



OWNED BY	STUDENT JOURNEY MANAGER/EXAMS OFFICER
Policy	Exams Access to Scripts EARS Post Results Policy
DATE OF LAST REVIEW	SEPTEMBER 2023
PLANNED NEXT REVIEW	AUGUST 2025
APPROVAL	SLT

<b>Role</b>	<b>Name(s)</b>
Head of centre	<b>Matt Reynolds</b>
Exams Team	<b>Neil Owen, Wendy Cowgill, Jane Hart, Kezziah Pike</b>
Senco	<b>Gill Thomas</b>

## **EARS, Post Result Services**

The exams team are responsible for requesting clerical error checks, reviews of marking 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.  
The 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.