



Bishop Vaughan Catholic School

12th August 2020

Dear Pupil,

Re: Requests for Centre Assessed Grades (CAGs)

Upon receiving your results if you believe that you have been disadvantaged by this year's process and that this has implications for your progress to the next stage of your education or employment, you may wish to request the Centre Assessed Grades that our school has submitted for you to the Examination Board.

In this instance, and for data protection reasons, the following protocol for handling requests for Centre Assessed Grades will be adhered to:

- Requests for CAGs must be made by students themselves, rather than by parents or carers
- Requests must be made in writing by downloading and completing the Centre Assessed Grade Request template on the school website
- Requests must be submitted via email to SlaterJ16@Hwbcymru.net or handed in in person to Mr Joe Slater, Examinations Officer
- Once received, requests can take up to two working days to process
- Centre Assessed Grades will be disclosed in a letter which will be posted to you by First Class Royal Mail or will be available to collect upon arrangement with Mr Slater

Finally should you need it, Mr Slater has shared separate information regarding the examination appeals process via a letter which is placed in your examination envelope.

Please rest assured that members of staff will be available and happy to explore your future options should an issue present.

With very best wishes,

Mrs E Pole
Headteacher