

Appendix 1: Security of exam results: Pre-release (embargo period)

On the day prior to the official release of exam results to students and the press, the School receives student-level results. These results must be kept strictly confidential and only accessible to six key members of staff in accordance with the JCQ General regulations for Approved Centres.

Staff given access:

The Principal: WM

The Exams Officers: JTa

The SIMS manager: DL

The Data Manager: MSc

Head of Sixth Form: PW

Prior to the exam period:

- Staff listed above will be reminded not to divulge results during the pre-release period and before the embargo is lifted at 8am on results day.
- Children of staff will be warned not to attempt to view their results on the pre-release day.
- All members of staff are required to change their email log-in on a termly basis.
- The SIMS manager will lock down SIMS to prevent members of staff logging in to view results during the embargo period.