



Procedure for Post Results

2019/20

This Procedure is reviewed annually to ensure compliance with current regulations

Approved/reviewed by	
Date of next review	

November and January Examinations

Dates and deadlines for these examination sessions are sent to Subject Leaders with scheduled examinations within these sessions.

Once results are received Subject Leaders advise EO regarding any possible remarks or copy scripts required.

Students are issued with the consent form and once completed signed and returned to EO, copy scripts and/or remarks are requested.

Summer Examinations

A section on post results is included in the regulations booklet issued to all students with their final summer timetables.

Once dates are finalised and the relevant summer post results booklet is available on the JCQ website a copy is placed on the school website.

A copy of the key dates and services page of the Post results booklet along with a consent form is included with all students' results when they are issued on results day and also advice of when the EO will be available and details how to contact the EO regarding these services.

Subject Leaders do not have access on the board websites to the access to scripts services and have to request these from the EO.

The EO will advise Subject leaders to contact students for consent for any remarks and/or access to scripts.

The school will cover costs for any post results services if requested by staff and students if they are in agreement. If a parent insists on a remark and the school is not in agreement the parent will be required to cover any costs.