**Coleraine Grammar School Pupil CAG/RO Subject Access Request Form**

As you know, schools sent their Centre Assessment Grades (CAG) and Rank Orders (RO) for summer 2020 GCSE, AS and A Levels to the examination boards in June. The **examination boards have applied a statistical standardisation process to these grades and awarded the final grades issued to you**. A useful summary of this process can be seen in the CCEA infographic at <https://ccea.org.uk/students-parents/results-information>.

Throughout the CAG/RO process, teachers and schools were required to keep both the CAG and RO confidential. Now that the exam boards have published the final grades awarded to pupils, it is permissible for a pupil to request his/her CAG/RO information from the school.

It is important to note that your CAG may have been changed by the exam board as part of their statistical standardisation process, as shown in the example below.

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| --- | --- | --- |
| **Qualification/Subject** | **Exam Board Final Grade Awarded to Candidate** | **CGS CAG/RO Submitted to Examination Board** |
| e.g. A Level English | A | A/4 |
| e.g. A Level Biology  | B | A/12 |
| e.g. A Level Geography  | A\* | A/1 |

It is also important to note that we may not be able to supply you with RO information in some cases. This would apply in circumstances where providing you with your RO could potentially reveal information about other pupils e.g. in a subject with a small cohort.

If you would like to receive CAG/RO information about your exams, then please complete the information below, indicating the subject(s) and final grade(s) awarded, and return to the Headmaster’s Secretary. We will provide you with the CAG/RO information for the subject(s) listed within 30 days\*. It is essential that you **list each subject and grade awarded** as shown in the example below for your request to be considered.

Dr D Carruthers

Headmaster

**CAG/RO Request 2020 – please return to the Headmaster’s PA, Mrs Nicola Millar**

**Pupil Name & Year**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| --- | --- |
| **Qualification/Subject** | **Exam Board Final Grade Awarded to Candidate** |
| e.g. A Level English Literature | A |
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Signed (Parent or Pupil if 18 or over): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***\*NB***

*We will respond to CAG/RO requests as quickly as possible. In order to assist with any appeals to exam boards, we will process any requests received in the following priority order:*

1. *AS and A2/BTEC results where a change in grade has an effect on university/FE/employment or other admissions processes.*
2. *GCSE/BTEC results where a change in grade has an effect on returning to school/FE/employment or other admissions processes.*