



Request for the release of Centre Assessed Grade information.

All requests must be submitted to Lisa Roberts. Requests can only be accepted if made by the pupil themselves. We are unable to action any request made by a parent or carer.

Fully completed forms can be posted into school or send by email to lisa.roberts@arnoldhillacademy.co.uk. Please be aware that an email submission must be sent from the pupil's **Arnold Hill school email** address. Requests sent from an alternative email account will not be accepted.

Submission dates for requests of subject Centre Assessed Grades:

A Level and Level 3 Vocation qualifications- 14th – 21st August

GCSE and Level 2 vocational qualifications –21st - 28th August

On receipt of the request a list of final grade and Centre Assessed Grades will be provided for the named subjects within 5 working days.

Please be aware that the deadline for requesting a resit in the Autumn examination series is:

- GCE AS & A-level – 1st September
- GCSE (except English Language and Mathematics) – 15th September
- GCSE (English Language and Mathematics) – 28th September.

Further details regarding the process for appealing against a final grade can be obtained from Sally.tooms@arnoldhillacademy.co.uk.

Pupil Name:

Tutor Group:

Subjects to be included in the request:

Pupil signature:

Date

To be completed by the school office

Date of receipt: