Windsor Academy Trust Policy for releasing the Centre Assessment Grades (CAGs) to students

Introduction

Windsor Academy Trust (WAT) understands and appreciates that this year is unusual due to COVID-19 and that exam grades are to be awarded in accordance with Ofqual guidance which is clearly explained in detail in their comprehensive guidance on 'Awarding grades in summer 2020', updated on 30th July, here. Ofqual guidance is explained for students in 'Your results, what next?' produced on 27th July 2020 here, within this suite of resources is a 'Student guide to Post 16 qualifications and results' available here. Ofqual, in May, also produced a 'Grading in

2020' video guide for students which can be accessed here.

Centre Assessed Grades (CAGs) across Windsor Academy Trust have been carefully calculated following Ofqual guidance and have been through a robust moderation process before being finalised to ensure accuracy. CAGs have been reviewed by the Subject Lead/Faculty Director, Senior Leadership Team and Headteachers in each academy and additionally have been reviewed by the relevant WAT Subject Director/Leader.

The Trust's policy is that CAGs will be made available for release to students **after they** have received their results on Thursday 13th August 2020 (Post 16) or Thursday 20th August (KS4) by making a written request between 14th August 2020 (Post 16) or between 21st August (KS4) and 3rd September 2020 using the template attached to this policy to be made available from 14 August 2020 onwards (Post 16) or 21st August (KS4).

On receipt of a request made on the appropriate template, the student will be invited to discuss further with a member of the Senior Leadership Team (SLT) from their school, should they wish to do so. The SLT member should make contact with the student to make suitable arrangements for discussing the CAGs and calculated grade differences (if any) with the student.

Key considerations

Where the CAGs are disclosed to the student under this policy, it is expected that they would not be disclosed to their parents or carers unless the student has consented to this. Written evidence of student consent must be obtained before releasing their CAGs to any third party, including parents and carers.

Data Protection considerations

This policy does not prevent students from being able to exercise their legal right to make a Subject Access Request (SAR) under the General Data Protection Regulation (GDPR) for any other personal data held relating to them and release of their CAG does not mean that they are "giving up" their right to make a Subject Access Request for other personal data. Legal rights in relation to their personal data are outlined in the WAT Privacy Notice for Older Pupils/Students. A copy can be found on the WAT website [Policies and Privacy Notices](#) and reference is also included in the attached template to ensure that students are aware. It explains how personal data is used and outlines the students' rights relating to information under the General Data Protection Regulation (GDPR).

It is important to recognise the difference between a request for the CAGs under this policy and a Subject Access Request under GDPR. Under GDPR, Subject Access Requests do not have to be made in writing and do not have to mention the words "GDPR" or "Subject Access Request". Requests received for any information other than the CAGs should be discussed with the Data Protection Lead (DPL) in the academy in the first instance who will consult with the WAT Data Protection Officer (DPO) regarding the response.

Under GDPR, unless an exemption applies that allows for an extension of time, the request will need to be dealt with without delay and at the latest within one calendar month starting from the day the request is received.

Records
A record should maintain all requests made for CAGs at school level. (Using the template developed by the WAT DPO). A record should include who the request was made to, by whom and the date. The DPO maintains a central record of any Subject Access Requests.