

Recording and Authenticating Centre Assessments: 2011/12

1. Introduction

These notes should be read in conjunction with the relevant AQA regulations and any subject-specific instruction document relevant to 2011/12 – including any relevant information given in *Examination Update* documents.

In addition to the *Centre Declaration Sheet*, which must accompany every submission of centre-assessed work to a moderator, *Candidate Record Forms* are available for teachers to record the marks awarded to candidates for centre-assessed work. Some specifications also require additional specialised forms.

2. Distribution

The forms required for November 2011, January 2012, March 2012 and June 2012 will be sent to centres on the basis of submitted estimated entries in four packs scheduled for despatch between September 2011 and February 2012. The despatches are planned as follows.

PACK	LIST	CONTENTS	RECEIPT
1	BG	November 2011 GCSE November 2011 Functional Skills	Early September 2011
2	1A i	January 2012 A-level units January 2012 Applied A- level units (including externally-assessed units) January 2012 FSMQ units January 2012 VRQ units January 2012 Diploma Principal Learning Level 3 units (AQA-City & Guilds)	Late October 2011
	1A ii	January 2012 GCSE and Applied GCSE units January 2012 Functional Skills January 2012 Diploma Principal Learning Level 2 units (AQA-City & Guilds)	
3	3G	March 2012 Functional Skills	Early December 2011
	6A	some June 2012 A- level units (those required early in the course)	
4 i	6G	June 2012 ELC June 2012 GCSE June 2012 Level 1 & Level 2 Certificate qualifications June 2012 FCSE	Early December 2011
		6V	
	6A i	June 2012 Diploma Principal Learning Level 3 units (AQA-City & Guilds)	
	6A ii	June 2012 Functional Skills	
4 ii	6A	the remaining June 2012 A- level units June 2012 Applied A- level units (including externally-assessed units) June 2012 FSMQ units	Early February 2012
	6V	June 2012 VRQ units	

On receipt of a pack, please check the contents against its *Enclosure Note*. Should an entry have been underestimated, you may order top-up supplies (minimum of 10 per item) from **AQA Logistics Centre, Unit 2, Wheel Forge Way, Ashburton Park, Trafford Park, Manchester, M17 1EH**. Please use the *Order Form* enclosed with the pack quoting the form code printed at the bottom right corner of each form – a list of these codes is available from AQA's website in the Administration/Procedures/Coursework Administration section (<http://www.aqa.org.uk/coursework>). All AQA *Candidate Record Forms* can be read and downloaded as Word documents and PDF files from here too.

The AQA website now provides the **master versions** of the forms for 2011 and 2012 specifications. [Note that these are the most up-to-date versions of the documents and, where there are differences, supersede those in specification booklets].

Centres can print and photocopy from the website forms if they wish – it is recommended that printing is done back-to-back where relevant.

3. Centre Declaration Sheet

A *Centre Declaration Sheet* must accompany every submission of centre-assessed work to a moderator. There is one document common to the vast majority of specifications at all levels in all years.

Each centre is required to:

- authenticate the candidates' work
- standardise the assessments across different teachers and teaching groups to ensure that all candidates at the centre have been judged against the same standards.

In FSMQ qualifications, the centre should also ensure that the assessments of all portfolio units (for a given specification at a given level) have been internally standardised together (i.e. all marked to the same general standard).

4. Guidance given by teachers

If a candidate has been given additional guidance or assistance beyond that given to the class as a whole and as specified in the syllabus, this must be recorded in the space provided on the *Candidate Record Form*.

5. Evidence to support the award of marks

The *GCSE, GCE, principal learning and project code of practice* requires teachers/assessors to 'show clearly how credit has been assigned in relation to the criteria defined in the specification'. All *Candidate Record Forms* include a section for teachers/assessors to record explanatory notes on the assessments.

6. Authentication of candidates' work

Candidates' work must be authenticated by teacher/assessors on the *Centre Declaration Sheet*.

If the teacher/assessor believes that a candidate has received additional assistance but is satisfied that the mark awarded represents the candidate's unaided achievement, then he/she should sign the authentication statement and give information in the space provided on the *Candidate Record Form*. If a teacher/assessor feels unable to sign the authentication statement, then the work cannot be accepted for assessment by AQA. If a teacher/assessor suspects malpractice (e.g. copying, plagiarism or obtaining undue help) then the examinations officer should be asked to follow the procedure outlined in the JCGQ guidelines in the booklet *Guidance for Dealing with Instances of Malpractice in Examinations*.

Private candidates submitting coursework (each specification states if it is available to private candidates) must arrange for authentication of their coursework and must sign the declaration on the *Private Candidate Record Form*. Private candidates must complete a *Private Candidate Coursework Information Form, PCCIF* (available on request from AQA) which should be sent to appropriate AQA office at the time of entry.

7. Recording and submitting marks

Centres should submit marks to AQA either on pre-printed multi-part mark forms (which are issued to centres 2–3 weeks prior to the deadline date), or via electronic data interchange (EDI). Detailed instructions will be despatched along with the pre-printed mark forms.