

Sharing Centre Assessed Grades and Rankings with Students

No centre can inform students of their centre assessed grades and/or ranking in each subject in advance of the official issue date as defined by each Awarding Body. However, as centre assessed grades and rankings are the student's personal data, under the Data Protection Act 2018, you have the right to receive access to this information once results have been issued.

To request your centre grade and /or ranking **please email** feedback@kingston-college.ac.uk and include the following information so that we can verify your identity:

- 1. Contact us via the contact details held on our system**
- 2. Give your student ID and Date of Birth**
- 3. Which qualifications you are requesting your grade and /or ranking for**

Please see our GDPR policy for more information on data information requests: https://kingston-college.ac.uk/images/pdfs/policies/STCG_GDPR_Procedures.pdf

Timescales:

- Enquiries to be made within one month of the results issue date
- Acknowledgement within 5 working days
- Full response within 20 working days

There is no mechanism through which to appeal the centre assessed grade or ranking. Students cannot appeal against the professional judgement of the teachers in the awarding of the grade itself, and cannot request a review or second opinion of that grade.

An appeal will only be allowed in the following circumstances:

- Where a student has evidence of bias or discrimination this can be raised with the College
- Where a centre believes it has made an error when submitting information or if the centre believes an exam board made a mistake when calculating or communicating a grade

Please forward your concerns and accompanying evidence to feedback@kingston-college.ac.uk and we will process your appeal via the Feedback and Complaints Policy: https://kingston-college.ac.uk/images/pdfs/policies/Complaints%20and%20Feedback%20Policy_Procedure.pdf. OfQual information relating to

Appeals following the release of grades can be found here: <https://www.gov.uk/government/news/ofqual-publishes-more-details-on-appeals-and-confirms-autumn-exam-arrangements>