

Instructions for submitting centre assessed grades

The instructions cover the following qualifications:

- AQA Baccalaureate
- Functional Skills English Speaking, Listening and Communication components
- VRQ Counselling

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A. Introduction & general information

This booklet gives instructions on:

- recording grades for centre-assessed units
- submitting grades to AQA
- submitting grades and associated materials to the External Verifier (where applicable)
- additional relevant information

Information such as component and series availability, submission deadlines and administering offices can be checked at aqa.org.uk/deadlines either by using the 'submission deadline search' tool, or by downloading the document *AQA controlled assessment / coursework submission deadlines*.

B. The grade submission process

B1 Receipt of documentation

Approximately two weeks prior to each submission deadline your centre will receive a pack of materials relating to the entries you have made.

For VRQ, the pack will include:

- *Centre Grade Forms* (CGF) and *Supplementary Centre Mark Forms* (SCMF)
- copies of this instruction booklet (CGF/INST)
- S3 sacks for sending *Centre Declaration Sheet* (CDS), *Candidate Record Forms* (CRFs) and *Candidate Assessment Sheets* (CASs) to the External Verifier

For all other subjects covered by this document, the pack will include:

- *Centre Grade Forms* (CGF) and *Supplementary Centre Mark Forms* (SCMF)
- copies of this instruction booklet (CGF/INST)
- self-addressed cardboard-backed envelopes (E52) for sending the CGF and SCMF to our Guildford office.

If any of the above items are missing please telephone:

Exams Office Support 0844 209 6614

B2 Collecting, recording and submitting centre-assessed grades

Grades given for centre-assessed work should be recorded by completing and returning the *Centre Grade Forms* (CGF) and (if necessary) *Supplementary Centre Mark Forms* (SCMF) supplied. The grade awarded to the candidate should be entered in the 'Total Mark' field.

You should **never** submit grades via Electronic Data Interchange (EDI).

B3 Handling and completing the Centre Grade Form (CGF)

Since the CGFs will be read by a scanning machine, it is essential that you keep them flat and smooth and make no folds or extra marks upon them.

B3.1 Role of Exams Officers

- (a) The CGF for each unit/component should be passed to the teacher responsible for internal standardisation (or the AQA Baccalaureate Coordinator), with a copy of these instructions (CGF/INST).
- (b) Please ensure that teachers are aware of the delicate nature of the CGF and the need to complete them promptly.
- (c) The completed CGF should be returned to you by the teachers/assessors unless you, as Exams Officer, decide otherwise. The procedure for checking each unit/component is as follows:
 - (i) ensure that all forms are present when you receive the CGFs back from the teachers/assessors
 - (ii) check that for every candidate there is either a grade or status (for example X) encoded
 - (iii) take the CGFs and ensure that they are in candidate-number order.
- (d) **For VRQ**
Post the CGF immediately to the External Verifier with the *VRQ Centre Declaration Sheet* (CDS/VRQ), *Candidate Record Forms* (CRFs) and *Candidate Assessment Sheets* (CASs)

For all other subjects covered by this document

Put the CGFs into the AQA-addressed cardboard-backed envelopes supplied (E52) and post them immediately to our Guildford office.

B3.2 Role of Teachers

- (a) The CGF are pre-printed with the unit/component code, centre name and number and candidate names and numbers in ascending numerical order. The candidate names and numbers appear in the same format that the entries were submitted and any anomalies should be reported to your Exams Officer.
- (b) The form is designed so that marks on it can be read directly by a scanning machine therefore the forms must be treated with great care.
 - (i) **Never fold or crease the forms.**
 - (ii) Before encoding grades, ensure that the correct unit/component code appears at the top of the form.
 - (iii) Enter **only** the information required. Do **not** write the names of additional candidates on the pre-printed CGF. Please use a *Supplementary Centre Mark Form* (SCMF) for additional candidates.

B4 Indicating 'special statuses' on the Centre Grade Form (CGF)

B4.1 Teachers with a personal interest in candidates (PAR)

Where a candidate's work has been assessed by a teacher/assessor who has a personal interest in the candidate, write 'PAR' to the right of the candidate name, encode the grade as normal.

B4.2 Lost or destroyed work (LCW)

'LCW' should be written to the right of the candidate name on the CGF to indicate that a JCQ/LCW Form 15 *Notification of Lost Centre Assessed Work* has been completed for the candidate.

B5 Checking the Centre Grade Form (CGF)

The grade for each candidate recorded on the CGF must be identical with the grade on the *Candidate Record Form*. Check that the correct grade for each candidate has been encoded. This is the responsibility of the member of staff completing the CGF.

The completed CGF must be given to the Exams Officer as instructed by him/her.

C. Authentication of candidates' work and internal standardisation of marking¹

C1 Candidate Record Forms (CRFs)

A CRF must be completed for every candidate. CRFs are despatched to centres early in the academic year on the basis of estimated entries. Forms can also be downloaded from: aqa.org.uk/coursework

You must check all the CRFs and any related forms to ensure that:

- the candidate and teacher declarations have been completed and signed
- the grades are recorded accurately and clearly
- the candidate's grade on the CRF is identical to the grade encoded on the CGF
- any other required details (eg summative comments or explanatory notes, details of additional assistance) have been given in the spaces provided
- if required, the candidate's work has been annotated.

If computer software has been used to record the grades, a separate printout may be submitted in place of the manually-completed grid on the CRF. The printout must show all the details (eg grades for individual assessment objectives) included in the grid on the CRF. The original CRF provided by us must always be submitted as well, with the candidate's declaration signed and other required details given.

C2 Centre Declaration Sheet (CDS)

The *Centre Declaration Sheet* is provided for the centre to:

- authenticate the candidates' centre-assessed work
- confirm the internal standardisation of marking.

For VRQ, a completed *VRQ Centre Declaration Sheet* must be sent or given to the External Verifier.

C3 Teacher/assessor authentication of candidates' work

Teachers/assessors are required to confirm that the work assessed is solely that of the candidates concerned and was conducted under the required conditions. All teachers who have assessed the work of any candidate entered for each component must sign the declaration on the *Centre Declaration Sheet*. Failure to sign the authentication statement may delay the processing of the candidates' results.

If you have reservations about signing the teacher's authentication statement, note the following guidance:

- if you believe that a candidate has received additional assistance but are satisfied that the grade awarded represents the candidate's unaided achievement, then you should sign the authentication statement and give information in the space provided on the *Candidate Record Form*

¹ Section C does **not** apply to AQA Baccalaureate candidates submitting **online** diaries. Please see section 'E1 AQA Baccalaureate' for information on AQA Baccalaureate paper submissions.

- if you feel unable to sign the authentication statement in respect of a particular candidate, then that candidate's work cannot be accepted for assessment. 'X' should be encoded on the CGF
- if you suspect malpractice, please refer to the document *Suspected Malpractice in Examinations and Assessments: Policies and Procedures 1 September 2011 to 31 August 2012*, available from: www.jcq.org.uk

C4 Internal standardisation of marking

Our moderation procedure assumes that the centre has carried out internal standardisation according to the procedure described in the specification. Failure on the part of the centre to ensure this could well disadvantage some, if not all, candidates at the centre.

Two alternative statements are provided on the *Centre Declaration Sheet*:

- (1) where there are two or more teachers/assessors, to be signed by the person designated as responsible for internal standardisation
- (2) to be signed by a teacher/assessor who has marked the work of all candidates for the unit/component.

D. Despatching materials

D1 Deadlines

The table below summarises the submission dates. A comprehensive list of submission dates for every component can be found at: aqa.org.uk/deadlines

Grades should be submitted to ourselves or the External Verifier by the submission deadline, even if that date falls on a Bank Holiday. Always retain at the centre a record of the grades awarded in case of query.

November 2011 series		
Qualification	Submission deadline	
Functional Skills	5 November 2011	FS English component 3 (Speaking, Listening and Communication)
January 2012 series		
Qualification	Submission deadline	
Functional Skills	10 January 2012	FS English component 3 (Speaking, Listening and Communication)
VRQs	21 January 2012	All centre assessed units
March 2012 series		
Qualification	Submission deadline	
Functional Skills	28 February 2012	FS English component 3 (Speaking, Listening and Communication)

June 2012 series		
Qualification	Submission deadline	
AQA Bacc	15 May 2012	AQA Baccalaureate enrichment element
Functional Skills	15 May 2012	FS English component 3 (Speaking, Listening and Communication)
VRQs	21 June 2012	All centre assessed units

D2 Despatch guide

Subject	To AQA by the Deadline
AQA Bacc	<ul style="list-style-type: none"> Completed <i>Centre Grade Form (CGF)</i> Any <i>Supplementary Centre Mark Form (SCMF)</i> that have been used ALL paper* and online diaries

* Please see section 'E1 AQA Baccalaureate' for further information.

Subject	To AQA by the Deadline
Functional Skills	<ul style="list-style-type: none"> Completed <i>Centre Grade Form (CGF)</i> Any <i>Supplementary Centre Mark Form (SCMF)</i> that have been used

Subject	To AQA by the Deadline	To the External Verifier by the deadline
VRQ Counselling	n/a	<ul style="list-style-type: none"> Completed <i>Centre Grade Form</i> Any <i>Supplementary Centre Mark Form (SCMF)</i> that have been used For each specification, one signed <i>Candidate Record Form (CRF)</i> per candidate For each unit, one signed <i>Candidate Assessment Sheet (CAS)</i> per candidate <i>VRQ Centre Declaration Sheet (CDS/VRQ)</i>

Centres must always retain a record of the grades awarded in case of query.

E. Additional information

E1 AQA Baccalaureate

The *Centre Grade Form* (CGF) should be completed for **every** AQA Baccalaureate candidate, irrespective of the diary submission method (paper or online).

All **paper** diaries must be submitted, together with a signed *Candidate Record Form*, by **15 May** to:

Charlotte Christie
 AQA
 Devas Street
 Manchester
 M15 6EX

Online diaries must be submitted between **15 April** and **15 May**.

Please see the *AQA Baccalaureate Enrichment Diary Submission Guide* for further information on submitting enrichment diaries, available from: aqa.org.uk/bacc

E2 Extensions to the submission deadline

Extensions to submission deadlines may be available only in documented cases of sole teacher or candidate illness. Due to the limited time available for moderation, it is not normally possible to grant an extension of more than one week. Applications need to be made in writing, **from the Exams Officer or Head of Centre only** and should be made in advance of the deadline to the appropriate administering office:

Guildford	-	Coursework Processing Fax 01483 531 148	or e-mail	courseworkadmin-S@aqa.org.uk
Harrogate	-	Senior PES Manager: Processing Control Fax 01423 523 363	or e-mail	courseworkadmin@aqa.org.uk

E3 Late entries

- Some candidates entered late may not be shown on the pre-printed CGF. A *Supplementary Centre Mark Form* (SCMF) should be completed for the component, and sent to AQA or the External Verifier
- If a candidate who should have been entered is not listed on the CGF, then the Exams Officer must confirm the entry by writing to us using the appropriate Entry Form or entering the candidate via e-AQA or an EDI entry amendment file.

NB submitting a grade on a SCMF **does not** constitute a request for an entry to be made. Entries must be submitted in the normal way.

E4 Grade amendments

If, after submitting the grades to us (or the External Verifier), an error is noticed on the CGF and a grade amendment needs to be submitted, please do so **on centre-headed paper**, including the following information:

- centre name and centre number
- unit/component code and name
- candidate number and candidate name
- the old grade and the amended grade.

The grade amendment should be sent to the processing department at the administering office. For VRQ a copy must also be sent to the External Verifier.

F. Contact details of each office for submission queries

Administrative Queries:

Guildford Tel 01483 477 974 e-mail courseworkadmin-S@aqa.org.uk

Harrogate Tel 01423 840 015 e-mail courseworkadmin@aqa.org.uk

Missing Documentation (eg *Centre Grade Forms*, *Candidate Record Forms*):

Exams Office Support Tel 0844 209 6614

VRQ Allocation Queries (ie allocated External Verifier names and/or addresses):

VRQ Subject Team Tel 01483 477 836