



# **KLP – 012 Results Notification Process**

## Introduction

Where permitted by the assessment strategy Group Horizon Ltd (GHL) ensures that examination and assessment results are provided to the learner on completion of the qualification.

Result notifications provided by GHL to learners must not be used to confirm that the qualification will be awarded by the awarding body until the awarding body has made the certification decision.

## Responsibility

The Assessor notifies learners of the results subject to confirmation from the awarding body.

## Procedure

Result notification;

The learner is notified of the examination, assessment result at appropriate time(s). The learner is informed that the result is subject to internal quality assurance and confirmation by the awarding body.

Details of the result notification may be either oral or written.

Where written result notification is requested by the learner it will be provided on completion of the qualification and contain the following information;

- Date of qualification completion.
- The code or name of qualification.
- Outcome of the qualification (pass, fail or referral).
- GHL details.

Where the result notification indicates a 'fail or referral' the assessor provides direct written feedback to the learner on those topics which require re-examination or reassessment.