

## **Policy on Assessment Results Where Marking is done at IBSL**

For assessments that are not marked by Centres but by External Examiners working from IBSL itself, results will be available to Centres no longer than 28 working days of any assessment, including External Examiner visit assessments.

Results will be issued in the form of a global statement for the whole of the assessment in question, and this statement will be issued together with any Individual Result Sheets that need to be inserted in any Learner's coursework file as achievements. No Individual Result Sheets will be issued where any learner has not achieved in the assessment. Such Individual Result Sheets will identify the assessment in question, and where appropriate, state the total number of marks achieved, and will be signed by the IBSL Administration officer or Qualification Officer, not the Chief Executive whose signature is reserved for the final qualification result.

Individual Result Sheets will normally be posted to Centres, but may upon request be made available in the form of a pdf document and sent to the Centre's named Examinations Officer as an attachment to an electronic communication.

### **Conditions of issue of certificates**

It is the centre's responsibility to forward certificates to its learners.

### **Replacements for lost Individual Result Sheets**

If Individual Result Sheets are lost by the centre, IBSL can issue replacements for the first 12 months following an assessment.

The fees for the replacement Individual result sheets and certifying statement of results are to be found in our Fees List - they are the same as for replacement certificates. Applications for such replacements should be addressed to:

IBSL  
11-13 Wilson Patten Street  
Warrington  
Cheshire WA1 1PG