

What is expected of the primary correspondent in relation to the results embargoes?

You are accountable for upholding the UCAS results embargoes at your university, college, or conservatoire.

This means that no examination results, or communications about decisions based on results are shared outside your organisation during the results embargo.

Your responsibilities include:

- signing the annual UCAS results embargo agreement
- completing the annual UCAS results embargo online training module
- being the point of contact for all results embargo communications
- cascading UCAS communications and timetables to colleagues within your institution
- cascading the UCAS results embargo online training module to all teams directly, or indirectly associated with results and applicant data
- ensuring your institution has appropriate governance and contingency plans in place to prevent any breach of the results embargo
- accountability for incident management, in the event of a breach
- attending UCAS results embargo incident meetings, in the event of a breach.
-

UCAS will support you by providing:

- the annual results embargo online training module
- the annual results embargo agreement
- best practice advice and guidance
- a dedicated provider portal on UCAS.com
- the results embargo incident management process and escalation path.

