

RELEASING CENTRE ASSESMENT GRADE AND ARRANGMENTS FOR RESULTS DAYS

(SUMMER 2020)

Guidance note on releasing the Centre Assessment Grade (CAG) to a student

To ensure this is a smooth process and provide student with the opportunity to access specific information the school will be able to support students who may have several queries. All correspondence must be done electronically using the following Exams contact email address:

Ofqual and the DfE have stated that it is important schools and colleges do not share provisional grades, nor rank orders, with students or parents and carers. This is to protect the integrity of the process through which teachers' judgements are arrived at. Should you have any queries then please email this address with the student's name and Form group in the Subject line of the email.

The email address for any queries relating to **A Level** or **GCSE** results is:
resultsenquiries@st-albans.suffolk.sch.uk

Further information regarding the examination process is available on our school website at:
<https://www.st-albans.suffolk.sch.uk/page/?title=Exams&pid=88>

If you wish to request your CAG grade, then you must complete the enclosed form. If you wish to request your grade ranking for any subjects, you must submit a Subject Access Request (SAR) form from our Exams team. Please note that any SAR received after the results publication date, then the usual GDPR statutory timeframe will be of **one calendar month** from the day on which the SAR was received.