



Exams Policy: addendum Procedures for Centre Assessment Grades

Hailey Hall School

Date approved: Summer Term 2020

Date of next review: Autumn Term 2020

Responsible Committee: Board of Trustees

Responsible staff member: Exams Officer

Exams Policy

Addendum for Centre Assessment Grades

Centre Assessment Grade – This is the grade that the school sent to the Awarding Organisation, which may be different from the grade awarded to the student following statistical moderation process.

CAG must not be revealed before results day.

Hailey Hall will release the CAG (not the rank order) on request of the student.

The request should be made in writing to the Exams Officer, Mrs Vicki Gregory either in the form of a letter or email to vgregory@haileyhall.herts.sch.uk

The request must be signed by the pupil.

If emailed the request must come from the pupils' own email account.

The request will then be forwarded to the schools DPO who will confirm that it is a CAG request not an SAR.

Once authorised by the DPO, the exams officer will send the CAG to the pupil via their school email account.

The School will not accept any requests for CAG from parents.

CAG will not be sent to parents/carers unless we receive signed written permission from the pupil.

Once received, if a pupil wishes to discuss their CAG with a member of staff an appointment will be made to facilitate this.

If the school receives a request to disclose rankings either instead of or in addition to CAG's they will take advice from DPO and deal with the request for ranking as an SAR. This is because where personal data relating to ranking is disclosed, there is an increased possibility of also disclosing personal data relating to other students. i.e. the requestor may be able to deduce the rankings of their cohort.