



ICT Schools Team Managing Exam Results in Arbor Seminar Summer 2025

Presented by – Gill Kershaw



Accredited Partner



What we will cover....

- Permissions
- Embargo
- Import
- Manual Single/Multiple Results Entry
- Reporting

Generic Exams information from JCQ

Results Embargo

JCQ Website: Restricted Release to Centres

Date	Qualifications
00:01 on Wednesday 13 August 2025	<i>GCE, FSMQ Extended Project</i> <i>*Level 3 Vocational and Technical qualifications</i>
00:01 on Wednesday 20 August 2025	<i>GCSE, ELC, Foundation and Higher Projects,</i> <i>*Level 1 and Level 2 Vocational and Technical qualifications</i>
- Results files and their contents are confidential to the head of centre, examinations office staff and senior members of teaching staff within the centre, the consortium, or Multi Academy Trust. - Results, or information derived from results, must not be divulged to or discussed with: - other teachers; - candidates or parents; - educational institutions and Local Authorities; - the media; - any other persons. - Additionally, the results, or information derived from results, must not be divulged or discussed on social media such as Facebook or Twitter. Where a centre does not comply with these requirements, an awarding body reserves the right not to issue results under embargo in future series.	

Results Embargo

JCQ Website: Release of Results to Candidates

Date	Qualifications
08:00 on Thursday 14 August 2025	<i>GCE, FSMQ, Extended Project, *Level 3 Vocational and Technical qualifications</i>
08:00 on Thursday 21 August 2025	<i>GCSE, ELC Foundation and Higher Projects, *Level 1 and Level 2 Vocational and Technical qualifications</i>
• The results must not be despatched until after 08:00 on the appropriate date for the publication of results. Candidates must not receive results by e-mail, post or otherwise prior to 08:00. • Any breach of these requirements will be considered as malpractice by an awarding body. • Centres should remind candidates that results are issued on a provisional basis. They may be subject to amendment by an awarding body, for example through the published post-results services, prior to the issuing of certificates.	

*Please see the OCR website for details of the Cambridge Technicals results release or the Pearson website for details of release of results for Level 1, Level 2 and Level 3 Vocational and Technical qualifications

Results Embargo

JCQ Website: Additional Restrictions on the Release of Results

- Results data **must not** be shared more widely until after the candidates have received their results.
- Once candidates have received their results, centres **must not** release results data to Local Authorities, or share more widely, until after 09.30 on the appropriate date for the publication of results.
- Similarly, centres **must not** issue press releases or statements to the media under any circumstances until after 09.30 on the appropriate date for the publication of results.
- **Any breach of these requirements will be considered as malpractice by an awarding body.**

Results Embargo

BTEC Restricted early release dates:

- **06/08/2025 BTEC Nationals** release to students 15/08/2025
- **15/08/2025 BTEC Technicals** release to students 21/08/2025

Useful links

- [16 to 18 qualifications, discount codes and point scores - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/16-to-18-qualifications-discount-codes-and-point-scores)
- [Key stage 4 qualifications, discount codes and point scores - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/key-stage-4-qualifications-discount-codes-and-point-scores)
- [https://www.jcq.org.uk/wp-content/uploads/JCQ Format 14 exam Codes 2023-2024 v04 FINAL](https://www.jcq.org.uk/wp-content/uploads/JCQ_Format_14_exam_Codes_2023-2024_v04_FINAL)

Managing results in:



Useful links

- [Exams Help Centre](#)
- [Results File Import Issues](#)

- [Results and Analysis](#)
- [Statement of Results](#)
- [Setting Embargo](#)

Permissions:

- By default those with EO Business Role have permissions to access exams. Other users require:

Qualifications: View All Students - Overview

Permission Overview	
Section	Student Profile
Name	Qualifications: View All Students
Access type ⓘ	View
Description	- View candidate entries - View candidate statement of entries - Download candidate exam timetables - View qualifications - View qualification results - View candidate access arrangements - View exam fees

Results Embargo

- Students > Examinations > Administration > Results Embargo Settings
 - Select staff that are approved to view results BEFORE the official embargo release times
- Embargo dates must be set individually for each qualification when you add the results, or all staff in your school will be able to see the results early.

Results Embargo

Results File Import

Select results file* ⓘ

R9513770.X52.XML

Browse...

Results release

08:00

24th Jun 2025

📅

Cancel

Import

Results Embargo

- Results will be viewable to other staff members via candidate/student profiles under ***Examinations > Statement of Provisional Results*** once the embargo date and time have passed
- You can choose whether to apply Arbor embargo to the data synced to 4Matrix, or to have all data pull through.
- Results must be exported manually into SISRA and ALPS Connect, so the Embargo only applies to who can access the data in Arbor.

Results Embargo

- Results will be viewable to other staff members via student profiles under ***Examinations > Statement of Provisional Results*** once the embargo date and time have passed
- The embargo also prevents results being viewed and downloaded on the Parent Portal or Student Portal until after the deadline
- If you don't want guardians to be able to see statements of results once the embargo date and time has passed, you can turn off the Exams setting on the [Parent Portal Settings](#) page, then switch it back on whenever you would like to share the results with parents.

Results Files

- R4321501.X25

Contains Award results only

- a2c.42315.10.EDIResults.319E47E7-40B4-A4D1-EB609DB48ED2.xml

Contains Award and Component Results

**CHOOSE ONLY ONE TO PREVENT DUPLICATE AWARD RESULTS
in some reports**

Statement of Results

- Remember to change the start date to prevent results from earlier in the academic year from showing:

Statement of Results

Start date*

1st Sep 2024



End date*

31st Aug 2025



Candidates in...

All students



Individual candidates



External candidates



Do not show these
qualifications



Include entries, even if they
don't have a result ☐

Include in-house exam
results ☐

Use windowed envelope
format ☐

Show assessable results ☐

Order by

Candidate last name



Email to candidates

Email primary guardian

Download as one pdf file

Download as separate pdf files

Viewing results for a specific qualification

- To see all student results for a specific qualification, broken down by results for each award and unit within the qualification, go to the ***Per Qualification*** page.
- Filter as appropriate

Exam Results into Arbor Assessment Analysis

- There isn't a way to match the exam Qualification to an assessment in the Annual Policy.
- Exam results you've added won't automatically populate into your assessment marksheets or analysis pages.
- You can either:
 - copy and paste the results from the results table in exams into the marksheet
 - import the results using an Arbor spreadsheet template.

Follow these instructions: [Admin or SLT - Get to the summative marksheet and add or import assessment marks – Arbor Help Centre](#)

KS4 Analysis

- Arbor does have a built in analysis for results which can be downloaded but recommend using an external source.
- There is no similar analysis for KS5

Exporting results for analysis outside of Arbor

- 4Matrix – built in extractor to pull data from Arbor
- SISRA
- ALPS Connect
- [Exporting your examination results for analysis outside of Arbor – Arbor Help Centre](#)

Arbor Exams Webinar Link

- [Resources | Arbor HQ \(circle.so\)](#)

THANK YOU

The ICT Schools Team is manned throughout the Summer Holidays – Please do not hesitate to call if you are working and have any problems.

If you have time off – RELAX and enjoy!



01296 383500 Option 1 (Option 3 for upgrades and patch release)



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