

# Post Results & Certificates Procedure

<b>Centre Name</b>	Henlow Church of England Academy
<b>Centre Number</b>	15179
<b>Date adopted by Governors/ Academy</b>	May 2025
<b>Date to be reviewed</b>	March 2027
<b>Procedure Status</b>	
<b>Responsible member</b>	Naomi Chalkley



## **Results, Enquiries about Results (EAR's)/Access to Scripts (ATS) & Certificates**

### **Results**

- Candidates will receive individual results slips on results days in person at the Academy or by post to their home address if requested.
  - The results slips will be in the form of a centre produced document or Awarding Body statement of results.
  - Students must provide an A5 size stamped address envelope prior to the last day of term if they wish their results to be posted to them.
  - Should a candidate wish for a third party to collect their results on their behalf, they must provide a letter or complete the google form stating who they grant permission to and inform their nominated person to bring photographic identification with them. No results will be released without the correct identification or prior written authority to the Exams Officer being received.
  - Arrangements for the building and accommodation for results days are the responsibility of the Exams Officer.

### **Enquiries about Results (EAR's)**

- EAR's may be requested by centre staff or the candidate following the release of results.
  - All EAR's (with the exception of Re-Moderation), require the written consent of the candidate.
  - A request for re-moderation of internally assessed work may be submitted without the consent of the candidates concerned.
  - The cost of EAR's at the request of the centre will be paid by the centre upon receipt of the candidate's consent.
  - The Head of Centre, in consultation with the Deputy Head, is responsible for authorising centre requests for EAR's.
  - The cost of an EAR at the request of the candidate will be met by the candidate.
  - The Exams Officer will produce guidelines on EAR's stating all the costs and deadlines for staff and students. A copy of a request form for an EAR will be placed in the results envelope of every student.
  - It is the responsibility of the student to adhere to the deadlines given on the EAR request form.

### **Access to Scripts (ATS)**

- After the release of results, candidates may ask subject staff to request the return of the written exam papers within the deadlines given on the Request for EAR form.
- Centre staff may also request scripts for investigation or teaching purposes. The consent of the student concerned must be gained prior to the request being submitted. This is the responsibility of the subject teacher.
  - The cost of EAR's will be met either by the department requesting the script, or the student instigating the request.
  - Processing of ATS will be the responsibility of the Exams Officer.

### **Outcomes for EAR's and ATS**

All outcomes and copies of scripts will be shared with the student within 3 days of them being received by the centre. Where there are mark and grade changes, these changes will be made on the school's MIS system to ensure the qualification result data we hold is accurate.

### **Certificates**

- Candidates will receive their certificates in person from the centre. A signature is required upon collection.
- Certificates can be collected by a third person, provided they have written authorisation to do so, and bring suitable identification with them that confirms their identity.
- The centre is only obliged to retain certificates for 12 months.
- A new certificate may not be offered by the awarding body and is the responsibility of the candidate to pursue the issue of any replacement certificates with the relevant awarding body.