

Access to Scripts, Enquiries about Results EARS, Post Results

2020/21

This policy is reviewed annually to ensure compliance with current regulations

Approved/reviewed by	
Exams Officer	
Date of next review	01 Sep 2021

Role	Name(s)
Head of centre	Jim Grant
Exams Team	Neil Owen, Wendy Cowgill, Jane Hart
Senco	Gill Thomas

EARS, Post Result Services

The exams team are responsible for requesting clerical error checks, remarks and script returns from appropriate awarding bodies. In addition the exams team also set internal deadlines in order to meet the awarding body deadlines.

Process

Exams team receive individual applications from students via Cashiers desk
Applications from staff are only accepted if accompanied by an internal credit transfer (signed by budget holder) and signed approval from student.

Exams team submit applications online to appropriate awarding body for Post Result Services

All applications are logged

Outcomes are received either by email or post and recorded and logged

Students are notified of outcomes by email or post, similarly staff

All script returns are dispatched on date of receipt, and details logged and recorded

Data Protection

When managing a student's personal data information it will be collected in accordance with the College's data protection policy. Data collected is held securely and accessed by, and disclosed to, individuals only for the purposes of information relating to this policy. Inappropriate access or disclosure of student data constitutes a data breach and should be reported in accordance with the organisation's data protection policy immediately. It may also constitute a disciplinary offence, which will be dealt with under the College's disciplinary procedure.

Equality

As with all College Policies and Procedures due care has been taken to ensure that this policy is appropriate to all students regardless of gender, age, race, ethnicity, disability, gender identity, sexual orientation or religion/faith. The policy will be applied fairly and consistently whilst upholding the College's commitment to providing equality to all.