

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 Academy to the exam boards were agreed by the Academy 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:

- Subject teachers discussed centre assessed grades and ranking for each student and used evidence to make a professional judgement on the grade each student would be most likely to have achieved if they had sat their exams and completed any non-exam assessment.
- To reach a judgement, teachers balanced different sources of evidence such as: classwork, bookwork, non-examined assessments, mock exam results, previous examination results, etc.
- Results were moderated by Heads of Department in the first instance; where appropriate, the opinion of other subject specialists was sought.
- The resulting set of CAG for each subject was then moderated by senior leaders; this process was anonymised to avoid bias and involved comparing trends linked to prior attainment and the subject's performance during the last three years. This informed a conversation with the relevant Head of Department focusing on:
 - Ensuring that robust evidence had been used to inform judgements.
 - Where there was a significant variation in performance from established trends, ensuring that there was a clear, evidence-based rationale.
 - There was robust evidence for any "rogue" data.
- Where appropriate, a second standardisation occurred in the department before a finalised set of CAG was produced.
- Submitted CAG grades were checked by the relevant Head of Department to avoid clerical errors.

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

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?	
Student's signature <i>(The student must consent to the DSAR)</i>	