



St Ralph Sherwin

Catholic Multi Academy Trust

What to do if you are unhappy with your results?

If you are unhappy with your results and would like to find out more about the information used to produce your Centre Assessed Grade (CAG), there is a process you can follow.

It is worth remembering that you will not be able to use this information to change your Centre Assessed Grade.

If you have a query about your CAG and the process involved in determining this grade please complete the form below. Please send/email this form to exams@robertsutton.staffs.sch.uk

Please be aware that it may take up to a month to provide you with the information requested, or longer if you request a large amount of information.

Appeals Process

The general Appeals process and accompanying guidance against the final Examination Board grades awarded in summer 2020 is available here -

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/887048/Summer_2020_Awarding_GCSEs_A_levels_-_Consultation_decisions_22MAY2020.pdf

Making a Complaint

If you have evidence that there has been bias or discrimination in the decisions school has made, you may make a **complaint**. Details of our school's complaints procedure can be found here -

http://www.robertsutton.staffs.sch.uk/documents/Policies_&_Standards/Complaints%20Policy.pdf



Summer 2020 Exam Grade Query

Student Name:

Date of Birth:

Year group:

Signed _____ Date _____

Subject(s) Queried

Subject	Reason for Query - with evidence if possible

What information would help understand the process and the grade?

Please send this form to exams@robertsutton.staffs.sch.uk