



**Northumbria
University**
NEWCASTLE

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Records & Information Manager
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20th May 2020

OUR REFERENCE: FOI/RFI-2732/Peston

Dear J S Peston

Your request for information received on 29th April 2020 has now been considered. The response to your request is as follows:

- (1) I wish to request, under the Freedom of Information Act, (1) a copy of the University's policy on the admittance of (private / resit) candidates who hold an offer to study at the University but will be unable to fulfil that offer due to their centre redacting their exam entry or who otherwise will be unable to provide a candidate with a grade.

Information not held. We have no policy in relation to this matter.

- (2) If no such policy exists, I wish to request any information on the matter of changes to the University's normal admissions procedure - whether codified or not - following COVID-19.

Information not held.

We are currently monitoring Government guidance <https://www.gov.uk/government/publications/coronavirus-covid-19-cancellation-of-gcses-as-and-a-levels-in-2020/coronavirus-covid-19-cancellation-of-gcses-as-and-a-levels-in-2020> and will determine what changes are required to our admission procedure. These will then be published on our website and impacted individuals advised appropriately.

- (3) I also wish to request all internal communication between staff on the matter outlined above - including, but not limited to, emails, IM messages, texts, and phone records.

Information not held.

We do not record phone calls.

We have conducted a search of our systems and can confirm that at the time of your request we have no internal correspondence referencing the university policy private candidates who hold an offer to study. All relevant information can be found by individuals on the government website.

If you are unhappy with our response or the way your request has been handled, you have the right to ask for an internal review. To request a review, please contact the Records and Information Manager, in writing at the above address or via email. The review would be undertaken by Jay Wilson, the University's Head of Legal.

Please remember to quote the reference number above in any future communications.

Should you remain dissatisfied following an internal review, you may then appeal to the Information Commissioner at:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF
Telephone: 01625 545 700

Yours sincerely

Duncan James
Records & Information Manager