

## **SUBJECT ACCESS REQUESTS - RESULTS GUIDANCE**

### **ACCESSING INFORMATION ABOUT MY RESULTS AND TEACHER ASSESSMENTS**

Please see the link below for guidance from the ICO about accessing your results information:

<https://ico.org.uk/global/data-protection-and-coronavirus-information-hub/exam-script-exemption-students/>

### **MAKING A SUBJECT ACCESS REQUEST**

You can make a request for your information by completing the form through the link below:

<https://forms.office.com/Pages/ResponsePage.aspx?id=xoAlcPiwSEW1F0HuEnm9pk-oC1iV0u5Ch6FEyQfEivJURDRSTUY3UjBaU0hEQ0IzME1BV1EzUjJRTy4u>

### **ACCESSING TEACHER GRADES/CENTRE ASSESSED GRADES (CAGS)**

The Centre Assessment Grade (CAG) was an indication of what the college expected each student to achieve had they sat the exam in normal conditions, taking account of how similarly qualified students performed in the course within the college over the last three years. Students have the right to request their Centre Assessed Grades, and we will aim to process these requests as quickly as possible.

### **ACCESSING RANKING INFORMATION**

The rank order within each grade identifies the students considered most likely to achieve that grade, down to the least likely. Students have the right to request ranking information, however disclosing the rank order may be an issue in particularly small numbers of students within each grade (for example, 5 or less). Any requests received where a small cohort is concerned need to be looked at on a case-by-case basis.

### **DATA PROTECTION OFFICER**

If you would like to discuss, or require clarification regarding this privacy notice, please contact the NCLT Data Protection Officer. Enquiries can be forwarded to [data.protection@nclt.ac.uk](mailto:data.protection@nclt.ac.uk) or by calling 01977 702139.

If you have a concern about the way we are collecting or using your personal data, you should raise your concern with us in the first instance, or directly to the Information Commissioner's Office at <https://ico.org.uk/concerns/>