

Wednesday 20 May 2015

Results embargo 2015: action required by Friday 19 June

Each year we provide you with results information (referred to as results data) prior to its publication, so Confirmation decisions can be made ahead of results days. We obtain the results data from awarding organisations under strict contractual obligations: that all the information will remain confidential and under embargo conditions during an agreed embargo period.

This year's results embargo will start when you receive results data and will end at:

- **09:00 on 4 August – Scottish results day**
- **06:00 on 13 August for results included in the main release**

During the 2014 embargo period there were a small number of breaches that caused great concern to the awarding organisations and generated some negative interest from the media. This predominantly related to automated email campaigns and mailings sent out to applicants during the embargo period. The communications concerned contained peripheral information – for example, information about course reading material or accommodation, or information where an applicant's status changed from CI to CF, which enabled applicants to infer their results.

Please remember that you are strictly prohibited from releasing the results data and any related information during the embargo period. To make sure you do not inadvertently breach the embargo, we recommend you suspend all applicant facing communications during the embargo period. Please also review your local arrangements and ensure they are adequate. We have enclosed our supporting guidance notes, which include good practice advice collated from consultation with a number of higher education providers.

Enclosed is the results embargo 2015 agreement, which must be signed and returned to us by Thursday 18 June 2015. Please ensure that the person who signs the agreement has authority, not only in relation to admissions, but also for any other department (e.g. marketing or IT) that may have access to results data or any related information.

Privileged access to early results data is critical to your admissions process, and it is important we work together to minimise the risk of any breaches during the embargo period. Our aim is to support you in the best way possible during this crucial time. However, **we reserve the right to withdraw access to results from any provider that does not sign and return the results embargo 2015 agreement.**

Many thanks for your support in this matter.

Fatuma Mahad

Director of Operations and Interim Director of Technology