**Request of centre-assessed grades (CAG) form**

Students have the option of requesting the release of their centre-assessed grades under a GDPR data subject access request (DSAR).

The grades submitted by the school to the exam boards were agreed by the school following an internal quality assurance process and are not the sole responsibility of any individual teacher.

The process that the school used to determine centre-assessed grades was as follows:

1. Subject teachers referred to all data and information available to them to determine a centre-assessed grade. Data and information includes: what the most recent working-at-grade and prediction was; assessment records; observations of work belonging to students.
2. Through a series of meetings, centre-assessed grades were then moderated by heads of departments and validated by senior leaders.
3. Subject departments then proceeded to determine the rank of each student within each grade through a further series of meetings. Heads of departments then presented the ranks for senior leaders to validate.
4. Centre-assessed grade and rank data was then shared with the examinations officers who then submitted the data to the exam boards.

If you wish to request the release of your centre-assessed grades, please complete the form below and return to: dataprotection@ske.uk.net

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| **School Name** |  |
| **Student’s Name** |  |
| **Date of Birth** |  |
| **Student number** |  |
| **Email to send response to** |  |
| **List the qualifications / subjects for which you are requesting to see your centre-assessed grade?** |  |
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| **Student’s signature**  *(The student must consent to the DSAR)* |  |