarding bodies; Joint Council for Qualifications; Independent Schools Council; Centre for Evaluation and Monitoring; Department for Education.

This data may be shared via one or more of the following methods: hard copy; email; secure extranet site(s) (eAQA; OCR Interchange; Pearson Edexcel Online; WJEC Secure services; CIE Direct etc); Management Information System (MIS) provided by Furlong Solutions SchoolBase sending/receiving information via electronic data interchange (EDI) using A2C (<https://www.jcq.org.uk/about-a2c>) to/from awarding body processing systems.

This policy is available on the Policies and Guidelines section on the School website as well as the Intranet.