

Examinations Results Day Guide 2025



Contents

Brief Overview & Pre Results Day Tasks	1
Exams Results Analysis Embargo	2
Results Embargo	3
Staff Viewing Exam Results	4
Parents Viewing Exam Results in MyChildAtSchool	5
A2C Preparation for Importing Results	7
Importing Results using the A2C Exchange	8
Importing Component Results Files.....	10
Importing Basedata.....	11
Update Basedata.....	12
Importing Exam Board Results Files	14
Dealing with Import Issues.....	16
Add EDI Results manually.....	17
Adding Non-EDI Exam Results	19
Amending Results (EDI and Non-EDI)	21
Discounting Exam Results.....	23
Exporting Results	24
Reporting on Exam Results.....	27
Reporting: Results by Group/Grade Analysis.....	28
Reporting: Results Overview	29
Reporting: Candidate Results by Class.....	31
Reporting: Results by Student	32
Printing/Exporting/Sending the Results by Student Report to Candidates	34
.....	34

Brief Overview & Pre Results Day Tasks

The examples and screenshots used in this guide are for illustration purposes only and may differ from your school.

The purpose of this guide is to provide school examinations officers with the latest information regarding **Exam Results Day**, please take your time to read this document thoroughly. Even if you did not use the Bromcom MIS to create your initial entries, you will still be able to import results or add them manually.

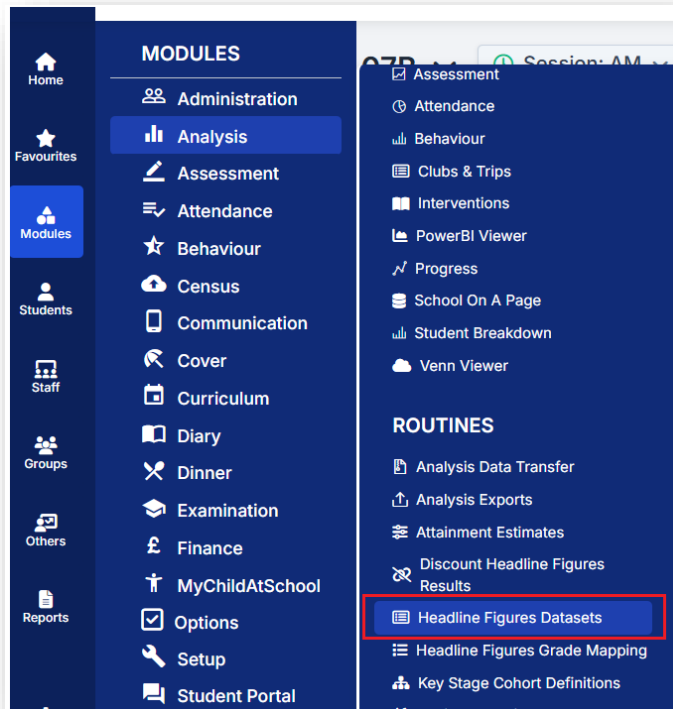
IMPORTANT: The **Department for Education** requires that access to all **Exam Results** is limited to specific staff **within schools** until the official results publication days arrive, see [JCQ Results and Certification](#).

- **Basedata:** Ensure that you have reviewed all the relevant imported **Basedata** from the **Awarding Organisations**, including checking for any amended **Basedata** files which may have been produced by the **Awarding Body**. See [How to Import/Refresh Basedata](#). When working with **WJEC Basedata**, please make sure the correct **Basedata** series has been used. The fifth character in the series name is the language indicator. For example, 6G25_40 will be the English School Basedata, 6G25B40 is the Welsh language Basedata. You will need to ensure this is correct before you can import your results.
- **Examination Entries:** Respective examination entries can be created at the point of importing results files, but you should carry out further checks against examination entries prior to Exam Results Day. See [How to Manage Exam Entries](#).
- **Submissions Files:** Remember to check that **all your submission files have been created and submitted** to the boards for any last-minute changes such as tier changes. See [How to Manage Exam Entries/Submit Entry Files – Bromcom](#)
- **Student Portal:** If you are using the Student Portal to publish examination results. See [How to Configure Exams for the Student Portal](#)
- For further guidance and links to book **Live Webinars** on **Exams Results Day** see [here](#)

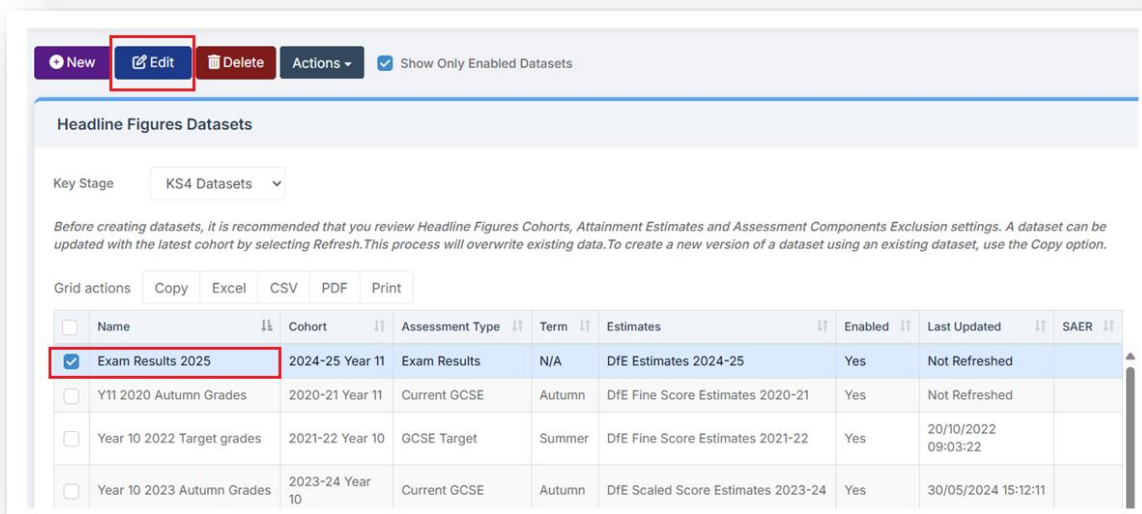
Exams Results Analysis Embargo

Exam Results Analysis can be performed in the Bromcom **KS4 Dashboard**, if you are using this analysis tool, please see the [KS4 Performance Guide](#).

If you are using the **KS4 Dashboard**, please ensure you have set the required **Results Embargo** for your **2025 Exam Results Data Set**. To do this go to **Modules > Analysis > Headline Figures Datasets**.



Select your **Exam Results 2025 Data Set**, in the example below the **Data Set** is named **Exams Results 2025** (your Data Set may be named something different) and click **Edit**.



Tick **Embargoed** and Click **Save**

Edit Headline Figures Dataset - Exam Results 2024

Name* Exam Results 2024

Description

Cohort 2023-24 Year 11

Attainment Estimates DfE Estimates 2023-24

Focus Exam Results

Enabled

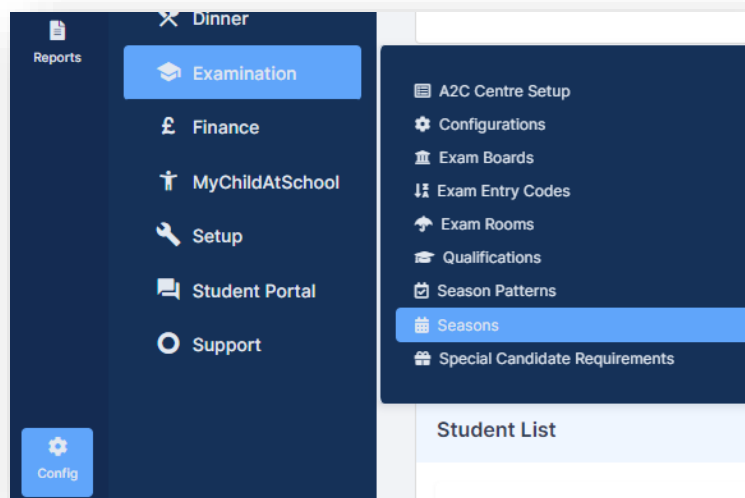
Embargoed *When a dataset is embargoed, it is only available for users with 'View embargoed results' permission.*

When a **Data Set is Embargoed**, it is only available for users with '**View Embargoed Results**' Permissions. See [Results Embargo](#) in the next section in this guide.

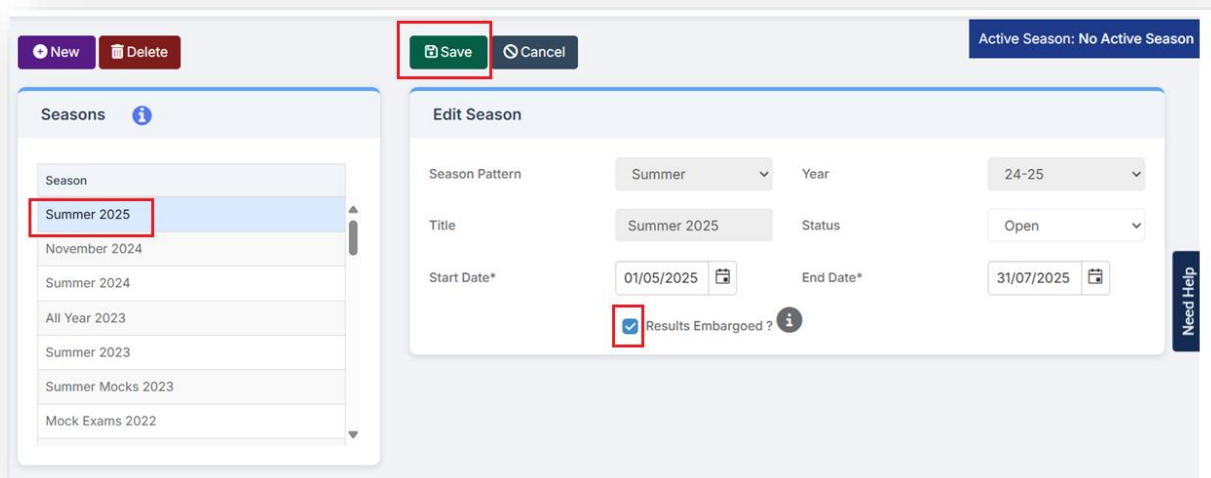
Results Embargo

Please Note: Any **Exam Results** in a **Season** which has an **Embargo** in place will be unable to be reported on by unauthorised personnel; this will be the case until the **Exam Results Embargo** is removed.

Make sure the season is embargoed **BEFORE** you import your results, to do this go to **Config>Examination>Seasons**.



From the **Seasons** page, click on the relevant **Season** and tick **Results Embargoed**. Click **Save**.



IMPORTANT: Running Reports: Remember that the **Embargo** will only apply to the **Results** themselves and to take care if you run reports and upload to the DMS. Once the reports are created by a user with rights to see the **Embargoed Results**, anyone with access to that file can see the contents of the file and the results are no longer protected by the embargo.

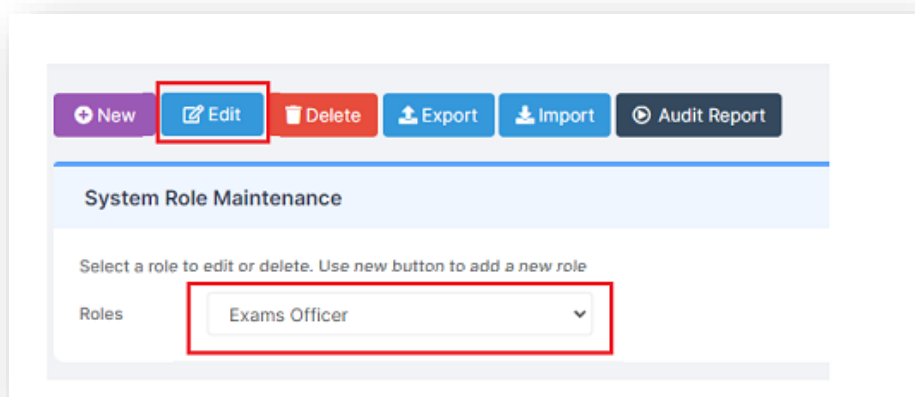
We advise that you do not create or store reports on the DMS - such as the Candidate Result Report - until the results are ready to be released to candidates

To remove the **Embargo** just **repeat the process** but remove the tick from the **Embargoed** tick box. Click **Save**.

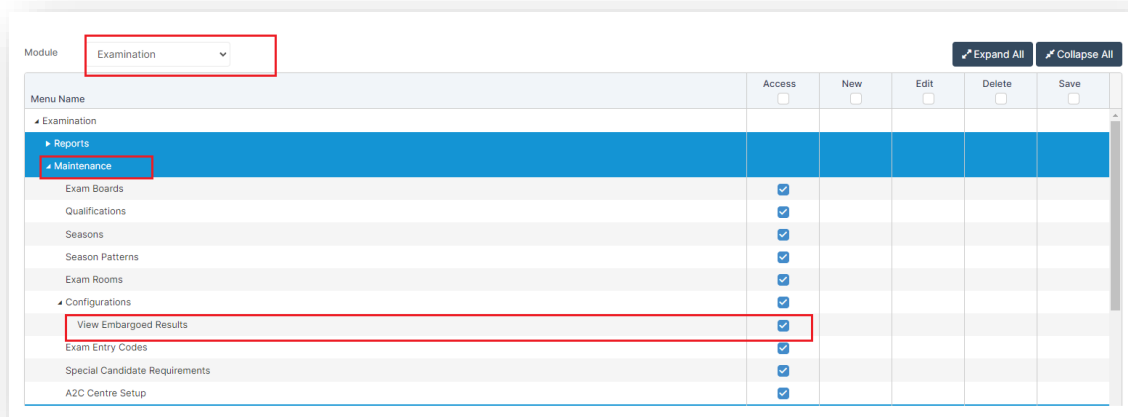
Staff Viewing Exam Results

You can define which staff can **View Embargoed Results** by going to **Config > Setup > Roles and Permissions**.

Once you have chosen the **Role** from the **Roles** drop down click **Edit**, in the example below we have chosen a role called Exams Officer.



Then choose **Examination** from the **Module** drop down and from within **Maintenance**, you can see and select **View Embargoed Results**, which is **ticked** in the example below.



Click **Save**

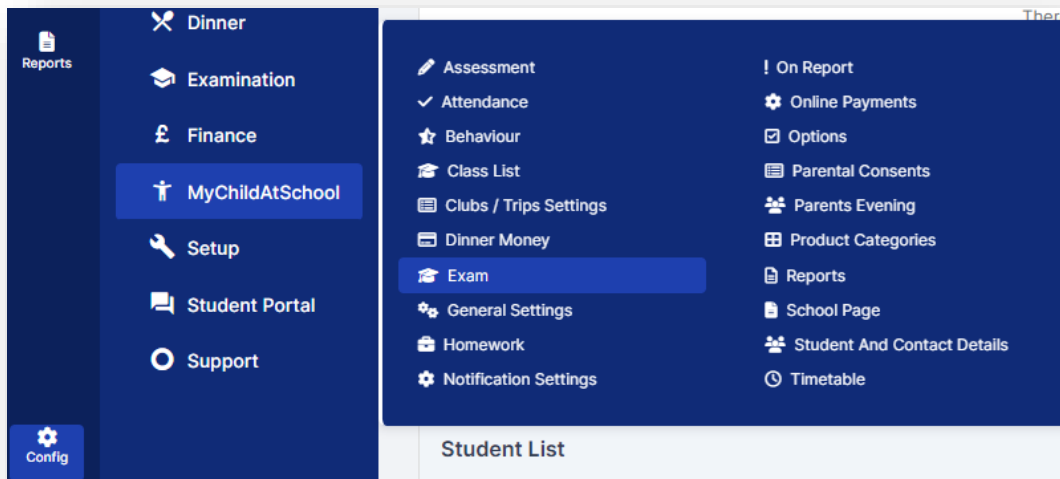
Parents Viewing Exam Results in MyChildAtSchool

IMPORTANT: Please check [JCQ Publication of Results](#) for regulations on sharing Exam Results

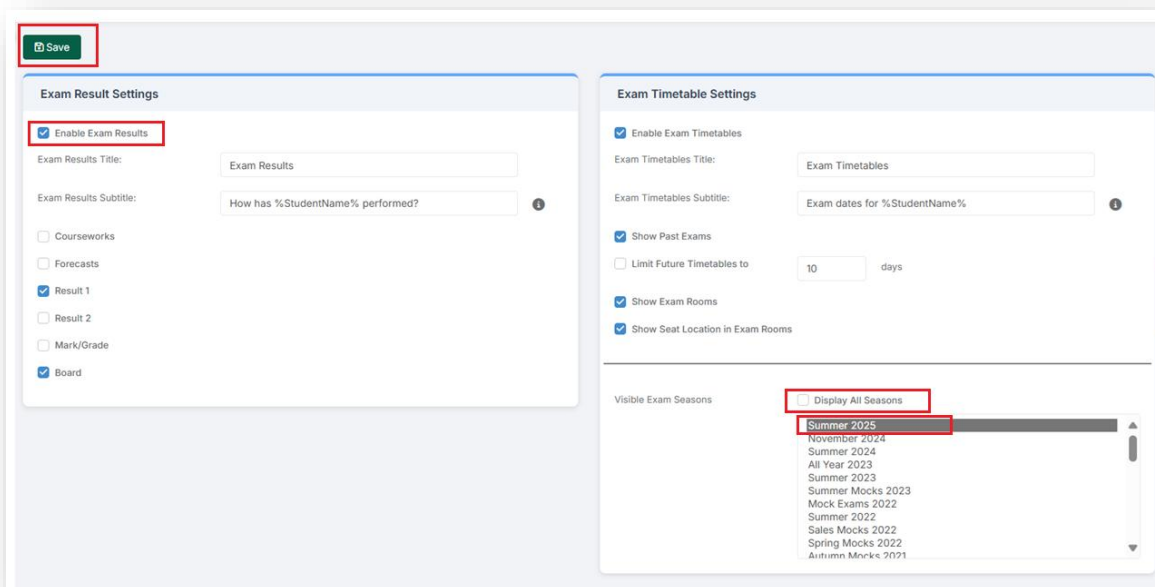
Bromcom has the facility to share candidate's **Exam Results** with parents.

- Please check your school's data consent policies in relation to sharing student exam results information with parents before performing this process.
- If an **Examination Season** is **Embargoed** in the **Exams Module**, then the parents will not be able to see the exam results until you remove the embargo. This does not affect any **Results Reports**, only the **Results** page.

Go to **Config > MyChildAtSchool > Exam**.



In the example below, we have ticked **Enable Exam Results**, as well as **Result 1** and **Board** in the **Exam Result Settings** panel. In the **Visible Exam Seasons** panel, we have unticked **Display All Seasons** and selected the **Summer 2025** Exam Season.

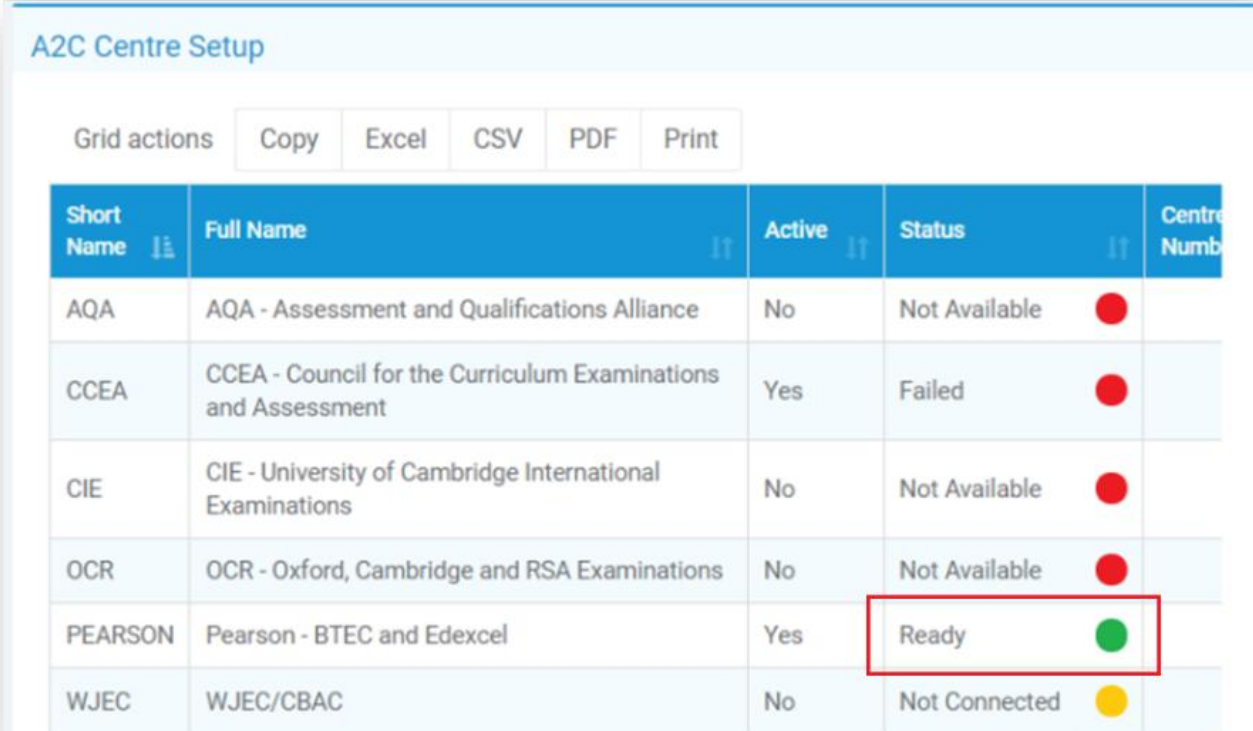


Click **Save**.

A2C Preparation for Importing Results

For further guidance on the integrated examination submission process see [A2C Exchange Guide](#)

- As it is possible to have a different **Status** for different awarding organisations, it is important to check the **Status** of each awarding organisation via **Config>Examination>A2C Centre Setup**.



The screenshot shows the 'A2C Centre Setup' interface. At the top, there are 'Grid actions' buttons for Copy, Excel, CSV, PDF, and Print. Below is a table with columns: Short Name, Full Name, Active, Status, and Centre Number. The table lists several awarding organisations with their respective statuses and active flags. The 'PEARSON' row is highlighted with a red box, showing a 'Ready' status with a green dot.

Short Name	Full Name	Active	Status	Centre Number
AQA	AQA - Assessment and Qualifications Alliance	No	Not Available	
CCEA	CCEA - Council for the Curriculum Examinations and Assessment	Yes	Failed	
CIE	CIE - University of Cambridge International Examinations	No	Not Available	
OCR	OCR - Oxford, Cambridge and RSA Examinations	No	Not Available	
PEARSON	Pearson - BTEC and Edexcel	Yes	Ready	
WJEC	WJEC/CBAC	No	Not Connected	

- This may be because the school does not use certain awarding organisations, or some submissions have been made using the manual download process.
- The **A2C Exchange** process will look to retrieve **Results files** for awarding organisations which are in a **Ready** status in the **A2C Centre Setup** page, regardless of how the initial submission was made.
- In the example below, only results for **Pearson** can be retrieved through the **A2C Exchange** as it is the only one in a **Ready** state. However, an attempt has been made to connect both **CCEA** and **WJEC/CBAC**, so their state should be corrected if results are to be successfully retrieved using the **A2C Exchange**.

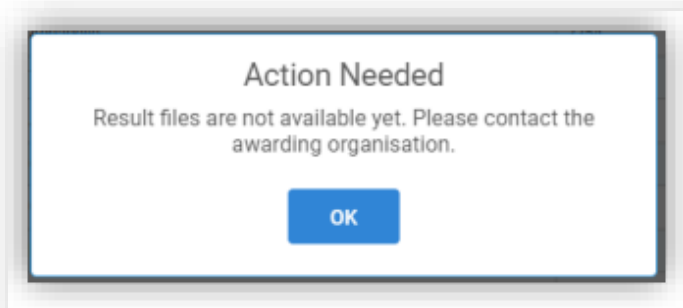
Any awarding organisation with the **Status** as **Not Available** will be ignored and the manual results **Upload** process will be required. See [Importing Exam Board Results](#) Files in this guide.

Importing Results using the A2C Exchange

Importing through the **A2C Exchange** works through the same **Import Results** action in the **Modules>Examination>Manage Results** page. Where no **Exam Boards** are in a **Ready** state, selecting **Import Results** will open that page directly and the process will be entirely manual.

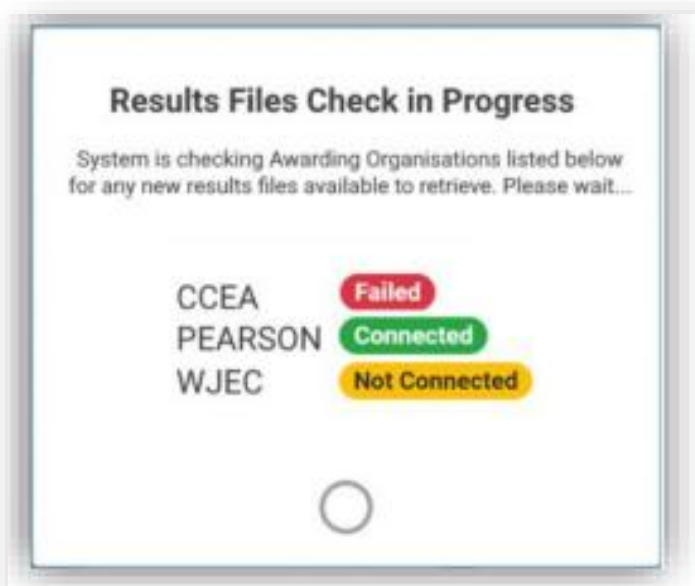
However, selecting **Import Results** where at least one **Exam Board** is in a **Ready** state on the **A2C Centre Setup** page, will begin an additional process.

Firstly, you may receive a message stating, **Results** files are not yet available. This could be because the **Import Results** process has been actioned before any **Results** have been released, or perhaps the wrong Season has been selected. It is most likely to occur though where the files are not yet available in the **A2C Exchange** and the following message will be displayed.



Processing Results

When selecting **Import** the system will display a message as it starts the check for **Results** files, which will summarise the **Status** of the awarding organisations based on **Submissions** and their **A2C Status**.



Once the check is complete, a second message returning the summary of **Results** retrieved will be displayed against each awarding organisation.



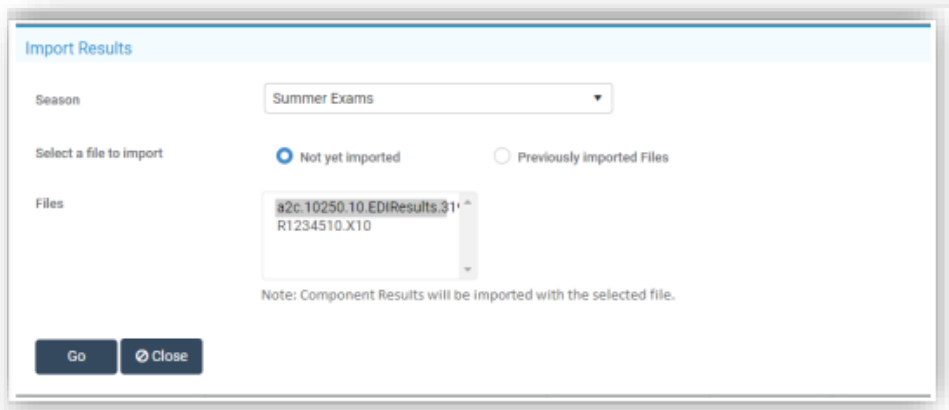
Clicking **OK** will close the message and open the **Import Results** page, where the retrieved **Results** file will be displayed in the **Import Results** window.

If all available awarding organisations are configured in the **A2C Centre Setup** page, no **Upload** button will be visible where all are in a **Ready** state.

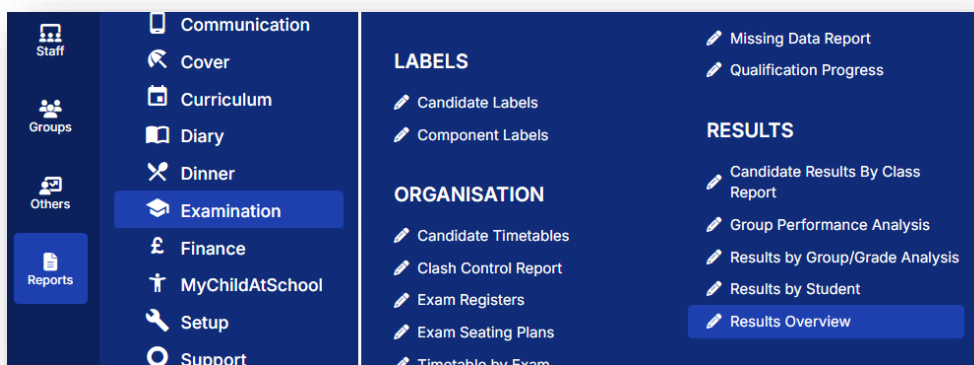
For **Results** to be imported, **Basedata** must have been imported for that season and the candidates must be included in that season. Candidates do not need to have been seated in Bromcom or have entries in Bromcom as this can be pulled from the Results file on import.

Importing Component Results Files.

Xml **Component Results** files prefixed with “a2c.” will form part of the **EDI Results** process and these will also be handled using the **Importing Results** routine. When selecting a file for Import, a note will appear indicating that ‘**Component Results** will be imported with the selected file’



As the **Components** equate mostly to **Exam Units**, in **Reports>Examination>Results Overview** this report will include any **Component Results**. This also applies where there are **Components** as well as **Exam Unit** options, both of which will be displayed in the report.



Importing Basedata

This is an automatic process **except for Pearson BTEC and CIE exam boards**.

For these two Exam Boards, prior to importing **Results Files**, use the **Import/Refresh Basedata** process to ensure you have both the latest version of **Basedata** and the correct **Basedata** for all entries you are expecting to receive.

First you must download the required **Basedata** from the Exam Boards you are planning to use. We have compiled a list of the most common **Exam Boards**, please see below.

Exam Board	Website
AQA	http://www.aqa.org.uk
CCEA	http://www.ccea.org.uk
Pearson	qualifications.pearson.com
NCFE	https://www.ncfe.org.uk
OCR	http://www.ocr.org.uk
WJEC / CBAC	http://www.wjec.co.uk
CIE	http://www.cie.org.uk
ICAA	http://www.icaa.com

Note: Download the **Basedata** as **Zip Files** but do not extract the files within.

These will be automatically unzipped during the upload process – remember to tick the **Show All Files** button when importing a new series.

Select 6G25_7 Basedata to Import

Season: Summer 2025 Board: <NOT SELECTED>

Files: Show All Files

06G25_40.X01
06S25_40.X01
06Y25_10.X01
06G25_70.X01

Auto Select:

Only Valid uploaded base data files will show here

Last Imported on 04/06/2025 11:02

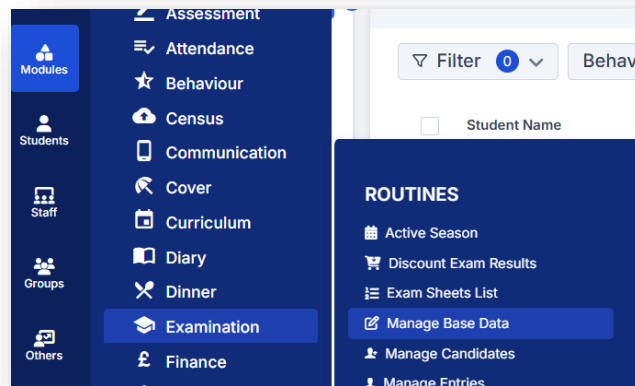
Match Import for Series: 6G25_70 AQA Summer 2025 Convert TEXT to Lower Case

Show only selected exam options Show all available Exam Options Search:

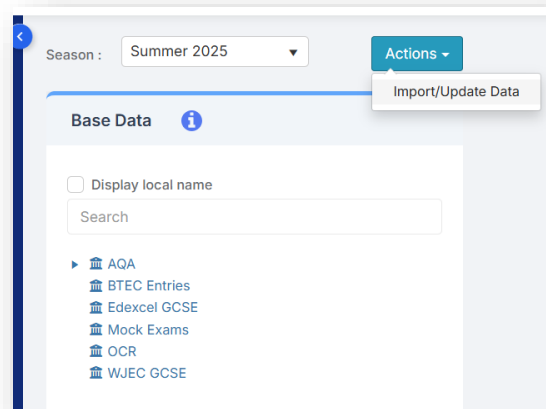
For more information see [How to Import Basedata](#)

Update Basedata

Use this process to ensure you have the **latest version** of the **Basedata**. To do this go to **Modules > Examination > Manage Basedata**.



Check you have the correct **Season** selected from the **Season** drop down, then from the **Actions** drop down, select the **Import/Update Data**.



From the **Files** area click to select the **Basedata** file you wish to **Update** and select the **Match Import for Series** from the dropdown list.

- If required, you can use the **Board** dropdown list to refine the list of available **files**. In the example below **AQA** has been chosen from the **Board** dropdown.
- Check the final part of the **File** name as this is the **version number**, for example .X01 is version 1 of a file, .X02 is the second version. Where there are two files with different extensions, choose the file with the highest number. E.g., if you can see both O6B23_15.X01 and O6B23_15.X02, choose O6B23_15.X02
- The **Convert TEXT to Lower Case** tick box will convert any BLOCK CAPITAL DATA found within the **Basedata**, into a lower-case format. This is ticked by default.
- By default, the system automatically **Shows only selected exam options** and ticks all the **Exam Options** you have already imported. You can individually select /deselect any additional **Exam Options** you wish to update the **Basedata** for or use the top left tick to **Select/Deselect All Options**.

Once you are happy with your selections, click the bottom left **Update** button to **Refresh** the **Basedata** for the selected **Exam Options**.

Select 6G25_7 Basedata to Import

Season: Summer 2025 Board: AQA

Files: 6G25_70.X01 Auto Select: Only Valid uploaded base data files will show here

Last Imported on 04/06/2025 11:02

Match Import for Series: 6G25_70 AQA Summer 2025 Convert TEXT to Lower Case

Show only selected exam options Show all available Exam Options Search:

<input type="checkbox"/>	Name	Exam Code	Exam Name	QCA Accred.
<input checked="" type="checkbox"/>	8236 Dance (GCSEFC Certification)	8236	Dance	60185491
<input checked="" type="checkbox"/>	8261 Drama (GCSEFC Certification)	8261	Drama	60185752
<input checked="" type="checkbox"/>	8271 Music (GCSEFC Certification)	8271	Music	60183615
<input checked="" type="checkbox"/>	8300F Mathematics Tier F (GCSEFC Certification)	8300F	Mathematics Tier F	60146084

The **Confirmation** popup confirms that any changes you have made to the Local Name, Time & Date of the original exam component for the selected exams will be lost.

This does not affect the time and date of **COPY versions** you have created to accommodate exam clashes.

Confirmation

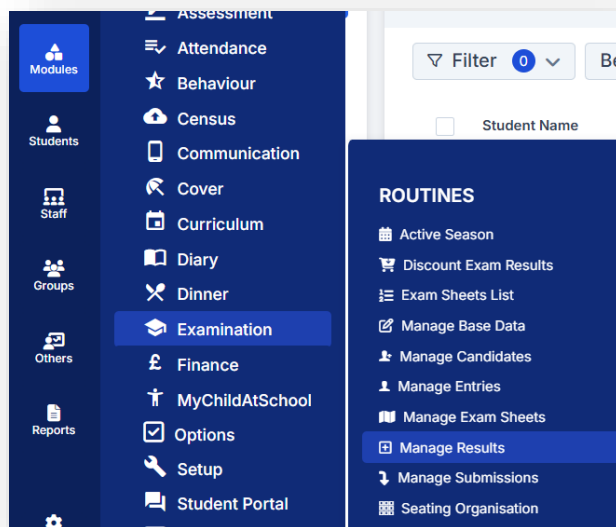
Any changes to the time & date of the original component for the selected exams will be lost, do you want to continue?

Click **Proceed** to complete the update.

Importing Exam Board Results Files

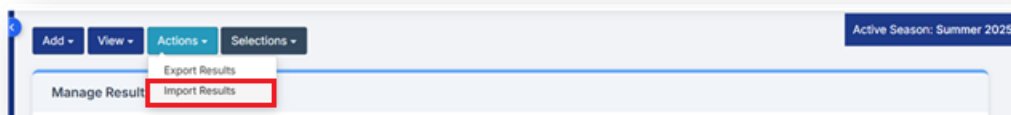
If **you are not using the A2C Integration**, then before **Importing Results Files** into Bromcom, ensure you have first downloaded your **Exam Board Results Files** and saved locally to your PC.

Once you have downloaded your **Exam Board Results Files** and saved them locally, go to **Modules > Examination > Manage Results**.

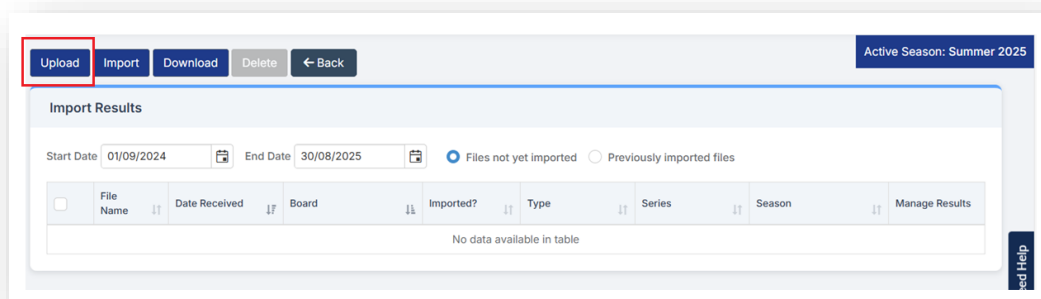


Check you have the correct **Season** on the **top right** (in this example the season is called Summer 2025, your **Season** may have a different name).

Then from the **Actions** drop down, select **Import Results**.



To select your **Exam Board Results Files** from your PC, click **Upload**



Then locate your **Exam Board Results Files** saved locally on your PC. You can select all your Exam Board Results Files at the same time for this process.

The uploaded 'R' Results Files will now appear in the Files window with the Files not yet imported radio button selected.

<input type="checkbox"/>	File Name	Date Received	Board
<input type="checkbox"/>	R1234511.X11	27/07/2018 17:05	Edexcel GCSE
<input type="checkbox"/>	R1234511.X09	27/07/2018 16:38	Edexcel GCSE
<input type="checkbox"/>	R1234511.X07	01/06/2018 15:16	Edexcel GCE
<input type="checkbox"/>	R1234510.X01	04/06/2016 06:11	Edexcel GCSE
<input type="checkbox"/>	R1234510.X10	04/06/2016 06:11	Edexcel GCSE

Now select each of your Exam Board Results Files in the Files box **one at a time** and click the **Import** button.

Upload **Import** Download Delete ← Back

Import Results

Start Date: 01/06/2018 End Date: 31/08/2024

<input type="checkbox"/>	File Name
<input checked="" type="checkbox"/>	R1234511.X11
<input type="checkbox"/>	R1234511.X09
<input type="checkbox"/>	R1234511.X07

The system will check the EDI Results File against the corresponding Basedata Entries and then return a Summary of the Imported Data once the process is complete.

Dealing with Import Issues

In cases of mismatching data, the **Import Results** page will provide you with a choice of options to follow and provide a description of the **Problem** for you to decide upon the course of action; simply select the appropriate outcome before proceeding.

Below is an example screenshot of Import Issues.

Candidate	UCI	Candidate No	Exam Code	Exam Name	Problem	Results File Entry Code	Ignore Entry	Current Candidate Exam Entries	All Exam Codes of the Series	Exam Option
Courtney L Ryder	123450210347D	0347	8464F	Combined Sci: Trilogy Tier F	Exam Code not in Candidate entered Exams.	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Courtney L Ryder	123450210347D	0347	8202	Art & Design (Fine Art)	Exam Code not in Candidate entered Exams.	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Courtney L Ryder	123450210347D	0347	8145AA		Exam Code not in Basedata.	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Natasha R Seyi-Abiodun	123450210349V	0349	8464F	Combined Sci: Trilogy Tier F	Exam Code not in Candidate entered Exams.	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Natasha R Seyi-Abiodun	123450210349V	0349	8202	Art & Design (Fine Art)	Exam Code not in Candidate entered Exams.	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Natasha R Seyi-Abiodun	123450210349V	0349	8145AA		Exam Code not in Basedata.	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Sarah W Slicock	123450210350K	0350	8958	French	Exam Code not in Candidate entered Exams.	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	

Problem: Exam Code not in Candidate entered Exams: this is when the **Candidate is not entered for the Exam Code**. In that example you would move the tick from **Ignore Entry** to **Results File Entry Code**.

Candidate	UCI	Candidate No	Exam Code	Exam Name	Problem	Results File Entry Code	Ignore Entry	Current Candidate Exam Entries	All Exam Codes of the Series	Exam Option
Courtney L Ryder		0347	8464F	Combined Sci: Trilogy Tier F	Exam Code not in Candidate entered Exams.	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	

Problem: Exam Code not in Basedata; this is when the **Exam Code is not in the Basedata for the Season**. The Basedata needs to be updated, and the **Exam Code** selected. Then repeat the Import Results process. For information on updating Basedata see [Updating Imported Basedata](#)

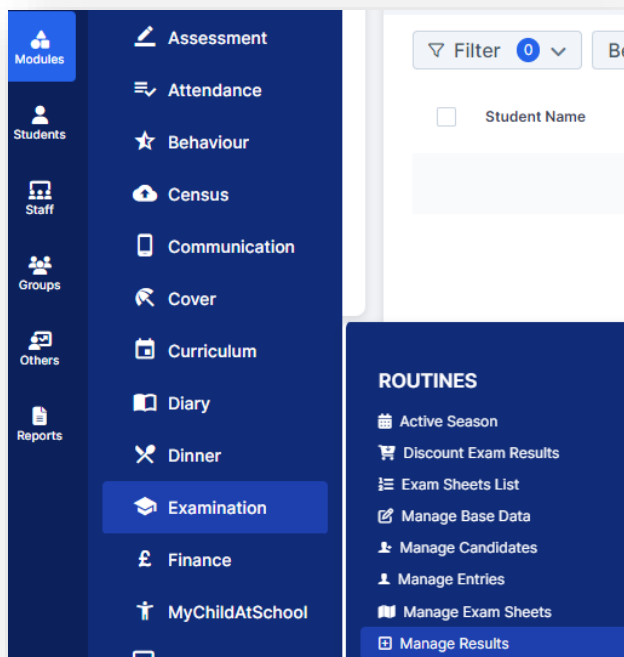
Candidate	UCI	Candidate No	Exam Code	Exam Name	Problem	Results File Entry Code	Ignore Entry	Current Candidate Exam Entries	All Exam Codes of the Series	Exam Option
Courtney L Ryder	123450210347D	0347	8464F	Combined Sci: Trilogy Tier F	Exam Code not in Candidate entered Exams.	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Courtney L Ryder	123450210347D	0347	8202	Art & Design (Fine Art)	Exam Code not in Candidate entered Exams.	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Courtney L Ryder	123450210347D	0347	8145AA		Exam Code not in Basedata.	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	

Once the issues have been corrected, return to the **Import Results** page, and select the **Previously Imported** button, select the **File**, and **Import** again.

If **Exam Entries** were not made on the MIS and are missing compared to the **Results file**, you will have the option to choose what to do with these results. This includes matching the entries in the results file, at which point the entries will be made in the system. You would not then expect to submit these entries.

Add EDI Results manually

Please Note: to use this method **you must have created an Entry** for the **Candidate** from within the **Examination** module. To add **EDI Results** manually, go to **Modules > Examination > Manage Results**.



Ensure the correct **Season** is selected from the **Season** dropdown

Select one or more **Candidates** by clicking on the names or use the top right **Search Names**.

IMPORTANT: Results may only be added one Option at a time with the same Result and Mark for all selected **Candidates**.

Then from the top left **Add** drop down select **Results**.

Active Season: Summer 2025

Non-EDI Results
Results

Season Summer 2025 Search Names

Last Name	First Name	Admission Number	Candidate Number	Year Group	Tutor Group	Candidate Type	Special Candidate	Centre Number
Abioye	Bettina	S00031	0409	11	11A	Internal	No	12345
Addison	David	S00032	0410	11	11B	Internal	No	12345
Addison	Harry	S0303A	0411	11	11A	Internal	No	12345
Ahmed	Lesley	S00002	0413	11	11A	Internal	No	12345

Need Help

From the **Exam Option Selector** list find the **Exam Option**, using the left-hand filters, if required. Remember to click **Find** to refresh the list if you do add any left-hand filters.

In the example below **GCSE** has been chosen in the **Exam Level** dropdown, click **Find** to refresh the **Exam Options Selector** List to show only **GCSE Exam Options**.

Click on the required **Exam Option**, only one can be chosen at a time then click **Done**.

Exam Option Selector

Season Summer 2025 30 results found | 1 items selected

Find Clear Select Last Done

Board	Series	Exam Level	Option Title	Option Code
AQA	6G25_70	GCSE	Dance	8236
AQA	6G25_70	GCSE	Drama	8261
AQA	6G25_70	GCSE	Music	8271
AQA	6G25_70	GCSE	Mathematics Tier F	8300F
AQA	6G25_70	GCSE	Mathematics Tier H	8300H
AQA	6G25_70	GCSE	Statistics Tier F	8382F
AQA	6G25_70	GCSE	Statistics Tier H	8382H
AQA	6G25_70	GCSE	Biology Tier F	8461F
AQA	6G25_70	GCSE	Biology Tier H	8461H
AQA	6G25_70	GCSE	Chemistry Tier F	8462F
AQA	6G25_70	GCSE	Chemistry Tier H	8462H
AQA	6G25_70	GCSE	Physics Tier F	8463F
AQA	6G25_70	GCSE	Physics Tier H	8463H
AQA	6G25_70	GCSE	Combined Sci: Trilogy Tier F	8464F
AQA	6G25_70	GCSE	Combined Sci: Trilogy Tier H	8464H

Board <NOT SELECTED>

Series <NOT SELECTED>

Qualification Code

Qualification Title

Option Code

Option Title

Component

Certification Code

Exam Level GCSE

You can now complete the **Result Details**, note you must enter the mark for the Result.

- Add the **Grade** from the dropdown
- Add the **Mark** in the box provided for marks.
- If you know the **Result** should be discounted from **Headline Figures**, tick the **Is Result Discounted** tick box.

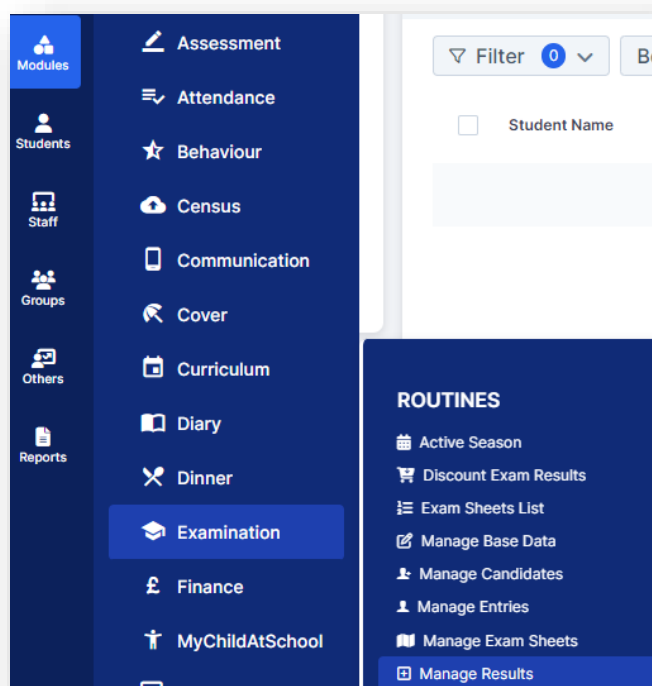
Click **Save**.

Exam Option Code	8382H	Season	Summer 2025
Exam Option Name	Statistics Tier H		
Grade	9	Mark	158
Possible Grades		Possible Marks	0 - 160
<input type="checkbox"/> Is Result Discounted			
Save Close			

Adding Non-EDI Exam Results

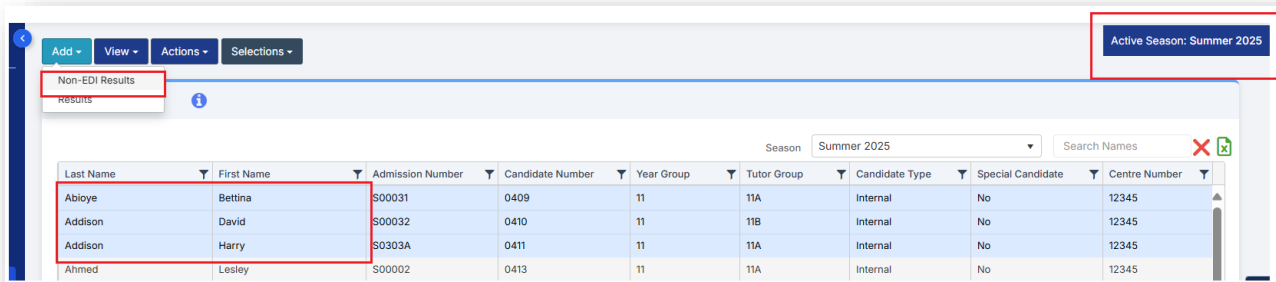
Please Note: to use this method you DO NOT need an Entry for the **Candidate** from within the **Examination** module. Only **qualification results**, and not component results can be added as **Non-EDI**

To add your **Non-EDI Results**, go to **Modules>Examination>Manage Results**.



Ensure the correct **Season** is selected from the **Season** dropdown

- Select one or more **Candidates** by clicking on the names or use the top right **Search**.
- **Results** may only be added one qualification at a time with the same Result for all selected **Candidates**.
- From the top left **Add** drop down, select **Non-EDI Results**.



This will open the **Non-EDI Exam Results Input** pop up

- For **Entry Type: Tip:** it would be advisable to have the **QN Number** for the **Qualification** to hand and switch the radio button to **via QN**. This way, you can type the **QN Number** into the search window and the basic details of the **Qualification** will automatically appear in most of the respective fields. Often, a grade dropdown will activate for you to select the appropriate grade.
- Using the **via QN Option**, start typing the **QN** (or awarding body name) and select the **Qualification** from the predicted list.
- If you select **Manual**, then complete the Result fields as required noting **all fields marked as * must be completed**.
- An **Exam Level*** is still required so if this remains **<Not Selected>**, add an appropriate **Exam Level** from the dropdown list.
- Enter the Mark and **Grade***, the **Grade*** must be completed.
- Ensure that the **Points* Field** is populated (add zero if this is blank). If the award is included in official performance tables, the **Points *field** will also update automatically.
- If you know the **Result** should be discounted from **Headline Figures**, tick the **Is Result Discounted** tick box.

Non-EDI Exam Results Input

Entry Type via QM Manual

Subject Classification Code* 50121637 / LH1

Subject Code* Music Performance [LH-]

Exam Level* NQF Level 3

Title* Music Performance

Mark

Grade* D

Points* 8.50 Is Result Discounted

When you are happy with the **Exam Result** click the **Save** button.

Amending Results (EDI and Non-EDI)

If you need to amend your **Exam Results**, for example following an **Enquiry about a Result** that has resulted in a Grade or Mark change, go to **Modules > Examination > Manage Results**.

- If needed, you can select the relevant **Season** from the drop-down choices.
- Then select the **Candidate or Candidates** whose **Results** you wish to **Edit**
- Then on the **View** drop down select either **Results** or **Non-EDI Results**.

Active Season: Summer 2024

Non-EDI Results

Season: Summer 2024

Last Name	First Name	Admission Number	Candidate Number	Year Group	Tutor Group	Candidate Type	Special Candidate	Centre Number
Abbas	Haniya	0302A	0338	11	11A	Internal	No	12345
Adia	Rizwaan	0304A	0340	11	11B	Internal	Yes	12345
Alwadi	Dina	0305A	0341	11	11A	Internal	No	12345
Bakalova	Lillie-Mae	0307A	0342	11	11B	Internal	No	12345
Barry	Claire	0308A	0343	11	11A	Internal	Yes	12345
Borysiewicz	Sally-Jane	0309A	0387	11	11B	Internal	No	12345
Chatterjee	Carrie-Ann	0311A	0388	11	11A	Internal	No	12345
Davey	Treana	0313A	0389	11	11B	Internal	No	12345
Garish	Graham	0316A	0390	11	11A	Internal	No	12345

In the **Results Details** pop up click on the **Exam Option** and then click **Edit**

Results Details

Selected candidate is Bettina Abioye

Exam Option	Exam Option Code	Board	Board Code	Level	Season	Mark	Grade	End 1	Points	Discounted
English Language	8700	AQA	70	GCSE	Summer 2025		9	D	9.00	No
Mathematics Tier H	8300H	AQA	70	GCSE	Summer 2025	239	9		9.00	No

New Edit Close Back Next

Edit the **Results Details** as required. Then click **Save**.

Results Details

Exam Option Code: 8700 Season: Summer 2025

Exam Option Name: English Language

Grade: 9 Mark: D

Result Two: Endorsement Two

Possible Grades(R1): Possible Grades(E1)

Possible Grades(R2): Possible Grades(E2)

Is Result Discounted

Save Close

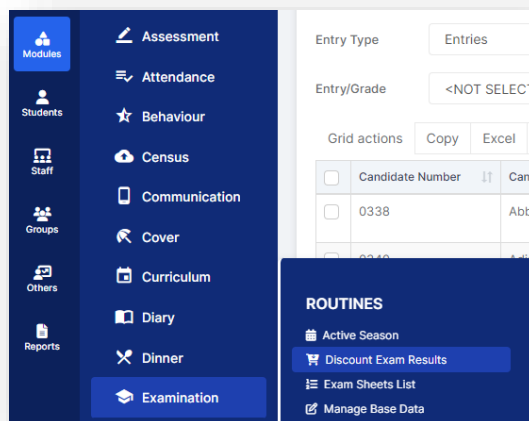
In the **Results Details** page, use the **Back** and **Next** buttons to navigate through **Candidates** if more than one **Candidate** has been selected.

Exam Option	Exam Option Code	Board	Board Code	Level	Season	Mark	Grade	End 1	Points	Discounted
English Language	8700	AQA	70	GCSE	Summer 2025	9	D		9.00	No
Mathematics Tier H	8300H	AQA	70	GCSE	Summer 2025	239	9		9.00	No

Discounting Exam Results

Bromcom enables you to **Edit Discount (Subject Classification) Codes** to ensure the correct data is used in performance output reports and statistics.

Go to **Modules > Examination > Discount Exam Results**.



The page will then populate with the active **Season** which can be changed if required using the **Season** drop down.

All **Candidates** along with their **Exam Details** and **Number of Results** will be displayed, use the top right **Search** to locate Individual **Candidates** or use the **Column Headers** to sort the individual columns if required.

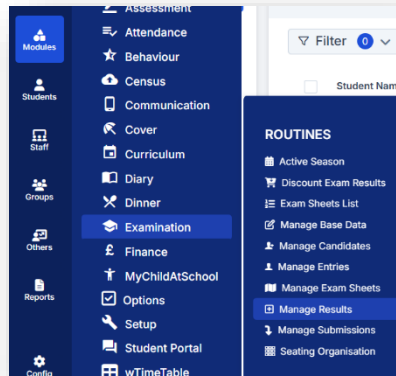
Click on a single Student and click **Edit** to display their **Entries** then tick **Discounted** on the required Entry.

Last Name	First Name	Year Group	Tutor Group	Date of Birth	UCI	Exam number	UPI	# Results	# Discounted
Bailey	Jessica	11	11A	15/07/2007	123450210067R	0067	Q93683981206G	1	0
Bishop	Eleanor	11	11B	09/10/2006	123450210227B	0227	R204639820006	0	0

Any changes made by the **User** will be **highlighted in green** and can be confirmed by clicking the top left **Update** button. Click **Reset to System Discounts** if required.

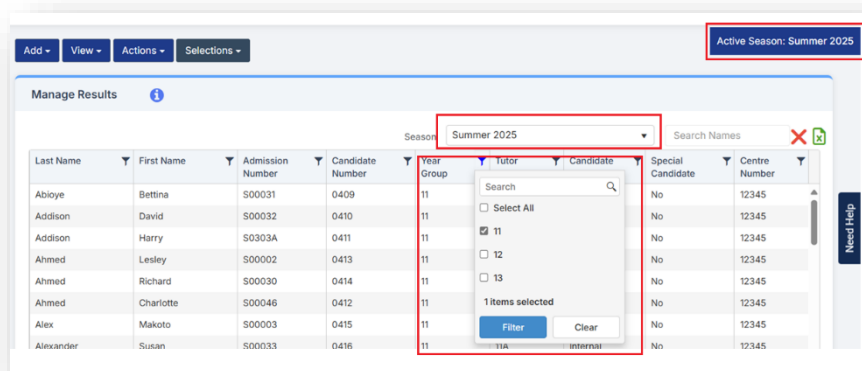
Exporting Results

Use this process to export **Exams Results** into either an excel spreadsheet, csv format or as text. This process is often used to perform more analysis on the **Exam Results** in for example Excel. Go to **Modules > Examinations > Manage Results**.

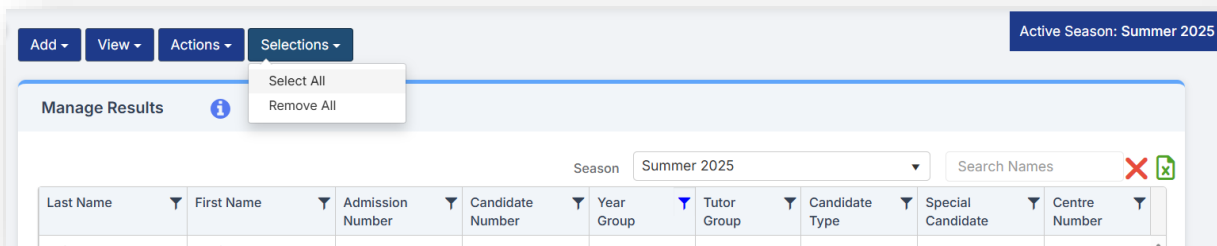


Check you have the correct **Season** and if needed change the **Season** from the dropdown.

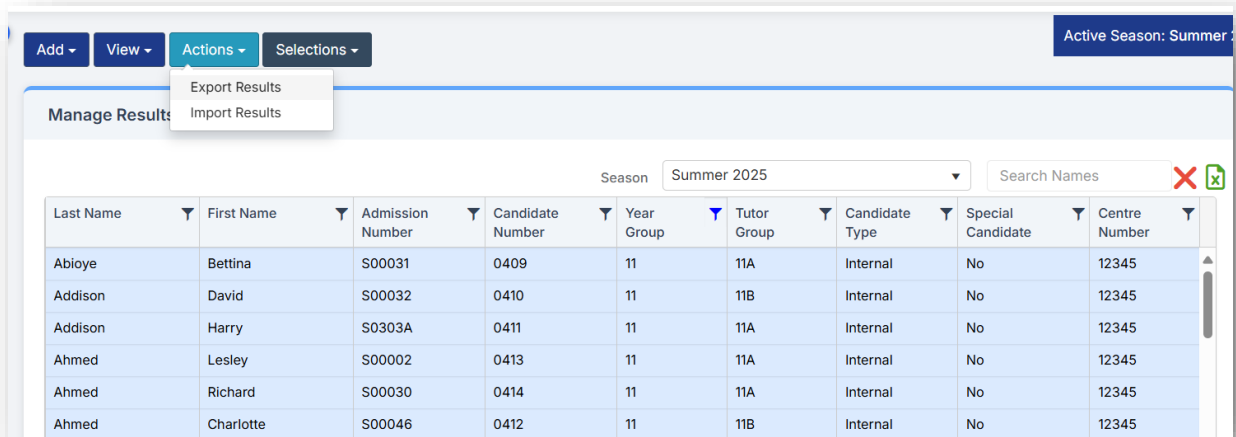
In the example, if you only want to view **Year 11 Exam Results**, click on the **Year Group** column filter, tick **11**, and then click **Filter**.



Then from the **Selections** drop down, choose **Select All** to highlight, for example, every student in Year 11.



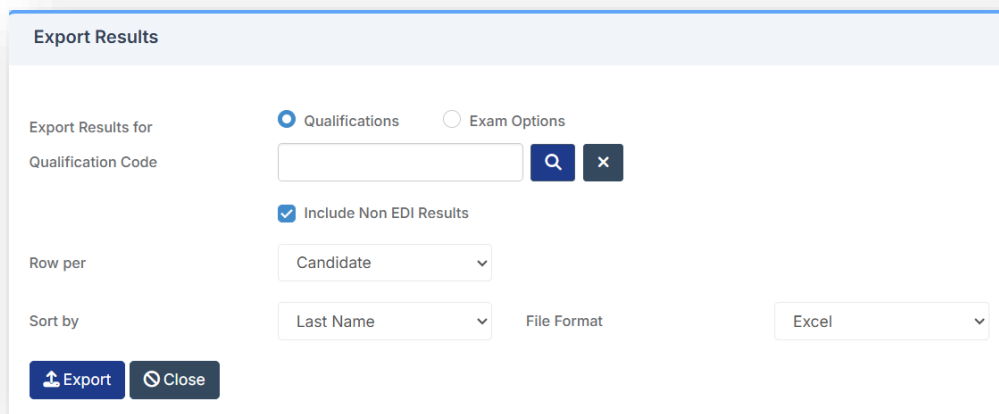
From the **Actions** drop down, select **Export Results**.



The screenshot shows the 'Manage Results' interface. At the top, there are buttons for 'Add', 'View', 'Actions', and 'Selections'. The 'Actions' dropdown menu is open, showing 'Export Results' and 'Import Results'. Below this, there is a 'Season' dropdown set to 'Summer 2025' and a 'Search Names' input field. A table of results is displayed with the following columns: Last Name, First Name, Admission Number, Candidate Number, Year Group, Tutor Group, Candidate Type, Special Candidate, and Centre Number.

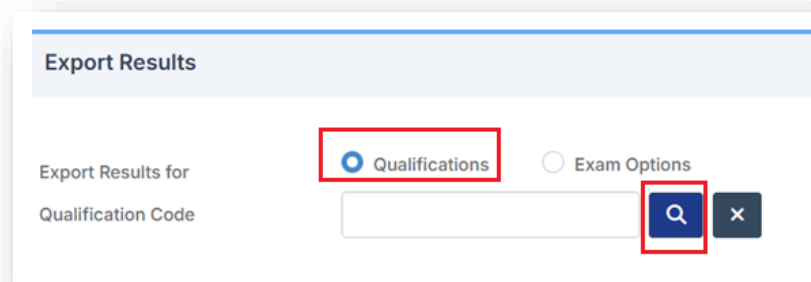
Last Name	First Name	Admission Number	Candidate Number	Year Group	Tutor Group	Candidate Type	Special Candidate	Centre Number
Abioye	Bettina	S00031	0409	11	11A	Internal	No	12345
Addison	David	S00032	0410	11	11B	Internal	No	12345
Addison	Harry	S0303A	0411	11	11A	Internal	No	12345
Ahmed	Lesley	S00002	0413	11	11A	Internal	No	12345
Ahmed	Richard	S00030	0414	11	11A	Internal	No	12345
Ahmed	Charlotte	S00046	0412	11	11B	Internal	No	12345

From the **Export Results** page, choose either **Qualifications** or **Exam Option**. Note: include **Non-Edi Results** is ticked by default.



The screenshot shows the 'Export Results' form. It has two radio buttons: 'Qualifications' (selected) and 'Exam Options'. Below this is a 'Qualification Code' input field with a search icon and a clear icon. There is a checked checkbox for 'Include Non EDI Results'. The 'Row per' dropdown is set to 'Candidate'. The 'Sort by' dropdown is set to 'Last Name'. The 'File Format' dropdown is set to 'Excel'. At the bottom, there are 'Export' and 'Close' buttons.

In the example below, **Qualification** has been selected, then click the **blue find icon** to open the **Exam Qualification Selector** list.

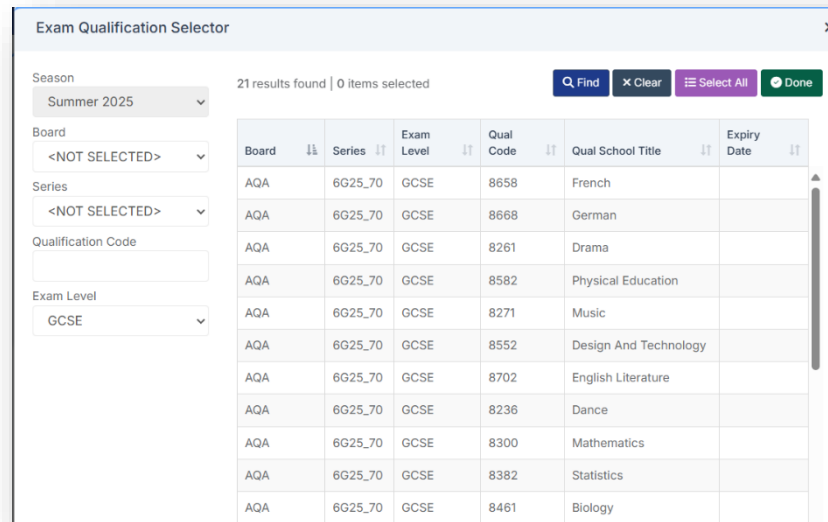


This is a close-up of the 'Export Results' form. The 'Qualifications' radio button is highlighted with a red box. The search icon (a magnifying glass) in the 'Qualification Code' field is also highlighted with a red box.

In the example below **Exam Level** has been set to **GCSE**, click **Find** to refresh the list to just show **GCSEs**.

Note: more than one **Exam Level** can be selected by leaving the **Exam Level** drop down as **not selected** and then selecting all the individual required qualifications to export.

Then either click to select the qualifications one by one or click the top right **Select All** and click **Done** to return to the **Export Results** page.

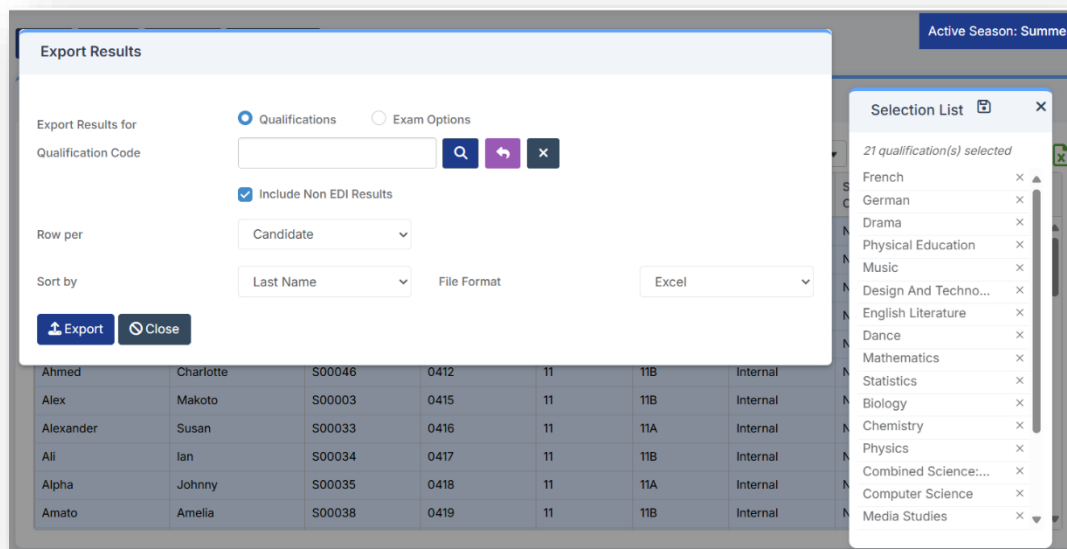


Next, in **Export Results**

- Choose to either show **Row per Candidate** or **Row per Result**.
- Then choose to **Sort by** either **Last Name** or **Candidate Number**
- Finally, choose the **File Format** as either **Excel, CSV, or Text Format**.

Click **Export** to complete the process.

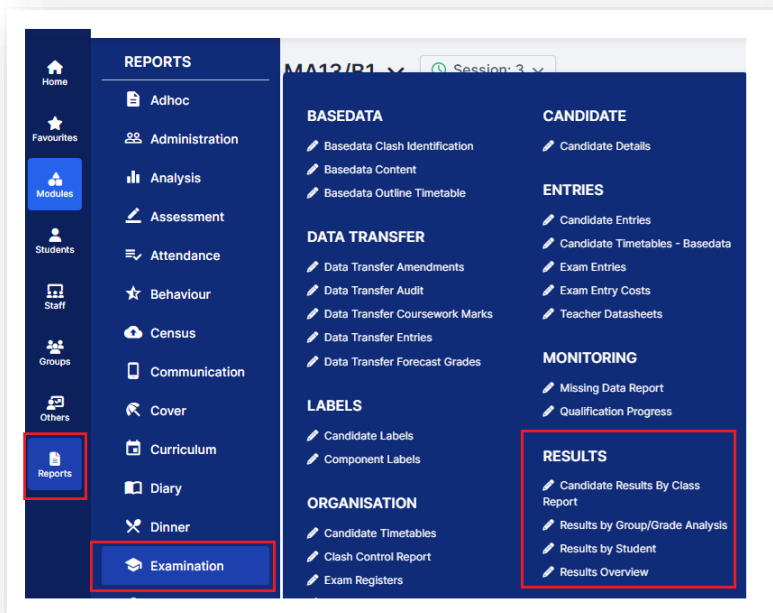
This **Export** will include the marks where appropriate as well as the grade in the cell.



Reporting on Exam Results

The following four 'Reporting' sections in this guide cover how to report on **Exam Results** including the following areas:

- Results by Group/Grade Analysis
- Results Overview
- Candidate Results by Class
- Results by Student



To access these built in reports, go to **Reports>Examinations>Results**

Reporting: Results by Group/Grade Analysis

This **Exam Subject and Code** report is available to view once your **Candidate Results** have been imported into the Bromcom MIS. This report will display all specified results in the style of a **Grade Distribution** table.

Report Parameters

First select the Season and then the Exams and Candidates to report on

Season: Summer 2025

Exam Level: GCE, GCSE

Option Code: [Field] [Find] [Clear] [Select Last]

Content: Overall Result Overall Result per Class Result per Candidate, per Class

Candidate Name: [Field] [Find] [Clear] [Select Last]

Display: Percentage Count

Coverage: Results to Date Results for this Season only

Display Grade: Code Name & Code


Include subsidiary students

Cumulative

Display Residual

- Start by checking you have the relevant **Season** from the **Season** dropdown.
- For **Exam Level**, you can control and click to choose more than one **Exam Level** if required.
- Next, decide on the **Option Codes** to be included, use the **Option Code Find** icon to locate the relevant **Option Code(s)** for your report.
- Switch the radio button to the required **Content** Field; your selection from within this **Field** will determine the formatting and appearance of the report.
- Select the **Candidate Names** whom you wish to report on by clicking the **Find** icon.
- Finally, set the **Display** option for the report by selecting either **Percentage** or **Count**.
- Once you have completed the criteria for each field, you can finalise the process and run the report by clicking the top left **Preview** button.


Below are some examples of the **Results by Group/Grade Analysis Report**.

Results by Group/Grade Analysis Report Bromcom Technology School 

Season: Summer Bromcom 2017 Exam Level: GCE

Displayed as Percentage Results till date

Exam	Code	Entries	A*	A	B	C	D	E	U	X	Q	N
Art & Des Adv(art,craft & Des)	7201	1	0.00	0.00	0.00	100.00	0.00	0.00	0.00	0.00	0.00	
Art & Des Adv (fine Art)	7202	1	0.00	0.00	100.00	0.00	0.00	0.00	0.00	0.00	0.00	
Biology As	7401	10	20.00	0.00	20.00	40.00	10.00	10.00	0.00	0.00	0.00	0.00
Biology Adv	7402	6	33.33	0.00	16.67	0.00	50.00	0.00	0.00	0.00	0.00	
Chemistry As	7404	6	50.00	0.00	16.67	16.67	16.67	0.00	0.00	0.00	0.00	0.00
Chemistry Adv	7405	4	0.00	50.00	0.00	25.00	0.00	25.00	0.00	0.00	0.00	
Business	8BS0	2	100.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Business	9BS0	2	0.00	50.00	50.00	0.00	0.00	0.00	0.00	0.00	0.00	
Overall		32	14.29	31.25	9.38	15.63	25.00	9.38	3.13	0.00	0.00	0.00

Bromcom Training School 

Results by Group/Grade Analysis Report

Season: Summer 2025 Exam Level: GCSE
 Displayed as Count Results for this Season




Exam	Entries	9	8	7	6	5	4	3	2	1	U	Q	X
8035 Geography	51	0	0	0	47	2	0	2	0	0	0	0	0
8572 Media Studies	51	0	38	4	1	3	4	0	0	1	0	0	0
8700 English Language	37	3	7	5	13	1	6	1	1	0	0	0	0
Overall	139	3	45	9	61	6	10	3	1	1	0	0	0

Reporting: Results Overview

This table report by **Candidate** shows the **Grades for the chosen Candidates and Exam Level.**

- Simply select the **Season** from the dropdown choices
- For the **Exam Level**, you can hold control and click to select multiple **Exam Levels.**
- Find the **Candidates** using the **Candidate Name** selector.
- Choose to display **Content** as Grades, Marks, Points or Residuals
- **Order by** Name, Candidate Number, Points Score or Tutor Group – if **Tutor Group** selected then ***Page Break** options available.
- **Coverage** choose EITHER results to date or for this season only
- ***Page Break**, select **None** or **Tutor Group**
- **Result Type**, choose **Certification** or **Unit**
- Finally tick if required to **Include Non-EDI Exam results**, **Include only Exams Option Codes**, **Horizontal Header**, and **Include Subsidiary Students.**

Select **Preview** to view the report.

 Preview
 Schedule
 Export
Data
Sample
View Reports
 Save Previewed Report

Report Parameters

First select the Season and then the Exams and Candidates to report on

Season: Summer 2025

Exam Level:

GCE
 GCSE

Candidate Name:

Content: Grades Marks Points Residuals

Order By: Name Candidate Number Points Score Tutor Group then Name

Coverage: Results to Date Results for this Season only

Result Type: Certification Unit

Include Non-EDI Exam Results

Include only ExamOption Codes.

Horizontal Header

Include subsidiary students

Hide Report Header and Footer Sections

Below are some examples of the **Results Overview Report**.

Results Overview Report

Bromcom Training School



Season: Summer 2025

Exam Level: GCSE

Name	Cand No	Tutor Group	Entries	English Language (8700)	Geography (8035)	Media Studies (8572)
Abloye Bettina	0409	11A	9	9	6	8
Addison David	0410	11B	9	8	5	8
Addison Harry	0411	11A	9	8	6	5
Ahmed Charlotte	0412	11B	9	8	6	7
Ahmed Lesley	0413	11A	9	6	6	8
Ahmed Richard	0414	11A	9	8	6	7
Alex Makoto	0415	11B	4		6	8
Alexander Susan	0416	11A	9	8	6	7
Ali Ian	0417	11B	9	9	6	8
Alpha Johnny	0418	11A	9	8	6	5
Amato Amelia	0419	11B	9	8	6	4
Anderson Cassandra	0420	11A	9	9	6	8
Anderson Terri	0421	11B	9	7	6	6
Arkowski Andrzej	0422	11A	9	7	6	4
Asvani Angela	0423	11B	9	2	3	1
Atkinson Adam	0424	11A	9	7	6	8
Aziz Amanda	0425	11B	9	3	5	4

Results Overview Report

Ve

Season: Summer 2020

Exam Level: GCSE

Tutor Group	Name	Cand No	Entries	Bengali Tier F (8538F)	Bengali Tier H (8538H)	Business (8132)	Chinese (spoken Mand) Tier H	Computer Science (1CP1)	Design And Technology	Economics (8136)	Engineering (8852)	Geography A (geographical)	Religious Studies Option	Urdu Tier F (8548F)	Urdu Tier H (8548H)
	Christian Akers	4177	13		5	5	5	5		5	5				5
	Rehana Akhtar	4137	14	5		5	5			5				5	
	Natalie Ali	4028	10			5		5	5				5		
	Claire Bi	4019	8					5				5			
	Delmarie Da Silva	4079	7					5							
	Mohammad Hills	4042	9										5		
	Iqbal	4140	7					5					5		

Reporting: Candidate Results by Class

This report will display all specified **Grade** and **Unit Results** for a **Group** or **Class** of **Students**.

- Select the relevant **Season** from the drop-down choices
- Then decide on the **Option Codes** to be included; use the **Find** tool to locate the relevant **Option Code(s)**
- If you would like to report on all **Candidates** with **Results** for a particular **Option** or set of **Option Codes**, then simply check the tick box.
- **Group Name**: use the **Group Find** tool to locate the **Group** of **Students** you want to report on.
- Set the **Date** for the **Base Class Memberships**.
- **Order by** - choose either Class Gp then Name, Name or Candidate Number

Select **Preview** to see the report.

Report Parameters

Season: Summer 2025

Option Code: [Field] [Find] [Clear] [Select Last]

Check this box to include all candidates entered for the selected exam options

Group Name: [Field] [Find] [Clear] [Select Last]

Base class memberships on: 05/06/2025

Order by: Class Gp. then Name Name Candidate Number

Use name format as defined in exams configuration

Include subsidiary students

Below is an example of the **Candidate Results by Class Report**.

Candidate Results By Class Report Bromcom Training School

Season: Summer 2025
Class: Ma11/A1
Exam: Mathematics Tier F (8300F); Mathematics Tier H (8300H)

Name	Cand No	8300F
Bettina Abioye	0409	7
Cassandra Anderson	0420	5
Andrzej J Arkowski	0422	6
Adam Atkinson	0424	5
Danielle Clarke	0432	6
Diane J Groves	0438	3
Catherine E Hudson	0440	5
Chris N Moram	0450	4

Reporting: Results by Student

Use this process to produce **Individual Candidate Results** reports i.e. **one report per Candidate**.

- Select the **Season** or **Date Range**, find the **Candidates** using the **Candidate Name** selector
- Tick/Untick the required fields for inclusion in the report.
- Click **Hide Header** for Date, Tutor Group or Year Group
- **Order by** Candidate Number, Name or Tutor Group then Name
- **Page Break**, choose None or Candidate


Select **Preview** to see the Report.

The screenshot shows the 'Report Parameters' interface. At the top, there are buttons for 'Preview', 'Schedule', 'Export', 'Data', 'Sample', and 'View Reports', along with a checkbox for 'Save Previewed Report to My Reports'. The main section is titled 'Report Parameters' and includes the following options:

- Select by:** Radio buttons for 'Season' (selected) and 'Date Range'.
- Season:** A dropdown menu showing 'Summer 2025'.
- Candidate Name:** A text input field with 'End', 'Clear', and 'Select Last' buttons.
- Inclusion checkboxes:**
 - Include Non-EDI Exam Results
 - Include Endorsements
 - Include Unit Results
 - Include Mark
 - Apply Discounting
 - Non EDI entries in Results column
 - Include Performance Indicator points(PI)
 - Include Board
 - Include Equivalence
 - Show Series
- Hide Header:** Radio buttons for 'Date', 'Tutor Group', and 'Year Group'.
- Order By:** Radio buttons for 'Candidate Number', 'Name', and 'Tutor Group then Name' (selected).
- Page Break:** Radio buttons for 'None' and 'Candidate' (selected).

Below the options is a text area labeled 'Default Text' containing the message: "Good luck in your future endeavours. If you have any questions about your results or your next steps, please see your subject teachers or Head of Year."

Below is an example of a **Results by Student Report**

Results by Student Report								
						 Bromcom Technology School		
Name: Bosma, Karen					Date: 16/11/2017			
Season: Summer Bromcom 2017		DoB: 20/11/2000		Tutor Gp: C6VH				
Candidate No: 8083		UCI: 123450158083W		Year Gp: 11				
Date	Exam	Board	Exam Level	Result	Mark	Equ	Endorse	Pt.
2017/06	Additional Science (route 1) (4408)	AQA	GCSE/FC	B	0315			5.5
2017/06	D&t: Electronic Products (4542)	AQA	GCSE/FC	B	0292			5.5
2017/06	Drama Cash In (linear) (4150LA)	WJEC GCSE	GCSE/FC	A*	0183			8.5
2017/06	Dutch (J733)	OCR	GCSE/FC	C	0273			4
2017/06	English Language (8700)	AQA	GCSE/FC	6			D	6
2017/06	English Literature (8702)	AQA	GCSE/FC	7				7
2017/06	French (2FR01)	Edexcel GCSE	GCSE/FC	A*	0289			8.5
2017/06	Further Additional Science (4412)	AQA	GCSE/FC	D	0208			3
2017/06	History A (2HA01)	Edexcel GCSE	GCSE/FC	A	0327			7
2017/06	Mathematics Tier H (8300H)	AQA	GCSE/FC	5				5
2017/06	Additional Science Unit 4 (AS4P)	AQA	GCSE/B		098	a*		
2017/06	Biology Unit 2 Tier H (BL2HP)	AQA	GCSE/B		071	b		
2017/06	Chemistry Unit 2 Tier H (CH2HP)	AQA	GCSE/B		070	b		
2017/06	D&t:electronic Products Unit 1 (45401)	AQA	GCSE/B		112	b		
2017/06	D&t:electronic Products Unit 2 (45402)	AQA	GCSE/B		180	b		
2017/06	Drama Unit 1 Devised Prac. Perform (415101)	WJEC GCSE	GCSE/B		111	a*		
2017/06	Drama Unit 2 Performance From Text (415201)	WJEC GCSE	GCSE/B		035	a		

Printing/Exporting/Sending the Results by Student Report to Candidates

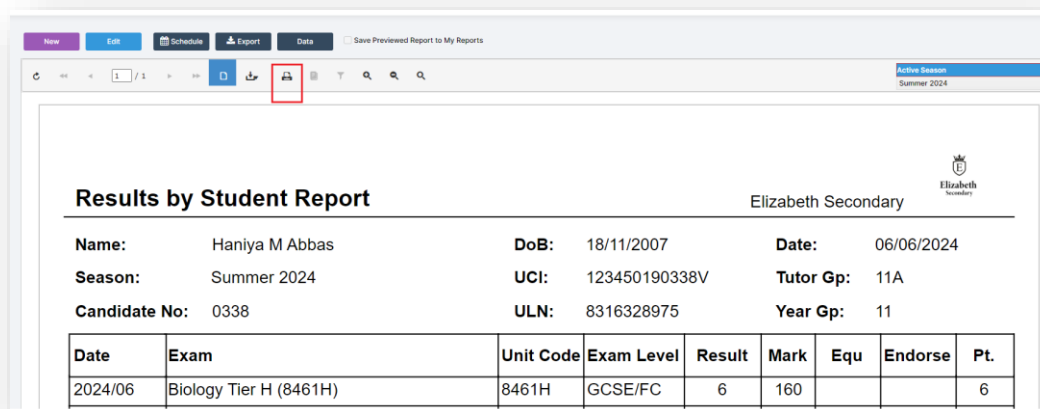
IMPORTANT: For regulations on sharing Examination Results
See [JCQ Publication of Results](#).

Use this process to produce **Individual Statement of Results** for each **Candidate** with the option to.

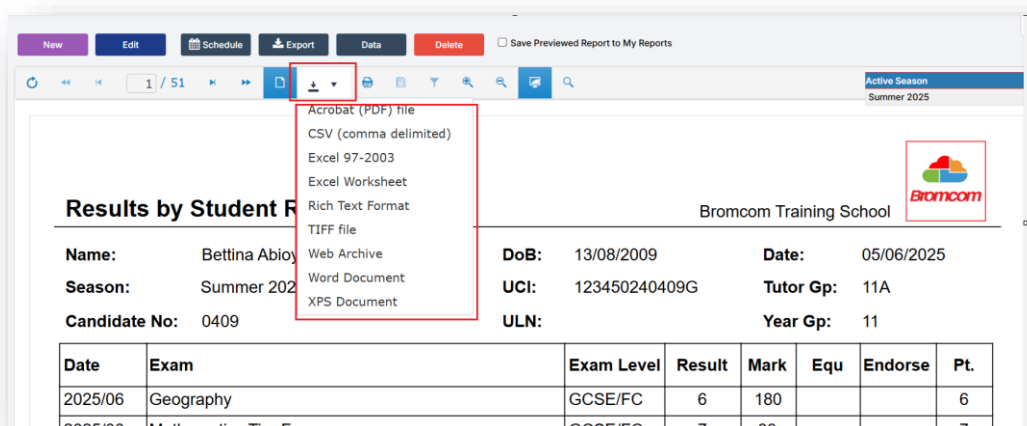
- **Print the Reports**
- **Export Locally**
- **Export to My Documents** with functionality to **Email the Reports to the Individual Students** and/or **Publish to Student Portal** if required.

Please see the previous section [Reports: Results by Student](#) in this guide to produce the **Individual Statement of Results** for each **Candidate**

Print the Reports: Once you have previewed the reports, click the top **Print Icon** to **Print Individual Reports**.



Export Locally: Once you have previewed the reports, click the **Export Icon** drop down to **Export Locally**, with the option to **choose the format** of the reports. This will **download the individual reports** and **save them locally** on your pc.

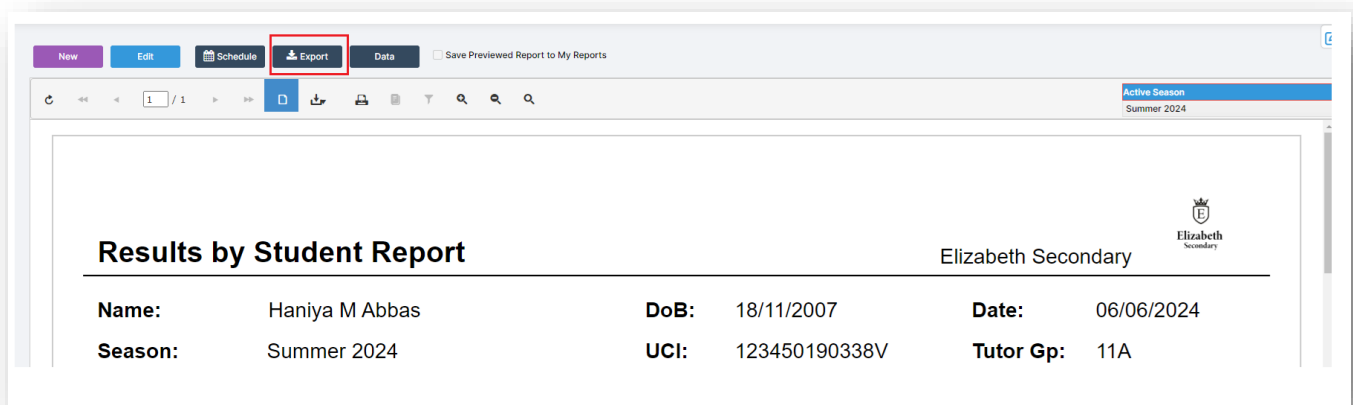


Export to My Documents

This option has the functionality to **Email the Individual Reports to the Students** from the DMS and/or **Publish to Student Portal** if required. See also [How to Send Documents from the DMS](#).

IMPORTANT: Please note that once run and uploaded to the DMS, these results will no longer come under the embargo – this process should be done after the results are available for release

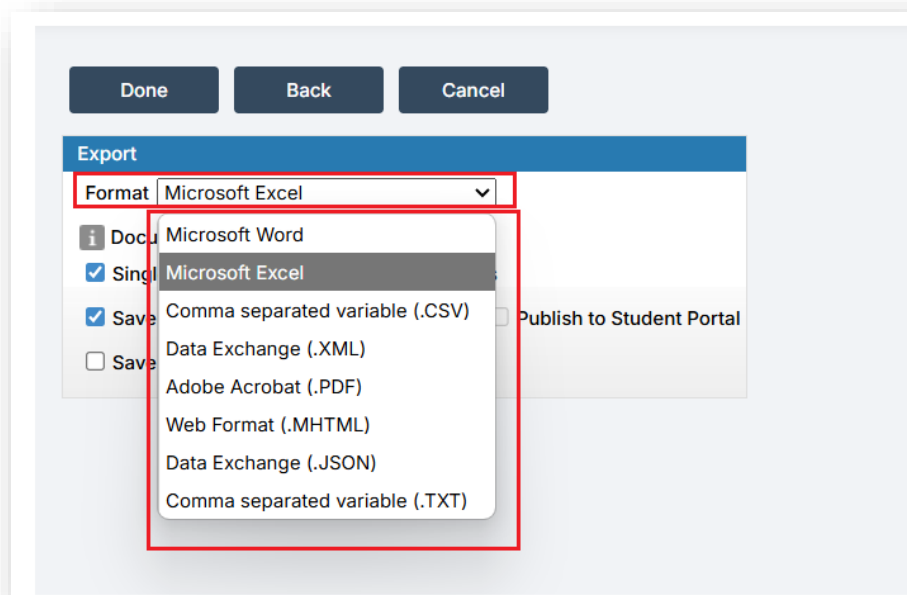
Once you have previewed the reports, click the top **Export** button.



The screenshot shows the DMS interface with the 'Export' button highlighted. Below it, a preview of a student report is displayed. The report is titled 'Results by Student Report' and is for Elizabeth Secondary. The student's name is Haniya M Abbas, with a DoB of 18/11/2007 and a Date of 06/06/2024. The report is for the Summer 2024 season, with a UCI of 123450190338V and a Tutor Group of 11A.

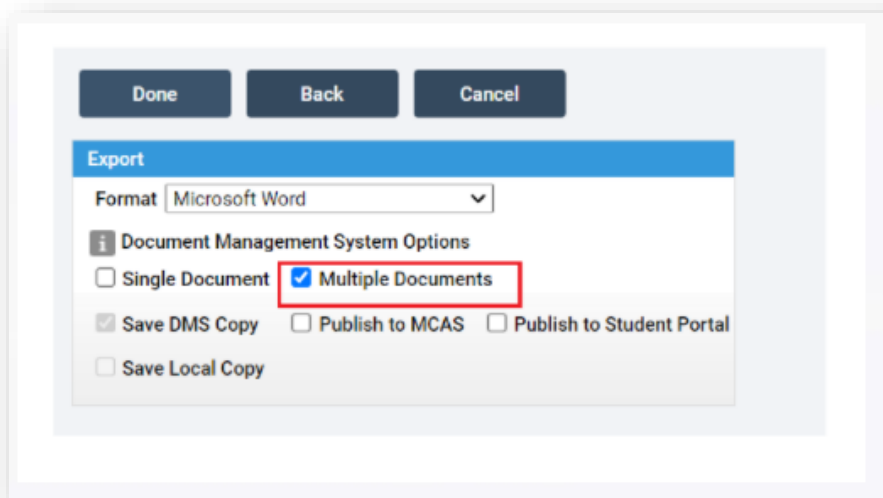
Results by Student Report		Elizabeth Secondary	
Name:	Haniya M Abbas	DoB:	18/11/2007
Season:	Summer 2024	Date:	06/06/2024
		UCI:	123450190338V
		Tutor Gp:	11A

Then choose the **Format of the Report** in the **Format** drop down.



The screenshot shows the 'Export' dialog box with the 'Format' dropdown menu open. The dropdown menu is highlighted with a red box and shows the following options: Microsoft Word, Microsoft Excel (selected), Comma separated variable (.CSV), Data Exchange (.XML), Adobe Acrobat (.PDF), Web Format (.MHTML), Data Exchange (.JSON), and Comma separated variable (.TXT). The 'Done', 'Back', and 'Cancel' buttons are visible at the top of the dialog box.

Once you have chosen the **Format** for your reports ensure **Multiple Documents** is ticked – this will produce **individual document files** i.e., one report per student



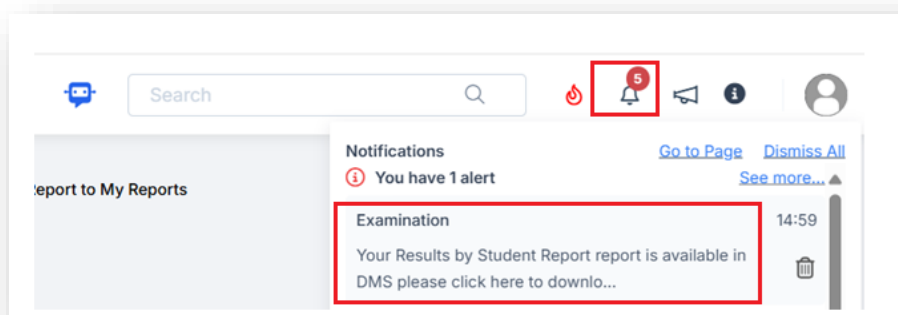
Once **Multiple Documents** is selected, the option to **Publish to Student Portal** will become available to tick.

IMPORTANT: ticking PUBLISH TO STUDENT PORTAL WILL IMMEDIATELY PUBLISH THE STATEMENT OF RESULTS TO ALL THE STUDENTS SELECTED

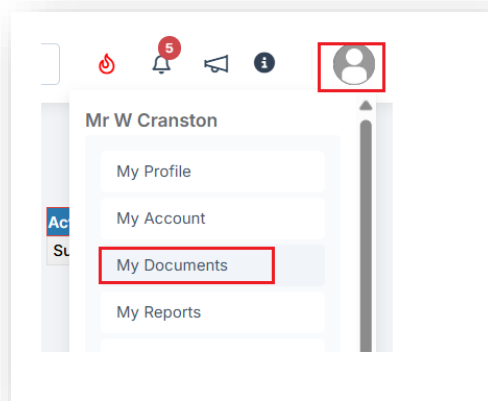
Click **Done**.

Please wait while the reports are being prepared, this may take some time if a large number of students have been selected to report on.

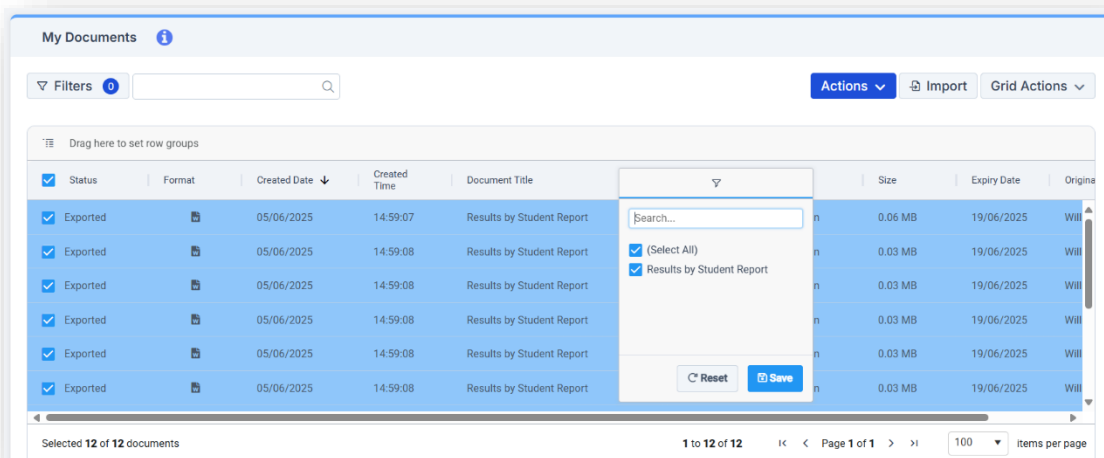
When the reports are ready, a **red number** will appear next to the **notification bell** on the **top right of the screen**.



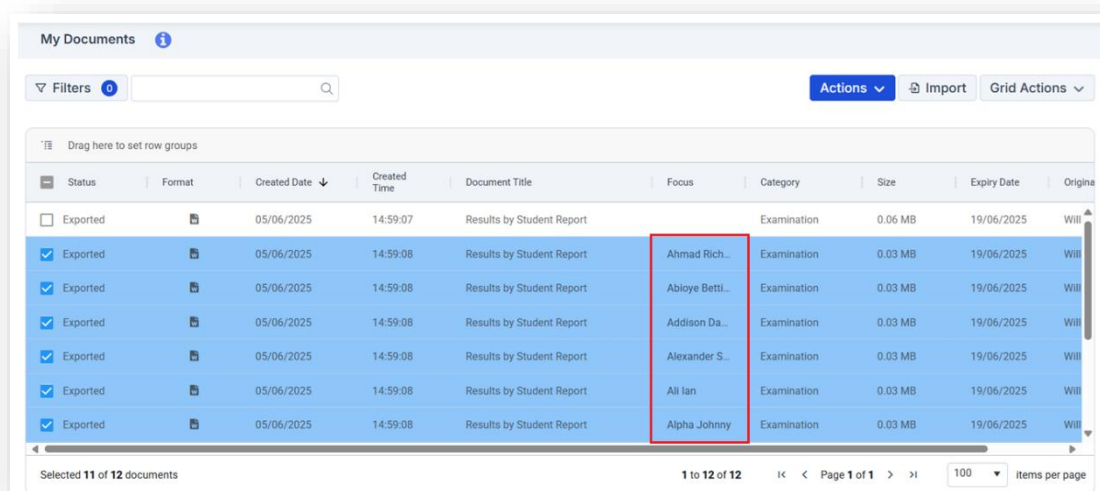
From the **top right of the screen**, click on your user profile menu/profile picture and select **My Documents**.



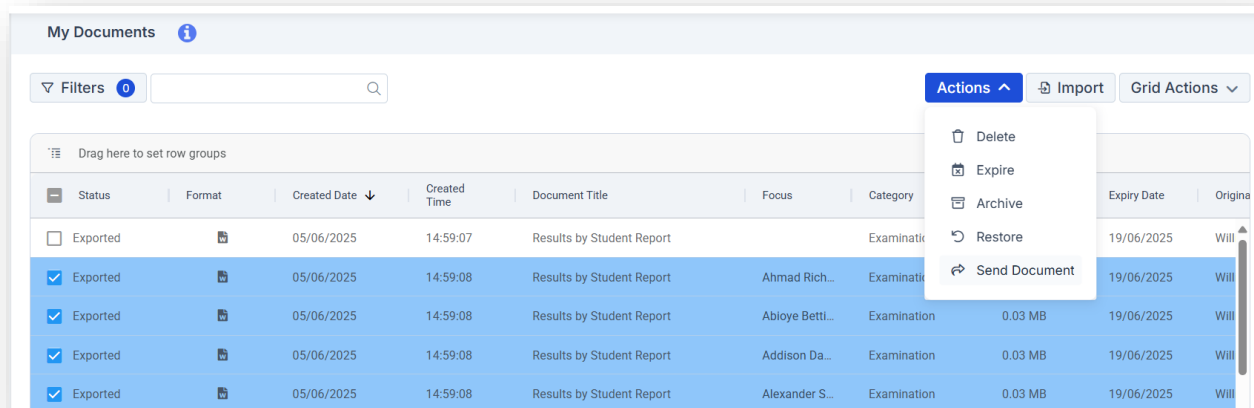
From the **My Documents** list, select the required document(s). Use the **filter cups** on each **column header** to filter if required.



Important: Ensure the **Focus** column is populated with the student's name; this ensures the reports contain only their data and it is linked to their student profile



Click to select the required reports and then from the **Actions** dropdown click **Send Document**



From the **Send Document** pop up.

- Complete the **Recipient**, this defaults to Contact change to Student
- Enter the **Subject** of the Email.
- **Selected DMS Document(s)**: multiple documents with different numbers are visible in this example.
- Complete the **Message** using the **Dynamic Fields** drop down to personalise the message if required
- Choose the Notification **Priority** for the **Student Email**.
- Finally click **Recipients** to view the **Recipients**.

Send Document

Recipient Contact Student

From

Subject

Selected DMS Document(s)

63598_Results by Student Report	0.03 MB	
63599_Results by Student Report	0.03 MB	
63600_Results by Student Report	0.03 MB	

The selected DMS document(s) will be send to the associated student(s) of the particular document(s).

Message

158/2500 Dynamic Fields

Only include students who are 18 or over

The messages with selected documents will be sent to contacts priorities indicated below:

Notification Priority

ⓘ Multi Focus documents(s) removed from selection.

Send Document Recipient(s) list

	Admission No	First Name	Last Name	Tutor Group	Message Type	Destination	Attached Files
	S00030	Richard	Ahmad	11A	Email	email1824@bromcomcloud.com	63598_Results by Student Report.DOCX
	S00031	Bettina	Abioye	11A	Email	email1592@bromcomcloud.com	63599_Results by Student Report.DOCX
	S00032	David	Addison	11B	Email	email1648@bromcomcloud.com	63600_Results by Student Report.DOCX
	S00033	Susan	Alexander	11A	Email	email1867@bromcomcloud.com	63601_Results by Student Report.DOCX
	S00034	Ian	Ali	11B	Email	simon@bromcom.com	63602_Results by Student Report.DOCX
	S00035	Johnny	Alpha	11A	Email	email1734@bromcomcloud.com	63603_Results by Student Report.DOCX
	S00046	Charlotte	Ahmed	11B	Email	email1616@bromcomcloud.com	63604_Results by Student Report.DOCX
	S0303A	Harry	Addison	11A	Email	email1689@bromcomcloud.com	63605_Results by Student Report.DOCX

[Send](#) [Back](#)

Click **Send** to complete the process.

To **Edit** or **View** a **Students Email** and its **Priority** you will need to go to the **Individual Student Profile** and hover next to the **Student Contact Details** from any page in the **Student Profile**, then click to **Edit Student Contact Details**.

Ahmad, Richard Previous Next CTF Export Quick Letter Send SMS/Email

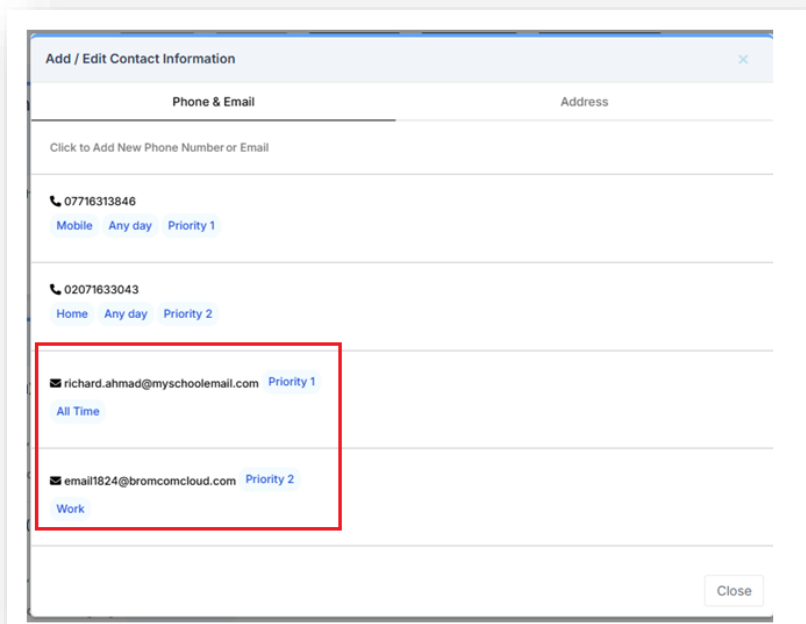
Richard Ahmed Richard Ahmed

Sex	Preferred Pronouns	Date of Birth	Age	Year Group	House	Tutor Group	Tutor Name	Admission No.	UPN
Male	N/A	04/09/2008	16y 9m	11	Brunel	11A	Mr J Condon	S00030	E204639814028

email1824@bromcomcloud.com
 07716313846
 Edit Student Contact Details

12, Rowntree Path, London, SE28 8BS

EAL



This is the End of the Exam Results Day Guide 2025