



## Summer Exams 2020

### Requests For Centre Assessment Grades

Should a student wish to be informed of the Centre Assessment Grade (CAG) for a particular subject, or indeed for all of the subjects for which CAGs have been made on their behalf, they will need to register their request in writing. Initial verbal or written email requests should be directed to the following addresses:

[david.perridge@westheathschool.com](mailto:david.perridge@westheathschool.com) and [mark.hayes@westheathschool.com](mailto:mark.hayes@westheathschool.com)

In the case of a verbal request, the student concerned will be required to follow this up in writing. A signed and dated email stating the subject(s) for which the Centre Assessment Grade is required will be sufficient.

A letter providing the requested information will then be sent to the student concerned by the 12<sup>th</sup> September 2020, provided the request is made by the 1<sup>st</sup> September 2020. For requests made after this date, the information requested will be made available within two weeks of the request being received.

It is important to note that, except in exceptional circumstances, information relating to a student's CAG can only be released to them, unless they themselves give clear permission for it to be shared with other named individuals.