



**Data protection policy  
Summer 2020 addendum on the issuing of  
GCSE, AS and A level and vocational qualification results**

**July 2020**

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<b>Associated documents:</b>	
<b>Links to:</b>	
<ul style="list-style-type: none"><li>• Data protection policy</li><li>• Freedom of Information policy</li><li>• Privacy notices</li></ul>	

**Approved by the Covid-19 sub-committee of the Trust Board, July 2020**

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## **1 Purpose and scope of this policy**

- 1.1 The purpose of this policy addendum is to provide clarity around our approach to the issuing of information relating to the award of grades for GCSEs, AS and A levels and vocational qualifications during the Covid-19 pandemic in summer 2020.
- 1.2 The results this year will be issued by exam boards in August 2020, based upon information provided by the academy – a Centre Assessed Grade (CAG) and a ‘rank order’ of students. The final result awarded may be different from the CAG because of the national standardisation process applied by each exam board.
- 1.3 Students are entitled to request access to additional information relating to their exam grade under the provision of the General Data Protection Regulation (GDPR) 2018. This policy aims to explain our approach to the provision of this additional information.
- 1.4 We will ensure that all students understand the principles of this policy by including the text in **Appendix 1** of this policy in our results day communications.
- 1.5 The academy’s Data Protection Lead (DPL) will be charged with ensuring this policy is understood by all staff and applied consistently.

## **2 What information may students request and how will we deal with this?**

- 2.1 We will make provision for all students to receive their final awarded grade on the relevant ‘results day’. This will be managed within individual academies in the usual way.
- 2.2 In addition to these final grades, we anticipate that some students will also wish to see:
  - 2.2.1 the Centre-Assessed Grade (CAG) originally submitted to the exam board
  - 2.2.2 the ‘rank order’ originally submitted to the exam board
  - 2.2.3 information relating to how the CAG and ‘rank order were determined.
- 2.3 For any student who requests to see their **CAG**, we will make this information freely available to them upon request. There will be no need to submit a formal Subject Access Request in order to receive this information. When providing the CAG, we will also offer to discuss with the student the reasons behind the determination of the CAG and the possible reasons for any discrepancy between the CAG and the final grade. We will keep a record of all those students who have been provided with their CAG.
- 2.4 For any student who requests to see their **rank order** we will make this information freely available to them upon request. There will be no need to submit a formal Subject Access Request in order to receive this information. When providing the rank order, we will also offer to discuss with the student the reasons behind its determination. We will keep a record of all those students who have been provided with their rank order. **Appendix 2** of this policy offers guidance to staff to ensure that the personal data of others is not compromised when providing information about rank orders.
- 2.5 If a student requests to see additional information (beyond the CAG and the rank order), then we will treat such requests as formal Subject Access Requests under the provisions of GDPR and they will be responded to in accordance with our Data Protection policy. The information will, in most circumstances, be provided within one calendar month of our having received the request.

### Appendix 1 – communication with students

Due to the unusual way in which grades are awarded this summer, we understand you may be interested to request additional information from us. We will be happy to provide you with details of your Centre Assessed Grade or your rank order. You do not need to submit a formal request for this information – just ask the relevant teacher to provide it to you when you are discussing your final grades. If you wish to see any additional information relating to the award of grades, you should tell one of your teachers what you would like to see and they will ensure that your request is responded to in line with our policy on responding to subject access requests.

### Appendix 2 – guidance for staff on providing details of students’ rank order

It is vital when providing personal data to individuals to ensure that data relating to other individuals is not compromised at all.

For this reason, the information provided about rank order must be limited to the individual rank order of the individual making the request – under no circumstances should individuals be provided with lists of other students’ rank orders, even if they are anonymised. In most cases, the information provided should be limited to an ordinal number in relation to the class or set concerned. It will never be appropriate to discuss an individual’s position relative to any other students.

### Appendix 3 – flowchart for questions

