

Administrative Procedures

Academic Year 2011-2012

GCE (including GCE in Applied Subjects)
Advanced Subsidiary/Advanced Level

Basic Skills Tests and Key Skills

Extended Project Qualification (AQA-City & Guilds)

FSMQ (Free-standing Mathematics Qualifications)

A separate Administrative Procedures document for the AQA Baccalaureate is available to view or download from the Entries|Administration guidance menu at www.aqa.org.uk/library

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1

Introduction

- 1.1. The purpose of this document is to assist Exams Officers and teachers with the administration of the unit assessments and subject awards in the following qualifications:
- GCE at Advanced Subsidiary and Advanced Level
 - GCE in Applied Subjects at Advanced Subsidiary, Single Award (3 units) and Double Award (6 units)
 - GCE in Applied Subjects at Advanced Level, Single Award (6 units), Advanced GCE with Additional Subsidiary GCE (additional) (9 units) and Double Award (12 units)
 - Basic Skills Tests and Key Skills
 - Extended Project Level 3 (AQA-City & Guilds)
 - Free-Standing Mathematics Qualifications (FSMQ)
- 1.2. All references to AS in this document should be read as Advanced Subsidiary.
- 1.3. Exams offered as part of a restricted pilot are not covered by this booklet.
- 1.4. Please read this booklet in conjunction with:
- our subject specific specifications (available at www.aqa.org.uk/qualifications) for details of the schemes of assessment
 - the *Entry Procedures* and *Entry Codes* booklets (available via the Entries menu at www.aqa.org.uk/library) covering all exam series in the 2011-2012 academic year.
- Details of how to purchase additional copies of Specifications are given at www.aqa.org.uk/public.
- 1.5. The availability of units at each exam series is shown in Appendix A (page 47).

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Exam series

2.1. For the academic year 2011-2012, AQA will offer:

- exams/assessments in January 2012 and June 2012 for GCE (including GCE in Applied Subjects)
- exams/assessments in June 2012 for each of the new specification FSMQ Foundation and Higher Level units and the continuing specification FSMQ Advanced Level units
- Extended Project Qualification assessment in November 2011 and June 2012
- Basic Skills assessments in November 2011, January 2012, March 2012 and June 2012
- final opportunities to claim Key Skills Proxy results and Key Skills Unit Awards, in January 2012, March 2012 and June 2012.

Details of these are shown below:

Series and Year Code	Series Title	Type(s) of Exam	Entry Closing Date
BG11	November 2011 Series BG	Basic Skills Level 1 and Level 2 Tests (Literacy and Numeracy) Extended Project Qualification (AQA-City & Guilds)	4 October 2011
1A12	January 2012 Series 1A	GCE AS and A2 Units Awards GCE in Applied Subjects Units and Awards	21 October 2011
1K12	January 2012 Series 1K	Basic Skills Level 1 and Level 2 Tests (Literacy and Numeracy) Key Skills Proxy Claims Key Skills Unit Awards	11 November 2011
3G12	March 2012 Series 3G	Basic Skills Level 1 and Level 2 Tests (Literacy and Numeracy) Key Skills Proxy Claims Key Skills Unit Awards	21 January 2012
6G12	June 2012 Series 6G	FSMQ (New Specification) Foundation and Higher Level Units	21 February 2012
6A12	June 2012 Series 6A	GCE AS and A2 Units and Awards GCE in Applied Subjects Units and Awards Extended Project Qualification (AQA-City & Guilds) FSMQ (Continuing Specification) Advanced Level Units	21 March 2012
6K12	June 2012 Series 6K	Key Skills Proxy Claims (Final Opportunity) Key Skills Unit Awards (Final Opportunity for Award) Basic Skills Level 1 and Level 2 Tests (Literacy and Numeracy)	31 March 2012

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Administrative timetable

The table below and overleaf summarises the dates by which the main administrative procedures must be completed in 2011-2012.

Date	Action
21 July 2011	Last date for notifying AQA (via e-AQA or return of booklet) of <ul style="list-style-type: none"> intention to enter for all exam series within the academic year 2011/2012 estimated entries for November 2011 and January 2012 exams.
26 August 2011	Last date for: <ul style="list-style-type: none"> requests for June 2011 GCE (including GCE in Applied Subjects) priority photocopies of exam scripts for enquiry about results purposes requests for the accelerated enquiry about results service.
10 September 2011	Last date for centres to receive GCE (including GCE in Applied Subjects) priority photocopies of exam scripts for enquiry about results purposes for June 2011.
20 September 2011	Last date: <ul style="list-style-type: none"> for requesting a results enquiry for June 2011 to apply for late cash-in (aggregation) of units to obtain subject awards for June 2011
October 2011	Certificates issued for the June 2011 series.
4 October 2011	Last date for requests for original GCE (including GCE in Applied Subjects) exam scripts for June 2011.
4 October 2011	Closing date for November 2011 Basic Skills and Extended Project Qualification entries (Series BG11).
10 October 2011	Last date to notify AQA (via e-AQA or return of booklet) of estimated entries for June 2012.
21 October 2011	Closing date for January 2012 GCE (including GCE in Applied Subjects) entries (Series 1A12).
5 November 2011	Last date to submit coursework marks for the Extended Project Qualification (Series BG11).
11 November 2011	Closing date for January 2012 Key Skills Proxy Claims, Key Skills Unit Awards and Basic Skills entries (Series 1K12).
1 December 2011	Last date to request Transferred Candidates arrangements for January 2012 exams.
4 January – 2 February 2012	January exam period.
10 January 2012	Last date to submit: <ul style="list-style-type: none"> estimated grades for January 2012 units coursework marks for January 2012 series.

Date	Action
12 January 2012	Results publication date for November 2011 Basic Skills and Extended Project Qualification (Series BK11).
21 January 2012	Closing date for March 2012 Key Skills Proxy Claims, Key Skills Unit Awards and Basic Skills entries (Series 3G12).
21 February 2012	Closing date for new specification FSMQ Foundation and Higher Level Unit entries (Series 6G12).
8 March 2012	Results publication date for January 2012 GCE (including GCE in Applied Subjects), Key Skills Proxy Claims, Key Skills Unit Awards and Basic Skills Tests (Series 1A12 and 1K12).
16 March 2012	Last date for requests for GCE (including GCE in Applied Subjects) priority photocopies of exam scripts for enquiry about results purposes for January 2012.
21 March 2012	Closing date for June 2012 GCE (including GCE in Applied Subjects), continuing specification FSMQ Advanced Level Units and Extended Project Qualification entries (Series 6A12).
26 March 2012	Last date for centres to receive GCE (including GCE in Applied Subjects) priority photocopies of exam scripts for enquiry about results purposes for January 2012.
31 March 2012	Closing date for March 2012 Key Skills Proxy Claims, Key Skills Unit Awards and Basic Skills entries (Series 6K12).
17 April 2012	Last date: <ul style="list-style-type: none"> • for requesting a results enquiry for January 2012 • to apply for late cash-in (aggregation) of units to obtain GCE (including GCE in Applied Subjects) subject awards for January 2012.
12 April 2012	Last date to request Transferred Candidate arrangements for Summer 2012.
19 April 2012	Results publication date for March 2012 Key Skills Proxy Claims, Key Skills Unit Awards and Basic Skills Tests (Series 3G12).
28 April 2012	Last date to apply for return of original GCE (including GCE in Applied Subjects) exam scripts for January 2012.
May 2012	Certificates issued for the January 2012 series.
15 May 2012	Last date to submit: <ul style="list-style-type: none"> • GCE (including GCE in Applied Subjects) coursework marks (except Art and Design, Applied Art and Design, Dance and Drama and Theatre Studies) for June 2012 series (see 31 May also) • coursework marks for Extended Project Qualification for June 2012 series • FSMQ coursework portfolio marks for June 2012 series • estimated grades for externally-assessed units for June 2012 series.
14 May-26 June 2012	June 2012 exam period.
17 May 2012	Last date for requesting a results enquiry for March 2012 Basic Skills Tests.
31 May 2012	Last date to submit coursework marks for GCE Art and Design, GCE Applied Art & Design, Dance and Drama and Theatre Studies.

Date	Action
8 June 2012	Last date for centres to receive original GCE (including GCE in Applied Subjects) exam scripts for January 2012.
21 July 2012	Last date to notify AQA (via e-AQA or return of booklet) of <ul style="list-style-type: none"> • intention to enter for all exam series within the Academic Year 2012/2013 • estimated entries for November 2012 and January 2012.
16 August 2012	Results publication date for June 2012 (Series 6A12): <ul style="list-style-type: none"> • GCE (including GCE in Applied Subjects) • Basic Skills Tests • Extended Project Qualification • Continuing specification FSMQ Advanced Level Units • Key Skills Proxy Claims, Key Skills Unit Awards.
23 August 2012	Results publication date for June 2012 (Series 6G12): <ul style="list-style-type: none"> • New specification FSMQ Foundation and Higher Level Units.
24 August 2012	Last date to request: <ul style="list-style-type: none"> • June 2012 GCE (including GCE in Applied Subjects) priority photocopies of exam scripts for enquiry about results purposes • accelerated enquiry about results service.
10 September 2012	Last date for centres to receive GCE (including GCE in Applied Subjects) priority photocopies of exam scripts for enquiry about results purposes for June 2012.
20 September 2012	Last date to request: <ul style="list-style-type: none"> • a results enquiry for June 2012 • a late cash-in (aggregation) of units to obtain GCE (including GCE in Applied Subjects) subject awards for June 2012.
4 October 2012	Last date for receipt of requests for original GCE (including GCE in Applied Subjects) exam scripts for June 2012.
October 2012	Certificates issued for the June 2012 series.

4

Entry procedures

4.1 AQA does not require the prior registration of candidates for any of the qualifications detailed in this booklet.

Stages in the entries procedure

Centre Approval

4.2 Entries can only be accepted from centres that are approved by AQA. Centres that are not approved by AQA (centres that have not previously entered for **any** exams with AQA) should request a JCQ *Application for Approval as a Centre for General Qualifications* form, and submit the completed form to AQA's Guildford office as soon as possible.

4.3 Full details of entry to AQA examinations and tests are given in the separate *Entry procedures 2011-2012* and *Entry codes: All examination series 2011-2012* documents for the 2011-2012 academic year.

- The *Entry codes* document was sent to all approved centres in September 2011 and is available on the *Administration|Library|Entries* page of our website at www.aqa.org.uk/library.
- The *Entry Procedures* document is available **only** on the *Administration|Library|Entries* page of our website at www.aqa.org.uk/library. A brief summary of those procedures is given below.

Intention to Enter

4.4 In June each year, AQA provides to e-AQA non-registered centres an *Intention to Enter* form for all examination series within the next academic year. This form allows centres to inform AQA if they will have entries for a particular series and to indicate the entry method to be used. An entry pack (including *Entry Forms* if appropriate to the method of entry indicated) will then be provided for each series at least four weeks before the entry closing date.

4.5 Centres registered for e-AQA should use the e-AQA service for the submission of Intention to Enter information. Booklets for the collection of Intention to Enter information will only be sent to centres registered for e-AQA on request to the Entries Section, or the booklets may be accessed from the Entries menu of the AQA Website at www.aqa.org.uk/library.

Estimated Entries

4.6 Centres that are not registered for e-AQA are requested to submit *Estimated Entries* booklets to indicate the likely number of entries for individual modules/units.

Centres registered for e-AQA should use the e-AQA service for the submission of Estimated Entries information. Booklets for the collection of Estimated Entries will only be sent to centres registered for e-AQA on request to the Entries Section. Alternatively, the booklets can be downloaded from the Entries menu of the AQA Website at www.aqa.org.uk/library.

This information enables AQA to:

- allocate coursework advisers and moderators
- despatch preliminary material and record forms
- invite teachers to meetings
- determine numbers of question papers and examiners.

Method of entry

4.7 Entries may be made:

- by EDI
- online via e-AQA
- on Entry Forms,

prior to the closing date for entry. For any particular series, only one of the above entry methods may be used. Please see paragraph 6.2 regarding the non-EDI surcharge applied to those main entries not made by EDI or online via e-AQA. Detailed information relating to making entries is shown in the *Entry Procedures* and *Entry Codes* booklets.

Entry amendments

4.8 Entry amendments may be submitted to enter additional candidates or to amend the entries of existing candidates once the main entry submission has been made. Additional fees are charged for entries received after the last date for entry, as given in the AQA document *Entry Fees and other charges 2011/12* which is available to download from the Entries menu at www.aqa.org.uk/library.

Amendments to candidates' entries must be received by AQA no later than 14 days before the publication of results for the appropriate series.

e-AQA

- 4.9 e-AQA is a secure section of our website allowing authorised staff within your centre to communicate directly with AQA and access an increasing number of services.
- 4.10 e-AQA offers two roles for staff at centres:
- the *centre administrator* – who is responsible for registering the centre for e-AQA and managing access for colleagues
 - *centre users* – colleagues whose access has been set up by the *centre administrator*.
- 4.11 By using e-AQA you can:
- change details within your personal profile
 - register additional centre users and control their access rights within e-AQA (centre administrators only)
 - submit intention to enter information
 - submit estimated entries
 - make and amend entries
 - view your centre's entries
 - view, download and print statements of entry, subject reports and *Attendance Records*
 - apply for GCE and GCSE Access Arrangements
 - order modified papers
 - view and download exam-related materials, including preliminary material, exam papers, mark schemes and examiners' reports from Secure Key Materials
 - view your centre's results
 - analyse results using the Enhanced Results Analysis online tool
 - submit Enquiries about Results and applications for Access to Scripts
 - track the progress of your centre's requests for Post-Results services
 - apply for Special Consideration for all scheduled AQA and AQA-City & Guilds exams
 - order publications on-line via the e-AQA Shop.
- 4.12 If you require any information about or wish to register for e-AQA services, please contact our e-AQA helpdesk:
- ☎ 0844 209 6614 Monday to Friday, 08:00 to 17:00 †.
 - ✉ e-aqahelpdesk@aqa.org.uk
- 4.13 † A voicemail service operates outside these hours: please leave a message and a member of the helpdesk team will contact you as soon as possible.

Assessment and entry structures

4.14 A separate entry is required, in a particular series, for the following:

- all units on which candidates are being assessed (GCE Mathematics/Statistics Specifications and GCE in Applied Subjects use a four character code. All other GCE specifications use a five character code)
- every assessment for which a subject award result is to be reported (using a four digit code, or four digits plus an identifying letter for GCE Art and Design awards)
- individual Proxy Claims for Key Skills.

Subject results will only be awarded at:

- GCE (including GCE in Applied Subjects) AS
- GCE (including GCE in Applied Subjects) A level
- Key Skills

when the appropriate subject award entry (claim) has been made.

The diagrams on pages 13 to 17 illustrate the assessment and entry structures for AQA GCE (including GCE in Applied Subjects) and Key Skills specifications. Entry requirements are indicated by **bold** boxes with entry codes in bold type in these boxes.

Subject awards

4.15 Once entries for subject awards have been received (after 21 October 2011 for January 2012 or 21 March for June 2012) AQA will check:

- whether each candidate will have sufficient unit results (from previous exam series or from unit entries in the current series) to qualify for the subject award entered.

Centres will be advised via the *Certification Warning Report (Unsubstantiated Entries)* if a candidate will not have sufficient unit results, so that additional units may be entered, or the entry for the subject award may be amended (for example, from an Advanced to an AS award) or withdrawn.

- where no entry for a subject award has been made but where candidates are entered for sufficient units to achieve an Advanced subject award.

Centres will be notified of any such candidates via the *Certification Warning Report (Potential Entries)*.

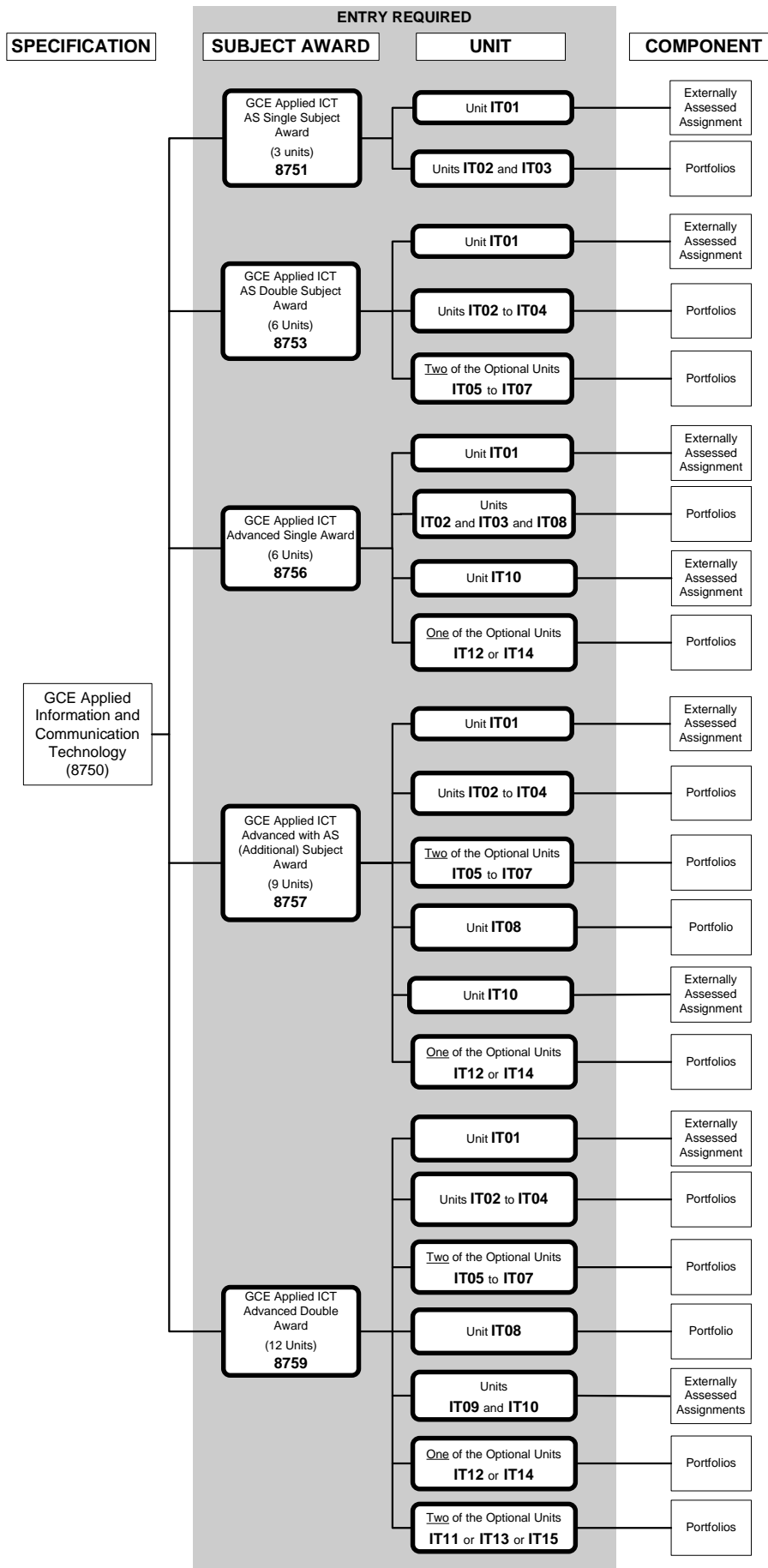
Note: Centres are urged to make subject award entries by 21 October or 21 March in all cases where candidates wish to receive subject awards and will have taken sufficient units to qualify. Although subject awards can be requested in the 4 weeks immediately after the publication of results, candidates will face a delay in receiving their subject grades. See [Section 11](#) for further information.

4.16 Entries for individual units (and for Proxy Claims in Key Skills) will incur entry fees, as shown in [Section 6](#). Entries to re-sit a unit or component incur the full entry fee for the unit or component.

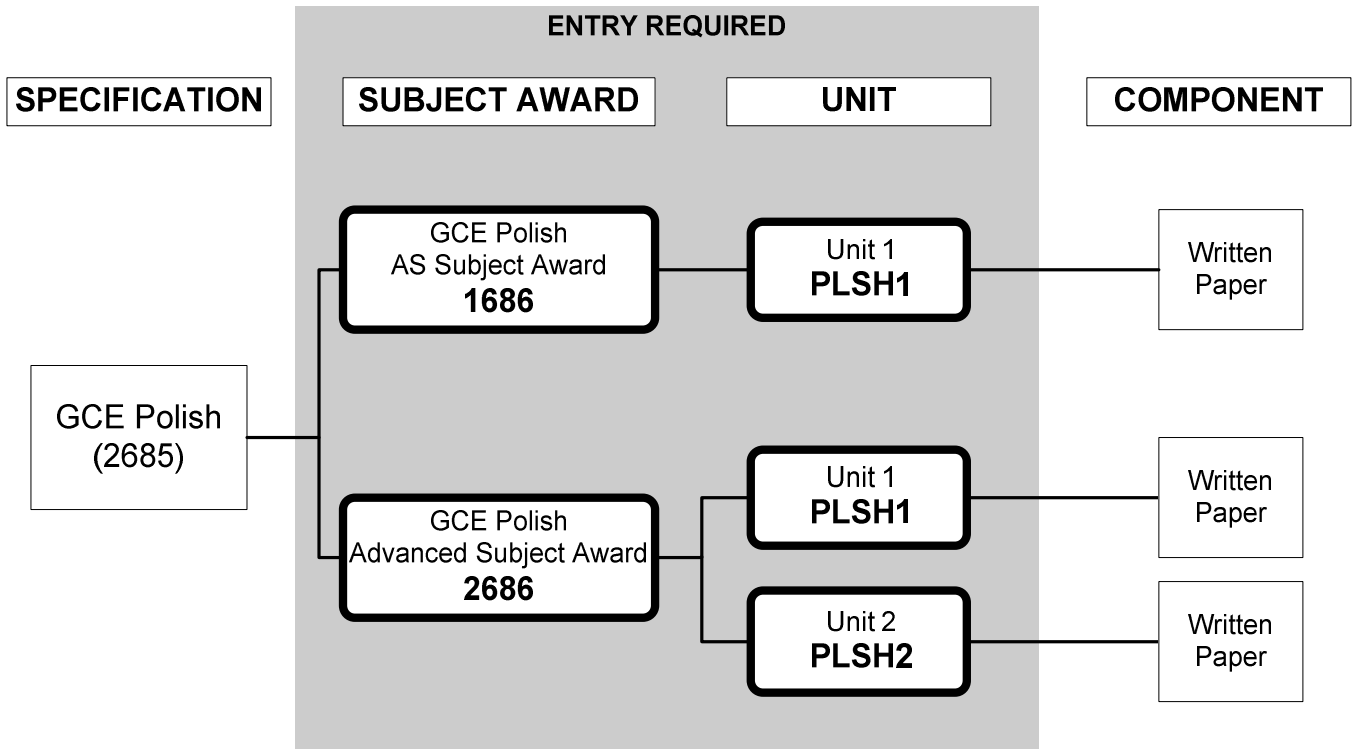
There are no fees payable for:

- entries (claims) for the aggregation of unit results to give subject awards (but see paragraph [11.1](#))
- entries (claims) for Key Skills Unit awards.

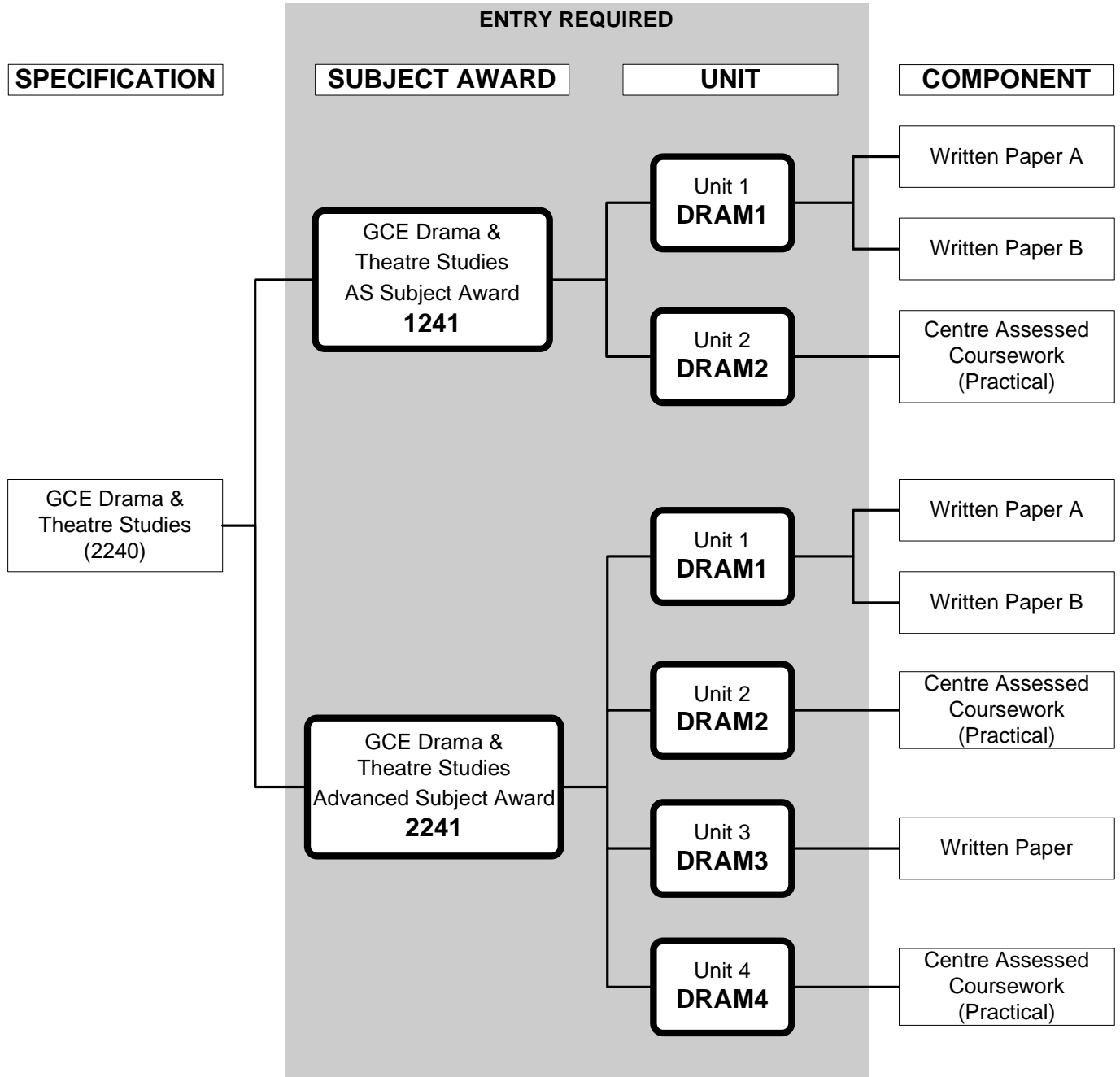
**Example of GCE in Applied Subjects
assessment and entry structure**



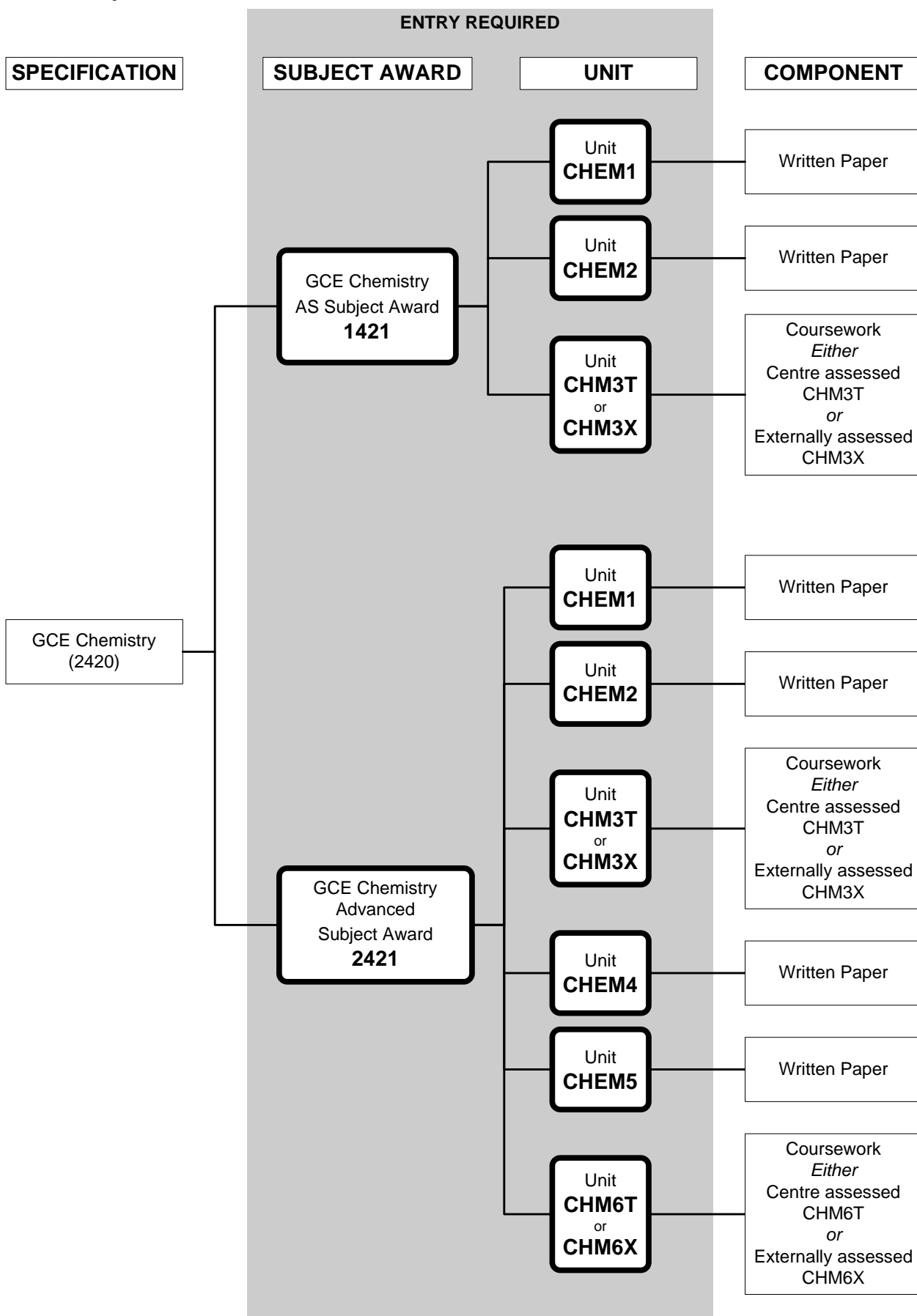
Example of two unit award GCE assessment and entry structure
GCE Polish



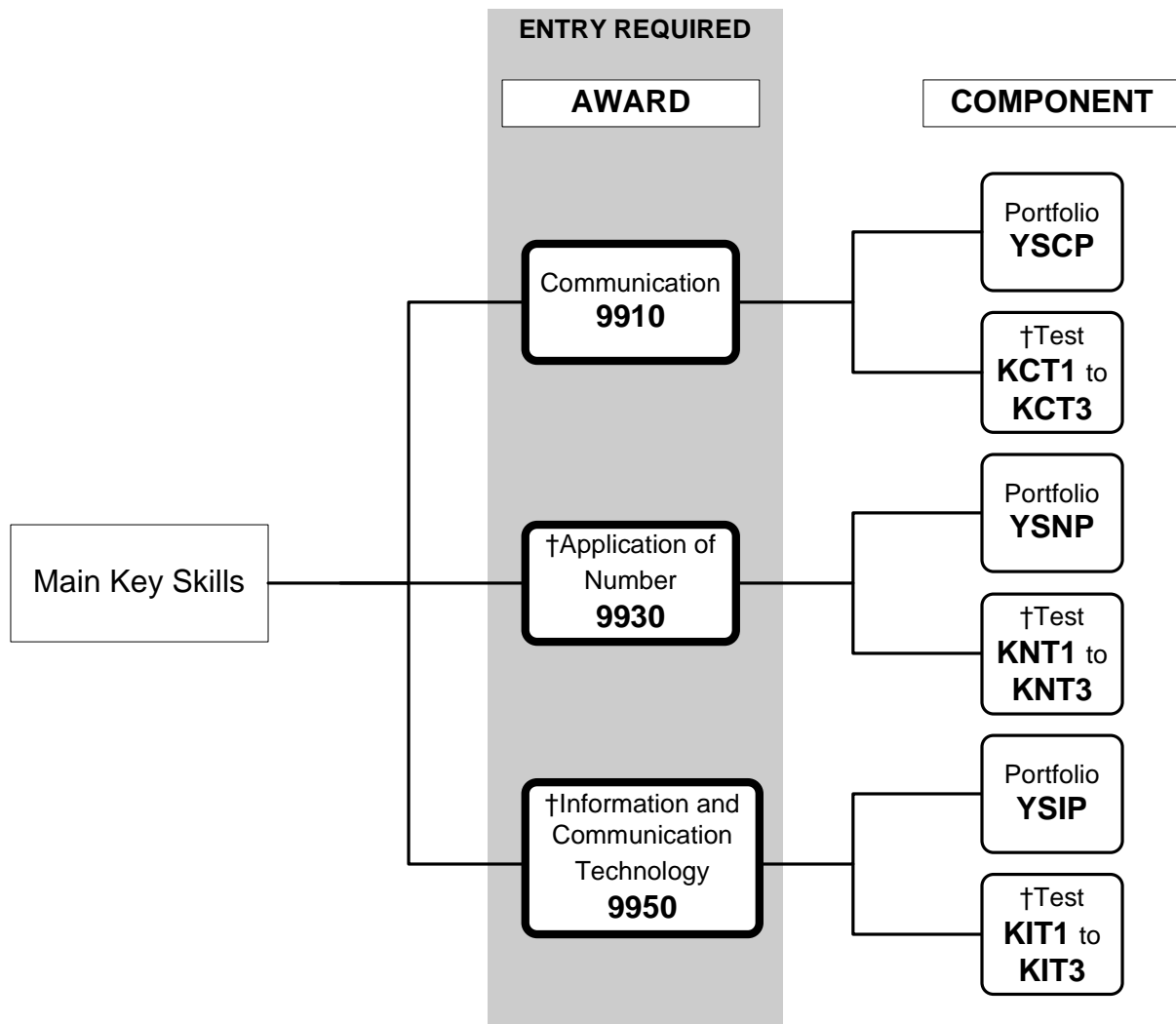
Example of four unit award GCE assessment and entry structure
 GCE Drama and Theatre Studies



Example of six unit award GCE assessment and entry structure
GCE Chemistry



Example of Key Skills assessment and entry Structure



† Exemption from the external tests at levels 1 to 3, from the ICT Unit at levels 1 to 3 and the Application of Number Unit at level 3 can be claimed using the proxy entry codes given in [Appendix B](#). See paragraphs 4.22 to 4.31 for further details of Key Skills proxy claims.

The final opportunity for claiming Key Skills Proxies is in the June 2012 series 6K12.

Please note that the Key Skills Tests and Portfolios were withdrawn after June 2011 and are no longer available to candidates. Any candidate wishing to receive a Key Skill Unit Award who has not already claimed will need to have results for the necessary units as detailed above or the appropriate Proxy Components.

The final opportunity for claiming Key Skills Unit Awards is in the June 2012 series 6K12.

GCE (including GCE in Applied Subjects) entry requirements

4.17 For GCE (including GCE in Applied Subjects) a separate entry is required for:

- each unit
- aggregation (optional) of unit results to give an overall AS subject award (single or double for GCE in Applied subjects)
- aggregation of unit results to give an overall Advanced level subject award (single or double for GCE in Applied subjects)
- aggregation of unit results to give an overall Advanced GCE with Additional Subsidiary GCE (additional level subject award (nine-unit award for GCE in Applied subjects)).

Unit codes comprise letters and numbers as follows:

- four characters for Mathematics/Statistics and GCE in Applied Subject specifications
- five characters for all other specifications.

Subject award codes comprise four numbers[†]:

- for GCE Mathematics/Statistics specifications these start with '5' for AS and '6' for Advanced
- for GCE in Applied Subjects they start with '8'
- for all other specifications they start with '1' for AS and '2' for Advanced.

For example, a candidate taking an AS Chemistry award might wish to sit Unit 1 in January 2012, Units 2 and 3 in June 2012, and claim for the subject award in June 2012. Entries would have to be made for every item in the following list.

	Entry code	
January 2012	CHEM1	Chemistry Unit 1
June 2012	CHEM2	Chemistry Unit 2
	CHM3T	Chemistry Unit 3, centre assessed coursework option
	1421	AS Chemistry award

Note: Candidates who enter for an Advanced award and who wish also to receive an AS award in the subject (either because they have not previously taken an AS award, or because they have retaken AS units and wish to improve a previous AS award) must make an entry for the AS award as well as the Advanced award.

Key Skills, Wider Key Skills and Basic Skills tests

4.18 Please see www.aqa.org.uk/keyskills-com for important information on

- the replacement of Key and Basic Skills with Functional Skills
- the withdrawal of Key Skills Proxies, Key Skills Unit Awards and Basic Skills after the June 2012 series.

4.19 For the **main Key Skills** (Communication, Application of Number, Information and Communication Technology), a separate entry or result is required for

- each component (test, portfolio or proxy) of each Skill
- aggregation of the test, portfolio and/or proxy results to give a Key Skill Unit Award.

For **Basic Skills Tests**, an entry is required for each test at the appropriate level.

[†] Four numbers plus an identifying letter for GCE Art and Design awards.

- 4.20 The three **Wider Key Skills** qualifications (Improving Own Learning and Performance, Problem Solving and Working With Others) were withdrawn after the June 2011 series.

Key Skills for Welsh Centres

- 4.21 The single portfolio component assessment available only to those centres in Wales was withdrawn after the June 2011 series.

Claims for Exemption from Key Skills Tests or Units – Proxy Claims

- 4.22 To ensure that candidates who have taken GCSE, GCE (including GCE in Applied Subjects), or qualifications in English, Gaelige, General Studies, Welsh, Mathematics and ICT are not involved in unnecessary double assessment when seeking their Key Skills qualifications, the Regulatory Authorities have agreed that certain awards in these subjects can be used to claim exemption from:
- external tests at levels 3, 2 or 1
 - the whole Unit at levels 3, 2 or 1 for ICT, and at level 3 for Application of Number only.
- 4.23 The current, definitive list of exemptions from Key Skills tests or units can be found on the AQA Website in the *Administration Handbook for the Key Skills Standards 2012* at www.aqa.org.uk/keyskills-com, or by contacting the AQA's Key Skills department via e-mail on keyskills@aqa.org.uk.
- 4.24 To claim exemptions candidates must be entered for proxies using the proxy entry codes given in [Appendix B](#). Fees for claiming proxy qualifications are detailed in the *Entry Fees and other charges 2011/12* booklet.
- 4.25 In the June Key Skills series only, centres will be allowed to claim potential proxies relating to GCE (including GCE in Applied Subjects) awards which have not yet been taken, **provided that the candidate has been entered for the GCE award with AQA in the current (June) series**. GCSE qualifications cannot be claimed as proxies in the same June. Candidates claiming current AQA awards as proxies must use:
- the proxy entry code given in the table in [Appendix B](#) to show the candidate has a 'concurrent AQA entry'
 - the same UCI for their entries in the Key Skills series and the GCE series (otherwise it will not be possible to match candidates to transfer their results from the GCE to the Key Skills series).
- 4.26 Entries to claim proxies may be made in the January, March or June Key Skills series. It is not necessary to claim a Key Skill award that uses the proxy at the same time at which the proxy is claimed. A final opportunity to claim proxies and Key Skill awards is available in the June 2012 series.

Once the proxy has been claimed, it can be used in a future series. However, proxies must be:

- **claimed within three years** from the date the qualification on which it is based was awarded
 - used in a Key Skills qualification **within three years** from the date the qualification on which it is based was awarded.
- 4.27 When proxy entries have been received, centres will be sent *Key Skills Proxy Details* sheets listing all the candidates entered for each proxy code. Centres will be required to complete these forms to show for each candidate
- the award level* (GCE AS/A, VCE, GCSE Full Course, GCSE Short Course, etc.)
 - grade awarded
 - subject
 - awarding body
 - date of award (month and year)
 - centre number and candidate number(s) under which the proxy qualification was taken.

* Proxy claims after January 2011 using GNVQ awards are no longer valid.

- 4.28 The Head of the Centre will be asked to sign a declaration that the relevant results slips or certificates have been inspected and must accept responsibility for the accuracy of the details provided. Checks will be made on the accuracy and authenticity of claims for proxies.
- 4.29 The details of proxy claims accepted by AQA will be reported to centres on results slips in the same way that other Key Skills component and Key Skills awards are reported. Centres will be able to enquire within the normal period for enquiries about results if they are not satisfied that a proxy claim has been accurately recorded.
- 4.30 When an entry is made for a Key Skill award, the same entry codes are to be used whether or not a proxy will contribute to the award. Candidates using Unit proxies do not also need to enter for the award.
- 4.31 For example, a **Key Skills** candidate, having already obtained results for the portfolio components YSNP and YSIP, might enter as follows:

	Entry code	
January 2012	KNX2	Application of Number Test Proxy, Level 2
	9930	Application of Number Unit Award
March 2012	KIX1	Information & Communication Technology Test Proxy, Level 1
June 2012	9950	Information & Communication Technology Unit Award

Free-Standing Mathematics Qualifications entry requirements

- 4.32 For Free-Standing Mathematics Qualifications, a separate entry is required for each unit (qualification) the student wishes to sit.

Extended Project Qualification (AQA-City & Guilds)

- 4.33 For the Extended Project Qualification, an entry is required only for the qualification.

5

Candidate identifiers

Unique Candidate Identifier (UCI)

5.1 Unique Candidate Identifiers (UCIs) became necessary with the introduction of modular schemes of assessment. It is the UCI which enables candidates to:

- hold module/unit results over a period of time
- study and take tests at more than one centre.

The 13-character UCI is used by awarding bodies to accumulate all the results achieved by a candidate over a period of time. This enables the subject award to be calculated by totalling the uniform marks for the individual module/unit results.

Allocation and use of the UCI

5.2 Each candidate beginning a GCE (including GCE in Applied Subjects), Key Skills/Basic Skills tests or FSMQ course will need to be allocated a 13-character Unique Candidate Identifier (UCI) by the centre unless the candidate already has a UCI, for example, where s/he has previously taken an exam through another centre. The candidate will retain this identifier throughout the course.

Once the UCI has been generated it must be used for all specifications entered with AQA or any of the other Awarding Bodies, for all exams and at any exam centre. Each candidate must have only **one** UCI.

The centre will need to generate the UCI in accordance with the rules that are given below. AQA's Entries staff will provide any help needed in understanding the UCI. AQA will also calculate the check character which will be included in the UCI when the UCI is first allocated, where this is not supplied by the centre.

The UCI will be used for the following purposes:

- entries and results for individual units
- entries and results for subject awards
- certificates.

It will be essential for candidates moving from one centre to another to know their UCI, particularly if they are transferring part-way through courses (see paragraph 12.5). The UCI will be quoted on results documentation.

How the Unique Candidate Identifier is First Generated

5.3 The UCI is generated from information provided by the centre and is built up according to the following rules.

There are 13 characters in the UCI which comprise the

centre number	(positions 1-5)
board identifier	(position 6)
academic year of registration	(positions 7-8)
candidate serial number	(positions 9-12)
check character	(position 13)

Character	1 2 3 4 5	6	7 8	9 10 11 12	13
Explanation	Centre number	Board Identifier	Academic year of registration	Candidate serial number	Check character

The centre number is that of the centre where the candidate took his/her first unit. Candidates moving to different centres partway through their courses will retain their original Unique Candidate Identifiers.

The Board Identifier is usually zero (0).

The year of registration is **the academic year in which the candidate enters for the first unit** e.g. '11' for 2011/12 and '12' for 2012/13.

The candidate serial number is under the control of the centre. It must be in the range 0001 to 9999 and for any year of registration there must be no duplicates. In subsequent years, when new candidates are entered with a new year of registration, serial numbers may be repeated. The candidate serial number element within the UCI will normally, but not essentially, be the same as the candidate number used for any linear exams.

The check character will automatically be generated by most software packages. It is useful as a means of validation to check that no mistakes have been made in providing the other characters in the identifier. A full explanation of the algorithm used to generate the check character is given in the *Entry Procedures* booklet.

Example of a Unique Candidate Identifier

87425	0	11	2453	H
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Unique Learner Number (ULN)

5.4 The Unique Learner Number (ULN) is a number that has been introduced to allow individual learners to be uniquely identified and it is compulsory for all learners taking the Diploma. The Diploma qualification is made up of different constituent qualifications that are often taken at different times and possibly with different awarding bodies. The ULN enables these different component results to be aggregated by QCDA's Diploma Aggregation Service so that an overall Diploma result can be awarded.

5.5 The ULN is mandatory for the following AQA qualifications:

- Diploma Principal Learning
- entries for any qualification that will be used towards a Diploma award.

6

Fees

Entry fee

- 6.1 For details of the entry fees for the 2011-2012 exams please refer to the booklet *Entry Fees and other charges 2011/12* which is available to download from the Entries menu at www.aqa.org.uk/library.

Entries made on the *Entry Form*, on the *Entry Amendments Form* or in writing

- 6.2 AQA now receives about 99% of its entries through Electronic Data Interchange (EDI) services and e-AQA.

We appreciate that some centres either do not wish to use EDI or e-AQA or cannot do so. We will therefore continue to offer the possibility of making entries on *Entry Form*, but will make a surcharge on entries from centres that indicate on their *Intention to Enter* information that they will not be making any entries by EDI or e-AQA in the coming year.

Late Entry fee

- 6.3 Unless indicated otherwise in the *Entry Fees and other charges 2011/12* booklet, an additional fee will be charged for each entry of a **new candidate** received after the closing date for the receipt of entries as given in Section 2 and as shown in the table in paragraph 6.10. Details of the Late Entry fees are provided in the booklet *Entry Fees and other charges 2011/12*.

Very Late Entry fee

- 6.4 An additional fee will be charged for each entry of a **new candidate** received after the dates given in the table in paragraph 6.10. Details of the Very Late Entry fees are provided in the booklet *Entry Fees and other charges 2011/12*.

Amendment fee

- 6.5 An additional fee will be charged for each amendment or addition to the entries of existing candidates received after the dates given in the table in paragraph 6.10. Details of the Amendment fees are provided in the booklet *Entry Fees and other charges 2011/12*.

The amendment fee is payable for:

- the addition of each new entry for a candidate already entered
- an amendment of an existing entry from one specification to another and
- a change of entry from one unit, module, option/tier or component to another within the same specification.

Withdrawal of entries

- 6.6 If you withdraw a candidate from one or more entries by the dates given in the table in paragraph 6.10, your centre will receive a refund of entry fees paid to that date.
- 6.7 Withdrawn candidates
- do not have their results shown on the broadsheet of results
 - receive no results for the entries from which they have been withdrawn
 - do not have their names on any lists of candidates produced after the withdrawal has been processed.



Please note that AQA cannot withdraw candidates/entries any later than two weeks before the publication of results for the appropriate series.

Partial refunds on medical grounds

6.8 After the dates given in column 5 of the table in paragraph 6.10, AQA will consider a partial refund of fees for candidates who have to withdraw from their exam(s) on medical grounds.

Any request for a partial refund of fees must be:

- accompanied by satisfactory supporting medical evidence
- submitted to AQA no later than 14 days after the last exam in the appropriate series.

Payment of fees

6.9 AQA will send you an invoice once an Entry or Entry Amendments submission has been processed. Fees are due within 30 days of the date of the invoice.

Dates for Very Late Entry Fees, Amendment Fees and withdrawals

6.10 Unless indicated otherwise in the booklet *Entry Fees and other charges 2011/12*, the Very Late Entry Fee and Amendment Fee will apply after the dates shown in the table below.

Refunds for withdrawals of entry made after these dates may **only** be granted on medical grounds (see paragraph 6.8).

Series and Year Code	Series Title	Exams in Series	Late Entry Fees apply after	Very Late Entry Fees & Amendment Fees apply & no refund for withdrawals after
BG11	November 2011 Series BG	Basic Skills Tests Extended Project Qualification	4 October 2011	25 October 2011
1A12	January 2012 Series 1A	GCE GCE in Applied Subjects	21 October 2011	15 December 2011
1K12	January 2012 Series 1K	Basic Skills Tests Key Skills Proxy Claims Key Skills Unit Awards	11 November 2011	30 November 2011
3G12	March 2012 Series 3G	Basic Skills Tests Key Skills Proxy Claims Key Skills Unit Awards	21 January 2012	21 February 2012
6G12	June 2012 Series 6G	FSMQ (New Specification)	21 February 2012	21 April 2012
6A12	June 2012 Series 6A	GCE GCE in Applied Subjects Extended Project Qualification FSMQ (Continuing Specification)	21 March 2012	21 April 2012
6K12	June 2012 Series 6K	Basic Skills Tests Key Skills Proxy Claims Key Skills Unit Awards	31 March 2012	26 April 2012

7

Conduct of exams and externally assessed assignments

- 7.1 The instructions below should be read in conjunction with the JCQ *Instructions for Conducting Examinations* (available from www.jcq.org.uk/exams_office/instructions_for_conducting_examinations/).

Timetable variations

- 7.2 A timetable of specific dates is used for all exams which must be held on the date and in the session specified. The published starting time of all morning exams is 9.00 a.m., and the starting time of all afternoon exams is 1.30 p.m. These are UK times (either GMT or BST as appropriate) current on the exam date, so centres outside the UK must adjust their local starting times to begin at the same time as UK centres.
- 7.3 The JCQ Awarding Bodies allow centres within the United Kingdom to start exams earlier than or later than the published starting time for the session, without obtaining permission beforehand. However, in order to maintain the security of the exam all candidates must start question papers:
- no earlier than 8.30 a.m. and no later than 9.30 a.m. for morning sessions
 - no earlier than 1.00 p.m. and no later than 2.00 p.m., for afternoon sessions

unless they are involved in an arrangement to deal with a timetable clash. All arrangements for the invigilation of candidates and the security of question papers detailed in the JCQ *Instructions for Conducting Examinations* must be observed.

Any centre outside the UK **must** conduct AQA exams **at the time scheduled by AQA in the UK** (i.e. at the local equivalent to 9.00am or 1.30pm UK time). There may be circumstances in which it is possible to seek approval to start examinations at times other than the UK published starting time, within limits that guarantee the security of question papers.

Applications for approval to vary examination start times must be made on the *Overseas timetable declaration for centres outside the United Kingdom* form, a copy of which can be found on the AQA Website at www.aqa.org.uk/admin/p_centre_overseas.php. Requests must be sent by 1 October for **each** academic year and if approval is granted, arrangements for the supervision of candidates must be made.

- 7.4 Candidates who take an exam later than the UK published starting time must be kept under the direct supervision of centre staff from 30 minutes after the UK published starting time for the paper concerned until the time when they begin their exam.

Candidates who take an exam earlier than the UK published starting time must remain under the supervision arranged by the Head of the Centre until one hour after the UK published starting time for that exam. Additionally, centres must ensure that question papers used by those candidates are kept under secure conditions until one hour after the UK published starting time for that exam. In the case of exams of less than one hour duration, candidates must be supervised and question papers kept secure until the normal finishing time of the exam.

If some candidates are allowed to take an exam on a later day than other candidates at your centre, all copies of the question paper used on the earlier day must be sealed in an envelope and returned to secure storage until all candidates at your centre have taken that exam.

- 7.5 Candidates may take an exam for more than one unit in a session. Breaks between exams, supervised under exam conditions, are permitted at the discretion of the centre. Centres may decide the order of unit exams, provided that the security of the exam is maintained throughout. Centres may hold more than one unit exam at the same time during an exam session. Special care must be taken if a particular exam is taken by different candidates at different times during the session.

It is essential that, where the centre has more than one unit timetabled for the same sessions and opts for a later start for some candidates, continuous supervision of **all** candidates in the session takes place from 9.30am or 2.00pm.

Calculators

- 7.6 Full details on the use of calculators are given in Section 3 of the JCQ *Instructions for Conducting Examinations*.

Accommodation

- 7.7 Exams may be taken in teaching rooms, laboratories or workshops, provided that the requirements laid down in Section 5 of the JCQ *Instructions for Conducting Examinations* are met.

Conduct of exams

- 7.8 All exams **must** be conducted in accordance with the following sections of the JCQ *Instructions for Conducting Examinations*:

- Section 6 Invigilation arrangements
- Section 9 Identifying candidates
- Section 10 The people present
- Section 11 Question papers, stationery, materials and other equipment
- Section 12 Starting the examination
- Section 13 Supervising the candidates
- Section 14 Candidates who arrive late

Completing the Attendance Record

- 7.9 An *Attendance Record* is provided by AQA for each exam showing the names of all candidates entered for that exam. The correct record must be used for each exam taken in the session. If the name of a candidate who is present for the exam does not appear on the record, the candidate's name and number should be written by the invigilator after the last name on the record. If the additional candidate is not already entered, the Head of the Centre or Exams Officer must submit an entry amendment to AQA as soon as possible.

Leaving the exam room

- 7.10 No candidate should leave the exam room (except in an emergency) until one hour after the official starting time for the session (i.e. until 10.00 am or 2.30 pm). Candidates who are allowed to leave the exam room temporarily must be accompanied by a member of staff.

Collection of scripts and objective test answer sheets

- 7.11 Scripts for each unit must be collected separately for despatch to the appropriate examiner, together with the *Attendance Record*. For those absent for an Objective Test paper, the absence box (only) on the answer sheet must be completed by the invigilator. **All** answer sheets, including those of candidates who were absent, should be despatched to AQA's Guildford office together with the *Attendance Record* using the strengthened envelope provided. Used objective test question booklets must be retained in a safe or secure cupboard until the last date for Enquiries about Results for the appropriate exam series, as AQA may request them in connection with any queries that might arise.

Preliminary material

- 7.12 Any preliminary material that is required will be made available in accordance with the document *Preliminary material and early question papers for AQA exams 2011-12* which is available to download from the Exam Preparation menu at www.aqa.org.uk/library. The preliminary material must only be used on or after the prescribed date and where this material is confidential it must be stored in accordance with Section 1 of the *JCQ Instructions for Conducting Examinations*.

8

Internal assessment

Coursework/Portfolio Advisers

- 8.1 Coursework/Portfolio Advisers will provide guidance and support to teachers regarding coursework/portfolio units/components. Centres will be informed of their Adviser for each specification being offered, according to the estimated entries information submitted in the booklet (see paragraph 4.6) or via e-AQA (see also paragraphs 4.9 to 4.12).

Online teacher standardisation available via e-AQA

- 8.2 If you are new to a specification, or your students' coursework marks were adjusted last year, you are invited to attend a standardisation meeting. After a series of successful pilots, AQA is moving towards [online teacher standardisation](#) for most A-levels. This system will be available to a larger number of subjects in the autumn. Further details are given in the relevant specification.

Meetings for teachers

- 8.3 Where online standardisation is not yet available AQA arranges annual standardising meetings, which are usually held in the Autumn Term. These meetings provide guidance on:

- the development of appropriate coursework tasks
- accurate and consistent application of the coursework marking criteria as detailed in the specifications.

Attendance at these meetings is mandatory for centres:

- entering candidates for a specification for the first time
- where problems were identified with the nature of the coursework tasks set
- where there were problems with the interpretation of the specification requirements
- where a significant adjustment has been made to a centre's marks in the previous year's exam.

Any other centre wishing to send a representative to a coursework standardising meeting (e.g. where there has been a change of teacher or a need for continuing professional development) should write to the relevant subject administration team. This does not apply to GCE Art and Design subjects and GCE Applied Art and Design, whose assessment scheme involves 100% teacher assessment and where **all** centres are invited to attend a coursework standardising meeting, subject to availability.

Internal standardisation

- 8.4 Each centre is required to standardise the assessments across different teachers and teaching groups to ensure that all candidates at the centre have been judged against the same standards. If two or more teachers are involved, one teacher must be given responsibility for internal standardisation. The *Centre Declaration Sheet* must be completed to confirm that the marking has been standardised. A copy is available from the AQA Website at www.aqa.org.uk/admin/p_course_cds_2012.php.
- 8.5 For **GCE in Applied Subjects**, the centre should also ensure that the assessments of **all** units (for a given specification at a given level) have been internally standardised **together** (i.e. all marked to the same general standard).
- 8.6 An accreditation scheme has been introduced for centres offering the **GCE in Applied Subjects**. Where accreditation is offered following the moderation of AS or A2 work submitted for the 2011 exams, the programme leader (the teacher responsible for internal standardisation for the subject in the centre and across any consortium) will be accredited at that level, provided that they remain in that post for the following exam series. Accredited centres will not need to submit coursework samples for that subject and level routinely during the period of accreditation, but should be aware that they will still be subject to random sampling arrangements. If accreditation is not offered following the June series, details of alternative methods and arrangements will be sent to centres in autumn 2011.

- 8.7 In **FSMQ**, the centre should ensure that the assessments of **all** units at a given level have been internally standardised **together**.
- 8.8 For **GCE Art and Design**, all units for a given endorsement (e.g. Fine Art) and at a given level (AS or A2) must be internally standardised **together**.
- 8.9 For **GCE Applied Art and Design** the following units must be internally standardised together:
- Units 1 and 2
 - Units 11 and 12.

Centre consortium arrangements for GCE coursework and Extended Project Qualification assessment

(Note: Separate arrangements have been developed for Gateway approved consortia delivery of Diploma Principal Learning)

- 8.10 When candidates are entered for AQA exams from several centres, but are taught together for a particular subject, all candidates in the teaching group can be treated as a single population for the moderation of any centre-assessed component by following the instructions shown below. Please ensure that all appropriate members of staff at your centre are aware of this facility.
- 8.11 The entries of candidates involved in consortium arrangements must be made through the centre at which the candidates are enrolled.
- 8.12 The centres concerned must nominate a consortium co-ordinator to liaise with AQA on behalf of all centres in the consortium. The co-ordinator of the consortium must request Centre Consortium Arrangements using the *Centre consortium arrangements for centre assessed work* form **JCQ/CCA**, which can be found on the JCQ Website at www.jcq.org.uk.
- Where there are different co-ordinators for different specifications, a separate form **JCQ/CCA** is required for each specification.
- 8.13 Completed forms must be returned to the Head of Examiner and Moderator Management (South), AQA, Stag Hill House, Guildford, GU2 7XJ, by:
- **1 October** for the November 2011 Series
 - **31 October 2011** for the January 2012 Series
 - **31 January 2012** for the May/June 2012 Series.

Authentication of candidates' work

- 8.14 Candidates' work for assessment must be undertaken under conditions which allow the teacher to supervise the work and authenticate it. The candidate and teacher are required to sign declarations on the *Candidate Record Form*, confirming that the work submitted for assessment is the candidate's own.

Any work submitted that has not been authenticated by both the teacher and the candidate will receive a mark of zero.

Record Forms

- 8.15 *Centre Declaration Sheets* and *Candidate Record Forms* for all specifications will be circulated to all AQA centres in:
- September/October 2011 for the January 2012 exams
 - January/February 2012 for the June 2012 exams.

Numbers of forms included in this despatch will be based on the centre's estimates for the forthcoming series.

Record forms are also on the AQA Website, so that centres can print further copies if required at www.aqa.org.uk/admin/p_course_crf_2012.php.

Last dates for the submission of marks or assessments

- 8.16 The latest dates by which centres should submit their marks/assessments or levels to AQA and to the moderator are shown in the table below.

	November	January	June
Extended Project Qualification (AQA-City & Guilds)	5 November	-	15 May
AS/A GCE	-	10 January	15 May (main deadline) 31 May (later deadline)†
FSMQ	-	-	15 May

†For GCE Art & Design, GCE Applied Art & Design, GCE Dance and GCE Drama and Theatre Studies.

Submission of marks (GCE/GCE in Applied Subjects/Extended Project/FSMQ)

- 8.17 Centres should submit marks (GCE/GCE in Applied Subjects/Extended Project/FSMQ) on pre-printed multi-part *Centre Mark Forms*. These forms are sent to centres 2-3 weeks before the submission deadline dates. Centres should use the GCE *Centre Mark Form* for GCE in Applied Subjects, Extended Project and FSMQ.

Marks for candidates who do not appear on the pre-printed forms should be submitted using a *Supplementary Centre Mark Form*.

Alternatively, marks may be submitted via EDI.

Sample for moderation purposes

- 8.18 The top copy of the *Centre Mark Form* should be sent to the Guildford Office.

Copies 2 and 3 should be sent to the moderator.

A record of the coursework marks should always be retained at the centre in case of a query.

Further details of the process of submitting marks and sampling can be found in the *Instructions for submitting Controlled Assessment/Coursework Marks and Samples (CAW/INST)*.

This document is available from the AQA Website at www.aqa.org.uk/coursework.

Outcome of moderation

- 8.19 Centres will be provided with candidates' final marks for internally-assessed units/components when the results are issued. Written feedback, with advice from the moderator, will also be provided.

9

Estimated grades

- 9.1 Estimated grades must be submitted for all GCE (including GCE in Applied Subjects) externally-assessed units. Estimated grades for internally-assessed units are **only** collected:
- for the first two years of a new specification
 - where the assessment criteria have changed.
- Estimated grades are not required for subject awards. The estimated grade for a candidate should be the teacher's judgement of the grade which the candidate is likely to achieve in the unit assessment.
- 9.2 The submission of reliable estimated grades is important to individual candidates and to AQA. Submission of these grades plays an important part in the examining process and centres should ensure that they are realistic and indicate the typical performance level for each of their candidates. They should not be based on instances of unusual performance or on effort rather than attainment.
- 9.3 Estimated grades are used by AQA to:
- identify where additional reviews should be carried out before the publication of results
 - inform Grade Awarding Committees of centres' judgements on the overall standard of the entry for a particular exam.
- 9.4 When marking a candidate's work, the examiners will take no account of the centre's estimated grades. Examiners award marks on the basis of the work presented by the candidates. Each grade awarded will reflect the quality of the work irrespective of the estimated grade, unless a request for special consideration has been received and processed.
- 9.5 Estimated grades must be submitted using EDI or on *Estimated Grade Forms* by:
- 10 January for the January series
 - 15 May for the June series.
- Separate instructions will be provided.

10

Aggregation and grading

Uniform Mark Scales (UMS)

- 10.1 In a modular scheme of assessment, each unit is assessed once or more each year over a period of years. Some units are compulsory but others may be optional. In order to ensure fairness for all candidates, the marks of all units must be standardised to ensure that no candidate is penalised (or advantaged) by taking a slightly more (or less) demanding test than the other tests set on the same unit, or by the choice of optional units.
- 10.2 This standardisation is achieved by converting “raw” unit marks into uniform marks. The **uniform mark scales (UMS)** which are used for all GCE subjects (including GCE in Applied Subjects), FSMQ Advanced level (continuing specification) and FSMQ Foundation and Higher levels (new specification), have been agreed by the regulatory authorities and the awarding bodies. A comprehensive explanation of Uniform Mark Scales is given in the booklet *Uniform Marks in A-level and GCSE exams and points in the Diploma*, which is available on the AQA Website at www.aqa.org.uk/ums-leaflet. This booklet is updated each August and March.
- 10.3 In order to convert the ‘raw’ marks on each unit into uniform marks, the grade boundary marks for each unit are first determined by an awarding committee of senior examiners and moderators, following the grade awarding procedures set out in the Ofqual *GCSE, GCE, Principal Learning and Project Code of Practice*. The boundary marks for each grade are then converted to the UMS equivalent mark and other marks are converted in proportion. Unit results are reported as uniform marks. The unit grade equivalence is also shown.

GCE AS/Advanced grading

Units

- 10.4 The maximum uniform mark available for each unit depends on its weighting as a percentage of the total Advanced assessment.
- 10.5 Six-unit specifications in GCE mathematics subjects (Mathematics, Pure Mathematics, Further Mathematics and Statistics) and the three-unit specification AS Use of Mathematics will be available until further notice. The table below shows the uniform mark equivalences at each grade for the units in these specifications.

Grade	% of max UMS	UMS marks for each unit
Max UMS		100
A	80	80
B	70	70
C	60	60
D	50	50
E	40	40

- 10.6 For GCE specifications that had first AS certification in 2009 and first Advanced certification in June 2010, the maximum uniform mark for a subject award depends on the number of units (see tables below). This is an agreement between all the awarding bodies. The tables below show the uniform mark equivalences at each grade for units in six unit, four unit and two unit specifications.

Six unit specifications (Sciences and Music)

	Grade boundaries in terms of uniform marks according to weighting of unit					
Weighting as % of total AS assessment	20%	30%	33.3%	35%	40%	46.7%
Weighting as % of total Advanced assessment	10%	15%	16.7%	17.5%	20%	23.3%
Max UMS	60	90	100	105	120	140
A	48	72	80	84	96	112
B	42	63	70	74	84	98
C	36	54	60	63	72	84
D	30	45	50	53	60	70
E	24	36	40	42	48	56

Four unit specifications (most subjects)

	Grade boundaries in terms of uniform marks according to weighting of unit				
Weighting as % of total AS assessment	30%	40%	50%	60%	70%
Weighting as % of total Advanced assessment	15%	20%	25%	30%	35%
Max UMS	60	80	100	120	140
A	48	64	80	96	112
B	42	56	70	84	98
C	36	48	60	72	84
D	30	40	50	60	70
E	24	32	40	48	56

Two unit specifications (certain Modern Foreign Languages)

	Grade boundaries in terms of uniform marks according to weighting of unit
Weighting as % of total AS assessment	100%
Weighting as % of total Advanced assessment	50%
Max UMS	100
A	80
B	70
C	60
D	50
E	40

Subject Awards

- 10.7 Unit results on the uniform mark scale will be totalled to give Advanced Subsidiary or Advanced subject awards, which will be reported in terms of grades A-E for Advanced Subsidiary and A*-E for Advanced awards. Candidates who do not achieve grades A*-E will be reported as U (Unclassified).
- 10.8 For six-unit specifications (sciences and Music) and for continuing specifications in GCE mathematics subjects (available until further notice) the maximum uniform mark is:
- 300 for Advanced Subsidiary awards
 - 600 for Advanced awards.

The uniform marks required for each grade are shown in the table below.

Grade	AS Subject Award (Maximum UMS = 300)	A Level Subject Award (Maximum UMS = 600)
A*		See paragraph 10.9
A	240	480
B	210	420
C	180	360
D	150	300
E	120	240

10.9 For Advanced six unit GCE specifications (except mathematics subjects), an A* will be awarded to candidates who achieve a grade A on the full A level qualification and at least 90% of the maximum uniform mark (i.e. at least 270 uniform marks) on the aggregate of all three A2 units.

To be awarded an A* in:

- Mathematics, candidates will need to achieve a grade A on the full A level qualification and at least 90% of the maximum uniform mark (i.e. at least 180 uniform marks) on the aggregate of MPC3 and MPC4.
- Pure Mathematics, candidates will need to achieve grade A on the full A level qualification and at least 90% of the maximum uniform mark (i.e. at least 270 uniform marks) on the aggregate of all three A2 units.
- Further Mathematics, candidates will need to achieve grade A on the full A level qualification and at least 90% of the maximum uniform (i.e. at least 270 uniform marks) mark on the aggregate of the best three of the A2 units which contributed towards Further Mathematics.
- Statistics, candidates will need to achieve a grade A on the full A level qualification and 90% of the maximum uniform mark (i.e. at least 270 uniform marks) on the aggregate of all three A2 units.

10.10 For four unit specifications (most subjects), the maximum uniform mark is:

- 200 for Advanced Subsidiary awards
- 400 for Advanced awards.

The uniform marks required for each grade are shown in the table below.

Grade	AS Subject Award (Maximum UMS = 200)	A level Subject Award (Maximum UMS = 400)
A*		See paragraph 10.11
A	160	320
B	140	280
C	120	240
D	100	200
E	80	160

10.11 For Advanced four unit GCE specifications, an A* will be awarded where a grade A has been achieved on the full A level qualification and the candidate has also obtained at least 90% of the maximum uniform mark (i.e. at least 180 uniform marks) on the aggregate of both A2 units.

10.12 For two unit specifications (certain modern foreign languages), the maximum uniform mark is:

- 100 for Advanced Subsidiary awards
- 200 for Advanced awards.

The uniform marks required for each grade are shown in the table on page 35.

Grade	AS Subject Award (Maximum UMS = 100)	A level Subject Award (Maximum UMS = 200)
A*		See paragraph 10.13
A	80	160
B	70	140
C	60	120
D	50	100
E	40	80

- 10.13 For Advanced two unit GCE specifications, an A* will be awarded where a grade A has been achieved on the full A level qualification and the candidate has also obtained at least 90% of the maximum uniform mark (i.e. at least 90 uniform marks) for the A2 unit.

GCE in Applied Subjects AS/Advanced grading

Units

- 10.14 The maximum UMS mark available for each unit in an Applied GCE Subject unit is 100. The UMS mark equivalences at each unit grade boundary are shown below.

Grade	UMS marks (max 100)
A	80
B	70
C	60
D	50
E	40

Subject Awards

- 10.15 Unit results on the uniform mark scale will be totalled to give subject awards for GCE in Applied Subjects.

- 10.16 The Advanced Subsidiary Single Award qualification will be graded on a five-grade scale: A, B, C, D and E. Candidates who fail to reach the minimum standard for grade E will be recorded as U (unclassified) and will not receive a qualification certificate.

- 10.17 The Advanced Single Award qualification will be graded on a six grade scale: A*, A, B, C, D and E.

An A* will be awarded where a grade A has been achieved overall and the candidate has also obtained at least 90% of the maximum uniform mark (i.e. at least 270 uniform marks) on the aggregate of the A2 units.

Candidates who fail to reach the minimum standard for grade E will be recorded as U and will not receive a qualification certificate.

- 10.18 The Advanced Subsidiary Double Award qualification will be graded on a nine-grade scale: AA, AB, BB, BC, CC, CD, DD, DE and EE. Candidates who fail to reach the minimum standard for grade EE will be recorded as U (unclassified) and will not receive a qualification certificate. The pair of grades will be reported on the basis of all six units and not two separate sets of three units.

- 10.19 The Advanced with Advanced Subsidiary (additional) qualification will be graded on a ten-grade scale: A*A, AA, AB, BB, BC, CC, CD, DD, DE, EE.

An A*A will be awarded where a grade AA has been achieved overall and the candidate has also obtained at least 90% of the maximum uniform mark (i.e. at least 270 uniform marks) on the aggregate of the three A2 units.

Candidates who fail to reach the minimum standard for EE will be recorded as U (unclassified) and will not receive a qualification certificate.

- 10.20 The Advanced Double Award qualification will be graded on an eleven-grade scale: A*A*, A*A, AA, AB, BB, BC, CC, CD, DD, DE and EE.

An A*A* will be awarded where a grade AA has been achieved overall and the candidate has also obtained at least 90% of the maximum uniform mark (i.e. at least 540 uniform marks) on the aggregate of the six A2 units.

An A*A will be awarded where a grade AA has been achieved overall and the candidate has also obtained at least 90% of the maximum uniform mark (i.e. at least 270 uniform marks) on the aggregate of the three best A2 units.

Candidates who fail to reach the minimum standard for grade EE will be recorded as U (unclassified) and will not receive a qualification certificate. The pair of grades will be reported on the basis of all twelve units and not two separate sets of six units.

- 10.21 Where the unit results permit, a candidate will be able to claim an award for an appropriate subset of units. For example, a candidate who is Unclassified for Advanced Double Award may have done well enough in the appropriate units to receive an Advanced Single Award. An entry must be made for such an award if it has not been made already – the award will not be issued automatically.
- 10.22 The minimum UMS marks required for subject awards for GCE in Applied Subjects are shown in the tables below.

Single Subject Award

Grade	AS Single Subject Award (three unit) (Maximum UMS = 300)	Advanced Single Subject Award (six unit) (Maximum UMS = 600)
A*		See paragraph 10.17
A	240	480
B	210	420
C	180	360
D	150	300
E	120	240

Double Subject Award

Grade	AS Double Subject Award (six unit) (Maximum UMS = 600)	Advanced Double Subject Award (twelve unit) (Maximum UMS = 1200)
A*A*		See paragraph 10.20
A*A		See paragraph 10.20
AA	480	960
AB	450	900
BB	420	840
BC	390	780
CC	360	720
CD	330	660
DD	300	600
DE	270	540
EE	240	480

Advanced with Advanced Subsidiary (Additional) Subject Award

Grade	Advanced with Advanced Subsidiary (Additional) Subject Award (nine unit) (Maximum UMS = 900)
A*A	See paragraph 10.19
AA	720
AB	675
BB	630
BC	585
CC	540
CD	495
DD	450
DE	405
EE	360

GCE (including GCE in Applied Subjects) entry, aggregation and certification rules

10.23 There is no restriction on the number of attempts that may be made at any unit before the subject award is entered. The best of **all** of the available scores for each unit will be used when calculating the subject award except when aggregating AS and A-level Mathematics awards.

10.24 For GCE mathematics subjects AQA will initially generate the best grade for candidates using the unit results available. For a candidate entered for both Mathematics and Further Mathematics, the best grade for Mathematics will be generated first. Units will then be re-distributed across subject titles to give the best possible total uniform mark(s) without changing the subject grade(s). For a candidate who has taken an extra unit or units (e.g. a candidate entered for Mathematics who has taken seven units), this procedure ensures that the best results are used.

Re-entering for a qualification in GCE mathematics subjects releases the units previously used in certifying that qualification. For example, for a candidate who previously certificated A-level Mathematics and now wishes to certificate A-level Further Mathematics (having taken a further six appropriate units), only the results of the six new units will be available if the candidate enters for Further Mathematics only. Re-entering Mathematics as well as entering Further Mathematics allows all twelve units to be used for aggregation and gives the candidate the best possible grade combination (with the best grade for Mathematics generated first).

10.25 Certification of A-level Mathematics and AS Further Mathematics requires nine different units (six units for A-level Mathematics and three different units for AS Further Mathematics), even if certification of AS Further Mathematics is in a later series and a unit has been re-taken. Similarly, certification of A-level Mathematics and A-level Further Mathematics requires twelve different units.

AS Further Mathematics cannot be certificated unless AS or A-level Mathematics has been, or is being concurrently certificated.

A level Further Mathematics cannot be certificated unless A-level Mathematics has been, or is being concurrently certificated.

Candidates wishing to enter AS or A-level Further Mathematics, but not AS/A-level Mathematics, with AQA must provide AQA with evidence that AS/A-level Mathematics has been certificated or is being concurrently certificated through another awarding body. At the same time they must provide AQA with evidence of the units they are using/have used for AS/A-level Mathematics.

Further details regarding aggregation in GCE mathematics subjects are available on the AQA and JCQ websites.

- 10.26 When a candidate has taken more than the required number of units, AQA will calculate the best grade available.
- 10.27 Unit results used to count towards a GCE or GCE in Applied Subjects AS award will remain available for inclusion in a GCE or GCE in Applied Subjects Advanced award in the future. In the case of GCE in Applied Subjects, unit results used to count towards a Single Award AS or Advanced grade also remain available for inclusion in a Double Award AS, Advanced GCE with Additional Subsidiary GCE (additional) or Advanced Double Award grade.
- Unit results that have been used to count towards a previous award cannot be re-used, at the same level, for an award in a specification with a different subject title (except in Mathematics subjects when awards are re-entered).
- 10.28 Further details are given in the Jcq *GCE Entry, Aggregation and Certification - Procedures and Rules* (issued in September 2011) at www.jcq.org.uk/exams_office/entries/.
- 10.29 A candidate who enters for a unit, but is absent from the unit, will be treated as having a score of zero uniform marks when aggregating a subject award. For example, a candidate who has entered for an Advanced award and has results or absences for all of the six units required will be awarded an Advanced result based on the scores available (see also [Section 13](#)).

Carrying forward coursework or portfolio marks

- 10.30 (a) Where coursework forms **part of a GCE unit** (as in the case of some Mathematics and Statistics units), the coursework mark may be carried forward to another exam series. There is no limit on the number of occasions on which the mark may be re-used or on the period of time since the original result, provided that it is within the lifetime of the specification.
- (b) Component results in other GCE units made up of two or more components (for example, the objective test and written components in certain GCE Economics units) may **not** be carried forward. Candidates who wish to re-take such a unit must re-take both components.

Key Skills grading/aggregation

The result for each Key Skills component will be reported as level 1-4, or as U (Unclassified).

Candidates may enter for a Certificate (Key Skill Unit Award) if they have:

- results for the particular internal component (portfolio) and the external component (test)
- submitted the appropriate proxy claims in that Skill.

If the candidate has achieved the same level in the portfolio and the test, that level will be reported as the level of the award. If the candidate has different levels in the portfolio and the test, the **lower** of the two levels will be reported as the level of the award. If a candidate has not achieved at least level 1 in both components, the award will be reported as U (Unclassified).

Candidates who subsequently improve their results in one of the components (by submitting a Proxy Claim) may enter for a new Certificate. The best component results will be used to determine the level of the award. There is a final opportunity to do this by submitting a Proxy Claim and a Key Skill Unit Award entry in June 2012 (see paragraphs [4.22](#) to [4.31](#)).

Basic Skills grading/aggregation

- 10.31 The result for each Basic Skill Test will be reported as level 1 or 2 depending on which level the candidate attempted and passed. Candidates who do not pass the Basic Skill test attempted will be reported as U (Unclassified) and will not receive a certificate.

FSMQ (New Specification) grading/aggregation

10.32 The result of each Free-Standing Mathematics Qualification (unit) for the new specification at Foundation Level will be reported as UMS marks and on the grade scale A-E. Individual results will be certificated. Candidates who do not achieve grades A-E will be reported as U (Unclassified) and will not receive a certificate.

Uniform marks and corresponding grades are shown below:

Grade	Foundation Level FSMQ (New Specification) (max UMS = 69)
A	60
B	50
C	40
D	30
E	20

10.33 The result of each Free-Standing Mathematics Qualification (unit) for the new specification at Higher Level will be reported as UMS marks and on the grade scale A*-D. Individual results will be certificated. Candidates who do not achieve grades A*-D will be reported as U (Unclassified) and will not receive a certificate.

Uniform marks and corresponding grades are shown below:

Grade	Higher Level FSMQ (New Specification) (max UMS = 100)
A*	90
A	80
B	70
C	60
D	50

10.34 Candidates taking the new specification Foundation and Higher level may re-take a unit, which comprises a single written test, as many times as they wish.

Certificate in Use of Mathematics

10.35 The FSMQ (new specification) Foundation or Higher units can be included in the Certificate in Use of Mathematics (subject award code 4351) offered in June 2012. The specification comprises two FSMQ units and a Core unit (43503F or 43503H).

Results for these units are reported as UMS marks, with a maximum uniform mark of 69 for each Foundation unit and 100 for each Higher unit. The final certificate is awarded on the grade scale A*-G.

Unit grade equivalences for the FSMQ units are given in the tables in paragraphs 10.32 and 10.33. The Core unit grade equivalences match those of the corresponding tier of the FSMQ unit.

FSMQ (Continuing Specification) grading/aggregation

10.36 The result of each Free-Standing Mathematics Qualification (unit) for the continuing specification at Advanced Level will be reported on the grade scale A-E. Individual results will be certificated. Candidates who do not achieve grades A-E will be reported as U (Unclassified) and will not receive a certificate. Uniform marks and corresponding grades are shown below:

Grade	Advanced Level FSMQ (Continuing Specification) (max UMS = 100)
A	80
B	70
C	60
D	50
E	40

10.37 Candidates who wish to re-take a unit for the continuing specification Advanced level may carry forward their moderated coursework portfolio mark to another exam series. Candidates may re-take a complete unit, comprising a coursework portfolio component and a test component, as many times as they wish.

AS Use of Mathematics grading/aggregation

10.38 The FSMQ (continuing specification) Advanced units can be included in the AQA GCE AS qualification in Use of Mathematics (subject award code 5351) offered in June 2012. The specification comprises two FSMQ units and an AS unit (UOM4):

- FSMQ 6991 Working with Algebraic and Graphical Techniques
- *either* FSMQ 6990 Using and Applying Statistics
- *or* FSMQ 6992 Modelling with Calculus
- *or* FSMQ 6994 Using and Applying Decision Mathematics
- AS Unit UOM4 Applying Mathematics

Results for these units are reported as UMS marks, with a maximum uniform mark of 100 for each unit and on the grade scale A-E. Unit grade equivalences for these units are given in the table in paragraph 10.36.

Extended Project Qualification grading/aggregation

- 10.39 The result of the Extended Project Qualification is reported on the grade scale A*-E. Candidates who do not achieve grades A*-E will be reported as U (Unclassified) and will not receive a certificate. Points are awarded for use where the Extended Project is being used as part of a Diploma. The minimum points score for each grade are shown in the table below:

Grade	Extended Project Qualification (max Points = 28)
A*	24
A	20
B	16
C	12
D	8
E	4

Transfer of credit

- 10.40 This is available for GCE AS candidates who move to another centre or who for other reasons have to change their programme of study having completed a GCE AS qualification. In these circumstances it may be possible to transfer a GCE AS award between specifications and/or awarding bodies. The specifications must have the same subject titles, under arrangements agreed between the regulators and the Joint Council for Qualifications.

The transfer of a GCE AS award between specifications or awarding bodies is an entries exceptions process. Transfers between Applied GCE specifications follow the same rules as those which apply to GCE specifications in general. Transfers from Applied GCE specifications to a GCE specification and vice versa are not permissible.

Only complete AS qualifications may be transferred. The AS qualification must be certificated prior to transfer.

Further information is available from the JCQ Website (www.jcq.org.uk/exams_office/entries/) in the document *GCE Entry, Aggregation and Certification - Procedures and Rules* (issued in September 2011). An electronic version of the transfer of credit application form may also be downloaded from the JCQ Website using the link above.

Where AQA is the 'receiving' awarding body, centres should contact the Entry Exceptions Team on 01483 477 886 or email TransferofCredit@aqa.org.uk.

11

Late awards

11.1 A candidate who has completed **all** the units required for a subject award but who has not entered for an award in the current exam series may:

- enter for an award without charge after the issue of unit results, provided the request is received within the four week period immediately following the publication of results. After the closing date for Enquiries about Results (EARs), requests for late awards will be considered on an exceptional basis only, but those agreed will incur a fee for each late award to be aggregated

or

- enter for a subject award in a later exam series, provided the specification is still available.

Further information is available from the JCQ Website (www.jcq.org.uk/exams_office/entries/) in the document *GCE Entry, Aggregation and Certification - Procedures and Rules* (issued in September 2011).

Cashing-in – Options

11.2 The following are examples of a candidate who

- wishes to finish his/her qualifications after taking three units
- intends to progress to a six-unit award.

The following also applies to the AS and Advanced single awards for a GCE in an Applied Subject.

Options and actions for the candidate intending to finish the qualification

11.3 This information applies to a candidate who has completed the units for a GCE AS or Advanced qualification and who has no intention of proceeding to a further award.

- If the candidate is satisfied with the aggregated grade and cashing in was applied when the entry was made, no further action is necessary.
- If cashing in was not applied for at the time of entry, it can be applied for retrospectively after the issue of results and by the published date for late subject awards (20 September 2011 for June 2011 exam series or 17 April 2012 for January 2012 exam series or 20 September 2012 for June 2012 exam series).
- If the candidate is not satisfied with the aggregated grade and wishes to improve it, one or more of the units may be re-taken and certification requested again in a future exam series. Where a unit consists of more than one option, the candidate may take a new optional unit. The best result for each unit will count towards the new award.

Options and actions for the candidate intending to take the qualification further

11.4 This information applies to a candidate who has completed the units for a GCE AS or Advanced qualification and who wishes to take that qualification further.

- The candidate can proceed to a further qualification whether or not the first award is cashed in or aggregated. Individual units may be re-taken at a future series and count towards the further qualification.
- If the candidate is satisfied with the aggregated grade and cashing in was applied for when the entry was made, no further action is necessary.
- If cashing in was not applied for at the time of entry, it can be applied for retrospectively after the issue of results and by the published date for late subject awards (20 September 2011 for June 2011 exam series or 17 April 2012 for January 2012 exam series or 20 September 2012 for June 2012 exam series).

If the candidate applied to cash-in the result, the grade for that qualification can be improved in January or June 2012 by entering for and taking the assessment for at least one contributing unit. Where a unit consists of more than one option, the candidate may take a new optional unit. The candidate's best result for each unit will count towards a new award.

12

Special circumstances

Irregularities and late arrivals

- 12.1 Centres must inform their assigned AQA office of any irregularity occurring in a unit and of any candidate who arrives late for an exam.

Access Arrangements

- 12.2 For GCE (including GCE in Applied Subjects), FSMQ and Key Skills exams please refer to the most recent version of the JCQ *Access Arrangements, Reasonable Adjustments and Special Consideration* that is available from www.jcq.org.uk.
- 12.3 Requests for Access Arrangements must be made to the assigned AQA office as early as possible and preferably at the time when the candidate embarks on the course of study. Applications for special versions of unit tests for candidates with sensory impairment must be received by AQA by the following dates:

Exam Series held in:	Access Arrangement	Closing Date
November	Modified papers	20 September
November	All other Access Arrangements (not Modified papers)	4 October
January	Modified papers	4 October
January	All other Access Arrangements (not Modified papers)	21 October
March	Modified papers	30 November
March	All other Access Arrangements (not Modified papers)	21 January
May/June	Modified papers	21 February
May/June	All other Access Arrangements (not Modified papers)	21 March

Special Consideration

- 12.4 The normal arrangements for Special Consideration will apply to each unit. Requests for Special Consideration:
- should be made on-line as soon as possible after the exam
 - received after the results are published will not normally be considered.

Candidates who change centres

- 12.5 Centres must ensure that candidates who change centres, and who have already taken some units, retain their original Unique Candidate Identifier in order to ensure the correct recording of unit results.

13

Results

13.1 Results will be issued solely in electronic format to centres.

The Results/Enhanced Results Analysis (ERA) area of e-AQA enables you to print out:

- *candidate results by series* which shows the subject grades awarded to a candidate in a particular series plus any results for units sat in a previous series
- *candidate results history* which shows a candidate's result for a particular subject across series and the units that were used towards the overall award
- *subject results* which show all candidates' results for a particular subject. These can be downloaded through ERA into a spreadsheet
- *print results slips* which enables you to print off individual Candidate Statements of Provisional Results in pdf format.

These options should provide the data required by the Exams Office team, subject staff and candidates.

13.2 Results will also be made available by EDI for centres to import into their MIS system.

13.3 Certificates will be issued where candidates have attained a grade or level for the subject award. The certificate states the grade for each subject and the series in which the award was entered. Results of U (Unclassified) will not be certificated.

14

Enquiries about Results

14.1 Enquiries about Results services include:

- a clerical check
- a re-mark
- re-moderation of coursework/portfolios.

Services on individual units/components are only available in the series in which the unit/component was taken and within a specified period after the publication of results.

14.2 In cases where a result enquiry reveals inaccurate assessment, the original UMS mark (or level for Key Skills and Basic Skills) for the unit concerned may be confirmed, raised, or lowered. If the unit is included in a GCE (including GCE in Applied Subjects) subject award, the original grade may be confirmed, raised or lowered. For re-moderated centre-assessed units with lowered UMS marks, any subject grade *in the current series* is protected.

14.3 Further details of Enquiries about Results services will be provided to centres with the results in the JCQ booklet *Post Results Services* which is available from www.jcq.org.uk/exams_office/postresult_services/.

Access to Scripts

14.4 Full details of arrangements for Access to Scripts are given in the JCQ booklet *Post Results Services* and are also available from the AQA Website on the following link, www.aqa.org.uk/admin/p_results_access.php.

14.5 Centres will be able to request access to candidates' scripts (i.e. work from externally-assessed units) on their behalf. Priority photocopies of GCE (including GCE in Applied Subjects) scripts which are required for the sole purpose of deciding whether or not to request an enquiry about results must be requested within eight days of the publication of results. Photocopies of the scripts will then be received by centres at least ten days before the closing date for Enquiries about Results. A request can also be made for a photocopy of a re-marked script at the time an enquiry about results is made.

14.6 Scripts which are required for general interest or to support future learning must be requested no later than two weeks after the closing date for Enquiries about Results. Original scripts will be sent after the closing date for enquiries.

14.7 Full details of all Post-Results Services, including Access to Scripts, are given in the JCQ booklet *Post Results Services*, circulated to centres in the Summer Term 2011. Access to Scripts is not available for internally-assessed coursework/portfolio components or units, or for Basic Skills Tests.

14.8 Centres should make candidates aware of the arrangements for Access to Scripts before candidates sit their exams.

Appendix A: Availability of exams November 2011 to June 2013

GCE (including GCE in Applied Subjects) Advanced Subsidiary (AS) and Advanced (A2)

Unit type

C	Coursework
CO	Oral (Centre-conducted)
E	Externally-Assessed Assignment
ES	Externally-Set Assignment: Centre assessed
OS	On screen exam

Unit type

OT	Objective Test
P	Portfolio
Pr	Practical
VO	Oral (Visiting Examiner)
W	Written Paper

Unit	Unit entry code	Unit type	Jan 2012	June 2012	Jan 2013	June 2013
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Accounting		AS 1121, A 2121				
Unit 1	ACCN1	W	✓	✓	✓	✓
Unit 2	ACCN2	W	✓	✓	✓	✓
Unit 3	ACCN3	W	✓	✓	✓	✓
Unit 4	ACCN4	W	✓	✓	✓	✓

Anthropology		AS 1111, A 2111				
Unit 1	ANTH1	W	✓	✓	✓	✓
Unit 2	ANTH2	W	✓	✓	✓	✓
Unit 3	ANTH3	W	✓	✓	✓	✓
Unit 4	ANTH4	W	-	✓	✓	✓

Archaeology		AS 1011, A 2121				
Unit 1	ARCH1	W	✓	✓	✓	✓
Unit 2	ARCH2	W	-	✓	-	✓
Unit 3	ARCH3	W	-	✓	-	✓
Unit 4	ARCH4	C	-	✓	-	✓

Art and Design (Art, Craft and Design)		AS 1201A, A 2201A				
Unit 1	ARTA1	C	-	✓	-	✓
Unit 2	ARTA2	ES	-	✓	-	✓
Unit 3	ARTA3	C	-	✓	-	✓
Unit 4	ARTA4	ES	-	✓	-	✓

Art and Design (Fine Art)		AS 1202B, A 2202B				
Unit 1	ARTB1	C	-	✓	-	✓
Unit 2	ARTB2	ES	-	✓	-	✓
Unit 3	ARTB3	C	-	✓	-	✓
Unit 4	ARTB4	ES	-	✓	-	✓

Art and Design (Graphic Communication)		AS 1203C, A 2203C				
Unit 1	ARTC1	C	-	✓	-	✓
Unit 2	ARTC2	ES	-	✓	-	✓
Unit 3	ARTC3	C	-	✓	-	✓
Unit 4	ARTC4	ES	-	✓	-	✓

Art and Design (Textile Design)		AS 1204D, A 2204D				
Unit 1	ARTD1	C	-	✓	-	✓
Unit 2	ARTD2	ES	-	✓	-	✓
Unit 3	ARTD3	C	-	✓	-	✓
Unit 4	ARTD4	ES	-	✓	-	✓

Unit	Unit entry code	Unit type	Jan 2012	June 2012	Jan 2013	June 2013
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Art and Design (Three Dimensional Design)		AS 1205E, A 2205E				
Unit 1	ARTE1	C	-	✓	-	✓
Unit 2	ARTE2	ES	-	✓	-	✓
Unit 3	ARTE3	C	-	✓	-	✓
Unit 4	ARTE4	ES	-	✓	-	✓

Art and Design (Photography)		AS 1206F, A 2206F				
Unit 1	ARTF1	C	-	✓	-	✓
Unit 2	ARTF2	ES	-	✓	-	✓
Unit 3	ARTF3	C	-	✓	-	✓
Unit 4	ARTF4	ES	-	✓	-	✓

Applied Art and Design							
AS Single (3 units)							8511
AS Double (6 units)							8513
A Single (6 units)							8516
AS Additional (9 units)							8517
A Double (12 units)							8519
Unit 1	AD01	P	-	✓	-	✓	
Unit 2	AD02	P	-	✓	-	✓	
Unit 3	AD03	ES	-	✓	-	✓	
Unit 4	AD04	P	-	✓	-	✓	
Unit 5	AD05	ES	-	✓	-	✓	
Unit 6A	ADA6	P	-	✓	-	✓	
Unit 6B	ADB6	P	-	✓	-	✓	
Unit 6C	ADC6	P	-	✓	-	✓	
Unit 6D	ADD6	P	-	✓	-	✓	
Unit 6E	ADE6	P	-	✓	-	✓	
Unit 6F	ADF6	P	-	✓	-	✓	
Unit 7	AD07	P	-	✓	-	✓	
Unit 8	AD08	P	-	✓	-	✓	
Unit 9	AD09	ES	-	✓	-	✓	
Unit 10	AD10	P	-	✓	-	✓	
Unit 11A	AA11	P	-	✓	-	✓	
Unit 11B	AB11	P	-	✓	-	✓	
Unit 11C	AC11	P	-	✓	-	✓	
Unit 11D	AD11	P	-	✓	-	✓	
Unit 11E	AE11	P	-	✓	-	✓	
Unit 11F	AF11	P	-	✓	-	✓	
Unit 12A	AA12	P	-	✓	-	✓	
Unit 12B	AB12	P	-	✓	-	✓	
Unit 12C	AC12	P	-	✓	-	✓	
Unit 12D	AD12	P	-	✓	-	✓	
Unit 12E	AE12	P	-	✓	-	✓	
Unit 12F	AF12	P	-	✓	-	✓	

Unit	Unit entry code	Unit type	Jan 2012	June 2012	Jan 2013	June 2013
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Bengali		AS 1636, A 2636				
Unit 1	BENG1	W	-	✓	-	✓
Unit 2	BENG2	W	-	✓	-	✓

Biology		AS 1411, A 2411				
Unit 1	BIOL1	W	✓	✓	✓	✓
Unit 2	BIOL2	W	✓	✓	✓	✓
Unit 3T	BIO3T	C	-	✓	-	✓
Unit 3X	BIO3X	E	-	✓	-	✓
Unit 4	BIOL4	W	✓	✓	✓	✓
Unit 5	BIOL5	W	-	✓	-	✓
Unit 6T	BIO6T	C	-	✓	-	✓
Unit 6X	BIO6X	E	-	✓	-	✓

Applied Business						
AS Single (3 units)		8611				
AS Double (6 units)		8613				
A Single (6 units)		8616				
AS Additional (9 units)		8617				
A Double (12 units)		8619				
Unit 1	BS01	P	-	✓	-	✓
Unit 2	BS02	P	-	✓	-	✓
Unit 3	BS03	W	✓	✓	✓	✓
Unit 4	BS04	W	✓	✓	✓	✓
Unit 5	BS05	W	-	✓	-	✓
Unit 6	BS06	P	-	✓	-	✓
Unit 7	BS07	P	-	✓	-	✓
Unit 8	BS08	P	-	✓	-	✓
Unit 9	BS09	P	-	✓	-	✓
Unit 10	BS10	P	-	✓	-	✓
Unit 11	BS11	W	✓	✓	✓	✓
Unit 12	BS12	W	✓	✓	✓	✓
Unit 13	BS13	P	-	✓	-	✓
Unit 14	BS14	P	-	✓	-	✓
Unit 15	BS15	W	✓	✓	✓	✓
Unit 16	BS16	P	-	✓	-	✓

Business Studies		AS 1131, A 2131				
Unit 1	BUSS1	W	✓	✓	✓	✓
Unit 2	BUSS2	W	✓	✓	✓	✓
Unit 3	BUSS3	W	✓	✓	✓	✓
Unit 4	BUSS4	W	✓	✓	✓	✓

Chemistry		AS 1421, A 2421				
Unit 1	CHEM1	W	✓	✓	✓	✓
Unit 2	CHEM2	W	✓	✓	✓	✓
Unit 3	CHM3T	C	-	✓	-	✓
Unit 3	CHM3X	E	-	✓	-	✓
Unit 4	CHEM4	W	✓	✓	✓	✓
Unit 5	CHEM5	W	✓	✓	✓	✓
Unit 6	CHM6T	C	-	✓	-	✓
Unit 6	CHM6X	E	-	✓	-	✓

Citizenship Studies		AS 1101, A 2101				
Unit 1	CIST1	W	✓	✓	✓	✓
Unit 2	CIST2	W	✓	✓	✓	✓
Unit 3	CIST3	W	✓	✓	✓	✓
Unit 4	CIST4	W	-	✓	-	✓

Unit	Unit entry code	Unit type	Jan 2012	June 2012	Jan 2013	June 2013
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Classical Civilisation		AS 1021, A 2021				
Unit 1A	CIV1A	W	✓	✓	✓	✓
Unit 1B	CIV1B	W	✓	✓	✓	✓
Unit 1C	CIV1C	W	✓	✓	✓	✓
Unit 1D	CIV1D	W	✓	✓	✓	✓
Unit 1E	CIV1E	W	✓	✓	✓	✓
Unit 1F	CIV1F	W	✓	✓	✓	✓
Unit 2A	CIV2A	W	-	✓	-	✓
Unit 2B	CIV2B	W	-	✓	-	✓
Unit 2C	CIV2C	W	-	✓	-	✓
Unit 2D	CIV2D	W	-	✓	-	✓
Unit 2E	CIV2E	W	-	✓	-	✓
Unit 2F	CIV2F	W	-	✓	-	✓
Unit 3	CIV3A	W	-	✓	-	✓
Unit 3B	CIV3B	W	-	✓	-	✓
Unit 3C	CIV3C	W	-	✓	-	✓
Unit 3D	CIV3D	W	-	✓	-	✓
Unit 4A	CIV4A	W	-	✓	-	✓
Unit 4B	CIV4B	W	-	✓	-	✓
Unit 4C	CIV4C	W	-	✓	-	✓
Unit 4D	CIV4D	W	-	✓	-	✓

Communication and Culture		AS 1626, A 2626				
Unit 1	COMM1	W	✓	✓	✓	✓
Unit 2	COMM2	C	-	✓	-	✓
Unit 3	COMM3	W	✓	✓	✓	✓
Unit 4	COMM4	C	-	✓	-	✓

Computing		AS 1511, A 2511				
Unit 1	COMP1	W	-	✓	-	✓
Unit 2	COMP2	OS	✓	✓	✓	✓
Unit 3	COMP3	W	-	✓	-	✓
Unit 4	COMP4	C	-	✓	-	✓

Critical Thinking		AS 1771, A 2771				
Unit 1	CRIT1	W	✓	✓	✓	✓
Unit 2	CRIT2	W	✓	✓	✓	✓
Unit 3	CRIT3	W	-	✓	-	✓
Unit 4	CRIT4	W	-	✓	-	✓

Dance		AS 1231, A 2231				
Unit 1	DANC1	W	-	✓	-	✓
Unit 2	DANC2	C	-	✓	-	✓
Unit 3	DANC3	W	-	✓	-	✓
Unit 4	DANC4	Pr	-	✓	-	✓

Design and Technology: Food Technology		AS 1541, A 2541				
Unit 1	FOOD1	W	✓	✓	✓	✓
Unit 2	FOOD2	C	-	✓	-	✓
Unit 3	FOOD3	W	-	✓	-	✓
Unit 4	FOOD4	C	-	✓	-	✓

Unit	Unit entry code	Unit type	Jan 2012	June 2012	Jan 2013	June 2013
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Design and Technology: Product Design (3-D Design) AS 1551, A 2551						
Unit 1	PROD1	W	✓	✓	✓	✓
Unit 2	PROD2	C	-	✓	-	✓
Unit 3	PROD3	W	-	✓	-	✓
Unit 4	PROD4	C	-	✓	-	✓

Design and Technology: Product Design (Textiles) AS 1561, A 2561						
Unit 1	TEXT1	W	✓	✓	✓	✓
Unit 2	TEXT2	C	-	✓	-	✓
Unit 3	TEXT3	W	-	✓	-	✓
Unit 4	TEXT4	C	-	✓	-	✓

Design and Technology: Systems and Control Technology AS 1556, A 2556						
Unit 1	SYST1	W	-	✓	-	✓
Unit 2	SYST2	C	-	✓	-	✓
Unit 3	SYST3	W	-	✓	-	✓
Unit 4	SYST4	C	-	✓	-	✓

Drama and Theatre Studies AS 1241, A 2241						
Unit 1	DRAM1	W	✓	✓	✓	✓
Unit 2	DRAM2	C	-	✓	-	✓
Unit 3	DRAM3	W	✓	✓	✓	✓
Unit 4	DRAM4	C	-	✓	-	✓

Economics AS 1141, A 2141						
Unit 1	ECON1	OT&W	✓	✓	✓	✓
Unit 2	ECON2	OT&W	✓	✓	✓	✓
Unit 3	ECON3	W	✓	✓	✓	✓
Unit 4	ECON4	W	✓	✓	✓	✓

Electronics AS 1431, A 2431						
Unit 1	ELEC1	W	-	✓	-	✓
Unit 2	ELEC2	W	-	✓	-	✓
Unit 3	ELEC3	C	-	✓	-	✓
Unit 4	ELEC4	W	-	✓	-	✓
Unit 5	ELEC5	W	-	✓	-	✓
Unit 6	ELEC6	C	-	✓	-	✓

English Language A AS 1701, A 2701						
Unit 1	ENGA1	W	✓	✓	✓	✓
Unit 2	ENGA2	C	✓	✓	✓	✓
Unit 3	ENGA3	W	✓	✓	✓	✓
Unit 4	ENGA4	C	✓	✓	✓	✓

English Language B AS 1706, A 2706						
Unit 1	ENGB1	W	✓	✓	✓	✓
Unit 2	ENGB2	C	✓	✓	✓	✓
Unit 3	ENGB3	W	✓	✓	✓	✓
Unit 4	ENGB4	C	✓	✓	✓	✓

Unit	Unit entry code	Unit type	Jan 2012	June 2012	Jan 2013	June 2013
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English Language and Literature A AS 1721, A 2721						
Unit 1	ELLA1	W	✓	✓	✓	✓
Unit 2	ELLA2	W	✓	✓	✓	✓
Unit 3	ELLA3	W	✓	✓	✓	✓
Unit 4	ELLA4	C	✓	✓	✓	✓

English Language and Literature B AS 1726, A 2726						
Unit 1	ELLB1	W	✓	✓	✓	✓
Unit 2	ELLB2	C	✓	✓	✓	✓
Unit 3	ELLB3	W	✓	✓	✓	✓
Unit 4	ELLB4	C	✓	✓	✓	✓

English Literature A AS 1741, A 2741						
Unit 1A	LTA1A	W	✓	✓	✓	✓
Unit 1B	LTA1B	W	✓	✓	✓	✓
Unit 1C	LTA1C	W	✓	✓	✓	✓
Unit 2	LITA2	C	✓	✓	✓	✓
Unit 3	LITA3	W	✓	✓	✓	✓
Unit 4	LITA4	C	✓	✓	✓	✓

English Literature B AS 1746, A 2746						
Unit 1	LITB1	W	✓	✓	✓	✓
Unit 2	LITB2	C	✓	✓	✓	✓
Unit 3	LITB3	W	✓	✓	✓	✓
Unit 4	LITB4	C	✓	✓	✓	✓

Environmental Studies AS 1441, A 2441						
Unit 1	ENVS1	W	✓	✓	✓	✓
Unit 2	ENVS2	W	✓	✓	✓	✓
Unit 3	ENVS3	W	-	✓	-	✓
Unit 4	ENVS4	W	-	✓	-	✓

French AS 1651, A 2651						
Unit 1	FREN1	W	✓	✓	✓	✓
Unit 2	FRE2T	CO	✓	✓	✓	✓
Unit 2	FRE2V	VO	-	✓	-	✓
Unit 3	FREN3	W	-	✓	-	✓
Unit 4	FRE4T	CO	-	✓	-	✓
Unit 4	FRE4V	VO	-	✓	-	✓

General Studies A AS 1761, A 2761						
Unit 1	GENA1	OT&W	✓	✓	✓	✓
Unit 2	GENA2	OT&W	✓	✓	✓	✓
Unit 3	GENA3	W	✓	✓	✓	✓
Unit 4	GENA4	W	✓	✓	✓	✓

General Studies B AS 1766, A 2766						
Unit 1	GENB1	W	✓	✓	✓	✓
Unit 2	GENB2	W	✓	✓	✓	✓
Unit 3	GENB3	W	✓	✓	✓	✓
Unit 4	GENB4	W	✓	✓	✓	✓

Unit	Unit entry code	Unit type	Jan 2012	June 2012	Jan 2013	June 2013
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Geography		AS 1031, A 2031				
Unit 1	GEOG1	W	✓	✓	✓	✓
Unit 2	GEOG2	W	✓	✓	✓	✓
Unit 3	GEOG3	W	✓	✓	✓	✓
Unit 4A	GEO4A	W	✓	✓	✓	✓
Unit 4B	GEO4B	W	✓	✓	✓	✓

German		AS 1661, A 2661				
Unit 1	GERM1	W	✓	✓	✓	✓
Unit 2	GER2T	CO	✓	✓	✓	✓
Unit 2	GER2V	VO	-	✓	-	✓
Unit 3	GERM3	W	-	✓	-	✓
Unit 4T	GER4T	CO	-	✓	-	✓
Unit 4V	GER4V	VO	-	✓	-	✓

Government and Politics		AS 1151, A 2151				
Unit 1	GOVP1	W	✓	✓	✓	✓
Unit 2	GOVP2	W	✓	✓	✓	✓
Unit 3A	GOV3A	W	✓	✓	✓	✓
Unit 3B	GOV3B	W	✓	✓	✓	✓
Unit 3C	GOV3C	W	✓	✓	✓	✓
Unit 4A	GOV4A	W	-	✓	-	✓
Unit 4B	GOV4B	W	-	✓	-	✓
Unit 4C	GOV4C	W	-	✓	-	✓

Health and Social Care							
AS Single (3 units)							8621
AS Double (6 units)							8623
A Single (6 units)							8626
AS Additional (9 units)							8627
A Double (12 units)							8629
Unit 1	HC01	W	✓	✓	✓	✓	
Unit 2	HC02	P	-	✓	-	✓	
Unit 3	HC03	P	-	✓	-	✓	
Unit 4	HC04	W	✓	✓	✓	✓	
Unit 5	HC05	W	✓	✓	✓	✓	
Unit 6	HC06	W	✓	✓	✓	✓	
Unit 7	HC07	P	-	✓	-	✓	
Unit 8	HC08	P	-	✓	-	✓	
Unit 9	HC09	P	-	✓	-	✓	
Unit 10	HC10	P	-	✓	-	✓	
Unit 11	HC11	P	-	✓	-	✓	
Unit 12	HC12	W	✓	✓	✓	✓	
Unit 13	HC13	W	✓	✓	✓	✓	
Unit 14	HC14	W	✓	✓	✓	✓	
Unit 15	HC15	W	✓	✓	✓	✓	
Unit 16	HC16	P	-	✓	-	✓	
Unit 17	HC17	P	-	✓	-	✓	
Unit 18	HC18	P	-	✓	-	✓	
Unit 19	HC19	P	-	✓	-	✓	
Unit 20	HC20	P	-	✓	-	✓	
Unit 21	HC21	P	-	✓	-	✓	

Unit	Unit entry code	Unit type	Jan 2012	June 2012	Jan 2013	June 2013
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History		AS 1041, A 2041				
Unit 1 Change and Consolidation (Alternatives A-N)						
Unit 1A	HIS1A	W	✓	✓	✓	✓
Unit 1B	HIS1B	W	✓	✓	✓	✓
Unit 1C	HIS1C	W	✓	✓	✓	✓
Unit 1D	HIS1D	W	✓	✓	✓	✓
Unit 1E	HIS1E	W	✓	✓	✓	✓
Unit 1F	HIS1F	W	✓	✓	✓	✓
Unit 1G	HIS1G	W	✓	✓	✓	✓
Unit 1H	HIS1H	W	✓	✓	✓	✓
Unit 1J	HIS1J	W	✓	✓	✓	✓
Unit 1K	HIS1K	W	✓	✓	✓	✓
Unit 1L	HIS1L	W	✓	✓	✓	✓
Unit 1M	HIS1M	W	✓	✓	✓	✓
Unit 1N	HIS1N	W	✓	✓	✓	✓
Unit 2 Historical Issues: Periods of Change (Alternatives A-S)						
Unit 2A	HIS2A	W	✓	✓	✓	✓
Unit 2B	HIS2B	W	✓	✓	✓	✓
Unit 2C	HIS2C	W	✓	✓	✓	✓
Unit 2D	HIS2D	W	✓	✓	✓	✓
Unit 2E	HIS2E	W	✓	✓	✓	✓
Unit 2F	HIS2F	W	✓	✓	✓	✓
Unit 2G	HIS2G	W	✓	✓	✓	✓
Unit 2H	HIS2H	W	✓	✓	✓	✓
Unit 2J	HIS2J	W	✓	✓	✓	✓
Unit 2K	HIS2K	W	✓	✓	✓	✓
Unit 2L	HIS2L	W	✓	✓	✓	✓
Unit 2M	HIS2M	W	✓	✓	✓	✓
Unit 2N	HIS2N	W	✓	✓	✓	✓
Unit 2O	HIS2O	W	✓	✓	✓	✓
Unit 2P	HIS2P	W	✓	✓	✓	✓
Unit 2Q	HIS2Q	W	✓	✓	✓	✓
Unit 2R	HIS2R	W	✓	✓	✓	✓
Unit 2S	HIS2S	W	✓	✓	✓	✓
Unit 3 The State and the People: Change and Continuity (Alternatives A-N)						
Unit 3A	HIS3A	W	-	✓	-	✓
Unit 3B	HIS3B	W	-	✓	-	✓
Unit 3C	HIS3C	W	-	✓	-	✓
Unit 3D	HIS3D	W	-	✓	-	✓
Unit 3E	HIS3E	W	-	✓	-	✓
Unit 3F	HIS3F	W	-	✓	-	✓
Unit 3G	HIS3G	W	-	✓	-	✓
Unit 3H	HIS3H	W	-	✓	-	✓
Unit 3J	HIS3J	W	-	✓	-	✓
Unit 3K	HIS3K	W	-	✓	-	✓
Unit 3L	HIS3L	W	-	✓	-	✓
Unit 3M	HIS3M	W	-	✓	-	✓
Unit 3N	HIS3N	W	-	✓	-	✓
Unit 4 Historical Enquiry						
Unit 4	HIS4X	C	-	✓	-	✓

Unit	Unit entry code	Unit type	Jan 2012	June 2012	Jan 2013	June 2013
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History of Art			AS 1251, A 2251			
Unit 1	HART1	W	-	✓	-	✓
Unit 2	HART2	W	-	✓	-	✓
Unit 3	HART3	W	-	✓	-	✓
Unit 4	HART4	W	-	✓	-	✓

Human Biology			AS 1406, A 2406			
Unit 1	HBIO1	W	✓	✓	✓	✓
Unit 2	HBIO2	W	✓	✓	✓	✓
Unit 3	HBI3T	C	-	✓	-	✓
Unit 3	HBI3X	E	-	✓	-	✓
Unit 4	HBIO4	W	✓	✓	✓	✓
Unit 5	HBIO5	W	-	✓	-	✓
Unit 6	HBI6T	C	-	✓	-	✓
Unit 6	HBI6X	E	-	✓	-	✓

Information and Communication Technology			AS 1521, A 2521			
Unit 1	INFO1	W	✓	✓	✓	✓
Unit 2	INFO2	W	✓	✓	✓	✓
Unit 3	INFO3	W	✓	✓	✓	✓
Unit 4	INFO4	C	✓	✓	✓	✓

Applied Information and Communication Technology			AS Single (3 units) 8751			
			AS Double (6 units) 8753			
			A Single (6 units) 8756			
			AS Additional (9 units) 8757			
			A Double (12 units) 8759			
Unit 1	IT01	E	✓	✓	✓	✓
Unit 2	IT02	P	-	✓	-	✓
Unit 3	IT03	P	-	✓	-	✓
Unit 4	IT04	P	-	✓	-	✓
Unit 5	IT05	P	-	✓	-	✓
Unit 6	IT06	P	-	✓	-	✓
Unit 7	IT07	P	-	✓	-	✓
Unit 8	IT08	P	-	✓	-	✓
Unit 9	IT09	E	✓	✓	✓	✓
Unit 10	IT10	E	✓	✓	✓	✓
Unit 11	IT11	P	-	✓	-	✓
Unit 12	IT12	P	-	✓	-	✓
Unit 13	IT13	P	-	✓	-	✓
Unit 14	IT14	P	-	✓	-	✓
Unit 15	IT15	P	-	✓	-	✓

Law			AS 1161, A 2161			
Unit 1	LAW01	W	✓	✓	✓	✓
Unit 2	LAW02	W	✓	✓	✓	✓
Unit 3	LAW03	W	✓	✓	✓	✓
Unit 4	LAW04	W	-	✓	-	✓

Unit	Unit entry code	Unit type	Jan 2012	June 2012	Jan 2013	June 2013
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Leisure Studies			AS Single (3 units) 8641			
			AS Double (6 units) 8643			
			A Single (6 units) 8646			
			AS Additional (9 units) 8647			
			A Double (12 units) 8649			
Unit 1	LS01	P	-	✓	-	✓
Unit 2	LS02	E	✓	✓	✓	✓
Unit 3	LS03	P	-	✓	-	✓
Unit 4	LS04	E	-	✓	-	-
Unit 5	LS05	P	-	✓	-	-
Unit 6	LS06	P	-	✓	-	-
Unit 7	LS07	P	-	✓	-	-
Unit 8	LS08	P	-	✓	-	✓
Unit 9	LS09	W	✓	✓	✓	✓
Unit 10	LS10	P	-	✓	-	✓
Unit 11	LS11	P	-	✓	-	-
Unit 12	LS12	W	-	✓	-	-
Unit 13	LS13	P	-	✓	-	-
Unit 14	LS14	P	-	✓	-	-

Mathematics			AS 5361, A 6361			
Mathematics			AS 5366, A 6366			
Pure Mathematics			AS 5371, A 6371			
Further Mathematics						
Pure Core 1	MPC1	W	✓	✓	✓	✓
Pure Core 2	MPC2	W	✓	✓	✓	✓
Pure Core 3	MPC3	W	✓	✓	✓	✓
Pure Core 4	MPC4	W	✓	✓	✓	✓
Further Pure 1	MFP1	W	✓	✓	✓	✓
Further Pure 2	MFP2	W	✓	✓	✓	✓
Further Pure 3	MFP3	W	✓	✓	✓	✓
Further Pure 4	MFP4	W	✓	✓	✓	✓
Mechs 1A	MM1A	W&C	✓	✓	-	-
Mechs 1B	MM1B	W	✓	✓	✓	✓
Mechs 2B	MM2B	W	✓	✓	✓	✓
Mechs 3	MM03	W	-	✓	-	✓
Mechs 4	MM04	W	-	✓	-	✓
Mechs 5	MM05	W	-	✓	-	✓
Stats 1A	MS1A	W&C	✓	✓	✓	✓
Stats 1B	MS1B	W	✓	✓	✓	✓
Stats 2B	MS2B	W	✓	✓	✓	✓
Stats 3	MS03	W	-	✓	-	✓
Stats 4	MS04	W	-	✓	-	✓
Decision 1	MD01	W	✓	✓	✓	✓
Decision 2	MD02	W	✓	✓	✓	✓

Media Studies			AS 1571, A 2571			
Unit 1	MEST1	W	✓	✓	✓	✓
Unit 2	MEST2	C	✓	✓	✓	✓
Unit 3	MEST3	W	✓	✓	✓	✓
Unit 4	MEST4	C	✓	✓	✓	✓

Unit	Unit entry code	Unit type	Jan 2012	June 2012	Jan 2013	June 2013
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Modern Hebrew		AS 1676, A 2676				
Unit 1	MHEB1	W	-	✓	-	✓
Unit 2	MHEB2	W	-	✓	-	✓

Music		AS 1271, A 2271				
Unit 1	MUSC1	W	-	✓	-	✓
Unit 2A	MUS2A	E	-	✓	-	✓
Unit 2B	MUS2B	E	-	✓	-	✓
Unit 2C	MUS2C	E	-	✓	-	✓
Unit 3	MUSC3	C	-	✓	-	✓
Unit 4	MUSC4	W	-	✓	-	✓
Unit 5A	MUS5A	E	-	✓	-	✓
Unit 5B	MUS5B	E	-	✓	-	✓
Unit 5C	MUS5C	E	-	✓	-	✓
Unit 6	MUSC6	E	-	✓	-	✓

Punjabi		AS 1681, A 2681				
Unit 1	PANJ1	W	-	✓	-	✓
Unit 2	PANJ2	W	-	✓	-	✓

Philosophy		AS 1171, A 2171				
Unit 1	PHIL1	W	✓	✓	✓	✓
Unit 2	PHIL2	W	✓	✓	✓	✓
Unit 3	PHIL3	W	-	✓	-	✓
Unit 4	PHIL4	W	-	✓	-	✓

Physical Education		AS 1581, A 2581				
Unit 1	PHED1	W	✓	✓	✓	✓
Unit 2	PHED2	C	-	✓	-	✓
Unit 3	PHED3	W	-	✓	-	✓
Unit 4	PHED4	C	-	✓	-	✓

Physics A		AS 1451, A 2451				
Unit 1	PHYA1	W	✓	✓	✓	✓
Unit 2	PHYA2	W	✓	✓	✓	✓
Unit 3	PHA3T	C	-	✓	-	✓
Unit 3	PHA3X	E	-	✓	-	✓
Unit 4	PHYA4	W	✓	✓	✓	✓
Unit 5	PHA5A	W	-	✓	-	✓
Unit 5	PHA5B	W	-	✓	-	✓
Unit 5	PHA5C	W	-	✓	-	✓
Unit 5	PHA5D	W	-	✓	-	✓
Unit 6	PHA6T	C	-	✓	-	✓
Unit 6	PHA6X	E	-	✓	-	✓

Physics B		AS 1456, A 2456				
Unit 1	PHYB1	W	✓	✓	✓	✓
Unit 2	PHYB2	W	✓	✓	✓	✓
Unit 3	PHB3T	C	-	✓	-	✓
Unit 3	PHB3X	E	-	✓	-	✓
Unit 4	PHYB4	W	✓	✓	✓	✓
Unit 5	PHYB5	W	✓	✓	✓	✓
Unit 6	PHB6T	C	-	✓	-	✓
Unit 6	PHB6X	E	-	✓	-	✓

Unit	Unit entry code	Unit type	Jan 2012	June 2012	Jan 2013	June 2013
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Polish		AS 1686, A 2686				
Unit 1	PLSH1	W	-	✓	-	✓
Unit 2	PLSH2	W	-	✓	-	✓

Psychology A		AS 1181, A 2181				
Unit 1	PSYA1	W	✓	✓	✓	✓
Unit 2	PSYA2	W	✓	✓	✓	✓
Unit 3	PSYA3	W	✓	✓	✓	✓
Unit 4	PSYA4	W	✓	✓	✓	✓

Psychology B		AS 1186, A 2186				
Unit 1	PSYB1	W	✓	✓	✓	✓
Unit 2	PSYB2	W	✓	✓	✓	✓
Unit 3	PSYB3	W	✓	✓	✓	✓
Unit 4	PSYB4	W	-	✓	-	✓

Religious Studies		AS 1061, A 2061				
AS Unit A	RSS01	W	✓	✓	✓	✓
AS Unit B	RSS02	W	✓	✓	✓	✓
AS Unit C	RSS03	W	✓	✓	✓	✓
AS Unit D	RSS04	W	✓	✓	✓	✓
AS Unit E	RSS05	W	✓	✓	✓	✓
AS Unit F	RSS06	W	✓	✓	✓	✓
AS Unit G	RSS07	W	✓	✓	✓	✓
AS Unit H	RSS08	W	✓	✓	✓	✓
AS Unit J	RSS09	W	✓	✓	✓	✓
AS Unit K	RSS10	W	✓	✓	✓	✓
AS Unit L	RSS11	W	✓	✓	✓	✓
Unit 3A	RST3A	W	-	✓	-	✓
Unit 3B	RST3B	W	-	✓	-	✓
Unit 3C	RST3C	W	-	✓	-	✓
Unit 3D	RST3D	W	-	✓	-	✓
Unit 3E	RST3E	W	-	✓	-	✓
Unit 3F	RST3F	W	-	✓	-	✓
Unit 3G	RST3G	W	-	✓	-	✓
Unit 3H	RST3H	W	-	✓	-	✓
Unit 4A	RST4A	W	-	✓	-	✓
Unit 4B	RST4B	W	-	✓	-	✓
Unit 4C	RST4C	W	-	✓	-	✓

Unit	Unit entry code	Unit type	Jan 2012	June 2012	Jan 2013	June 2013
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Applied Science						
AS Single (3 units)						8771
AS Double (6 units)						8773
A Single (6 units)						8776
AS Additional (9 units)						8777
A Double (12 units)						8779

Unit 1	SC01	P	-	✓	-	✓
Unit 2	SC02	W	✓	✓	✓	✓
Unit 3	SC03	P	-	✓	-	✓
Unit 4	SC04	P	-	✓	-	✓
Unit 5	SC05	W	✓	✓	✓	✓
Unit 6	SC06	P	-	✓	-	✓
Unit 7	SC07	P	-	✓	-	✓
Unit 8	SC08	W	✓	✓	✓	✓
Unit 9	SC09	P	-	✓	-	✓
Unit 10	SC10	P	-	✓	-	✓
Unit 11	SC11	W	✓	✓	✓	✓
Unit 12	SC12	P	-	✓	-	✓
Unit 13	SC13	P	-	✓	-	✓
Unit 14	SC14	W	✓	✓	✓	✓
Unit 15	SC15	P	-	✓	-	✓
Unit 16	SC16	P	-	✓	-	✓

Science in Society			AS 1401, A 2401			
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Unit 1	SCIS1	W	-	✓	-	✓
Unit 2	SCIS2	C	-	✓	-	✓
Unit 3	SCIS3	W	-	✓	-	✓
Unit 4	SCIS4	W	-	✓	-	✓

Sociology			AS 1191, A 2191			
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Unit 1	SCLY1	W	✓	✓	✓	✓
Unit 2	SCLY2	W	✓	✓	✓	✓
Unit 3	SCLY3	W	✓	✓	✓	✓
Unit 4	SCLY4	W	✓	✓	✓	✓

Spanish			AS 1696, A 2696			
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Unit 1	SPAN1	W	✓	✓	✓	✓
Unit 2	SPA2T	CO	✓	✓	✓	✓
Unit 2	SPA2V	VO	-	✓	-	✓
Unit 3	SPAN3	W	-	✓	-	✓
Unit 4	SPA4T	CO	-	✓	-	✓
Unit 4	SPA4V	VO	-	✓	-	✓

Unit	Unit entry code	Unit type	Jan 2012	June 2012	Jan 2013	June 2013
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Statistics			AS 5381, A 6381			
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Unit 1A	SS1A	W&C	✓	✓	✓	✓
Unit 1B	SS1B	W	✓	✓	✓	✓
Unit 2	SS02	W	✓	✓	✓	✓
Unit 3	SS03	W	✓	✓	✓	✓
Unit 4	SS04	W	✓	✓	✓	✓
Unit 5	SS05	W	-	✓	-	✓
Unit 6	SS06	W	-	✓	-	✓

Travel and Tourism						
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AS Single (3 units)						8651
AS Double (6 units)						8653
A Single (6 units)						8656
AS Additional (9 units)						8657
A Double (12 units)						8659

Unit 1	TT01	W	✓	✓	✓	✓
Unit 2	TT02	P	-	✓	-	✓
Unit 3	TT03	P	-	✓	-	✓
Unit 4	TT04	P	-	✓	-	-
Unit 5	TT05	W	-	✓	-	-
Unit 6	TT06	P	-	✓	-	-
Unit 7	TT07	P	-	✓	-	-
Unit 8	TT08	P	-	✓	-	✓
Unit 9	TT09	E	✓	✓	✓	✓
Unit 10	TT10	P	-	✓	-	✓
Unit 11	TT11	W	-	✓	-	-
Unit 12	TT12	P	-	✓	-	-
Unit 13	TT13	P	-	✓	-	-
Unit 14	TT14	P	-	✓	-	-

Use of Mathematics			AS 5351			
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FSMQ	6991	W&P	-	✓	-	✓
FSMQ	6990	W&P	-	✓	-	✓
FSMQ	6992	W&P	-	✓	-	✓
FSMQ	6994	W&P	-	✓	-	✓
Unit 4	UOM4	W	-	✓	-	✓

Extended Project Qualification (Level 3)
(AQA-City & Guilds)

Entry code	Unit type	Nov 2011	June 2012	Nov 2012	June 2013
Extended Project Qualification (Level 3)					
9990	C	✓	✓	✓	✓

Free-Standing Mathematics Qualifications (Continuing Specification)

UNIT	LEVEL	UNIT ENTRY CODE	UNIT TYPE	JAN 2012	JUNE 2012	JAN 2013	JUNE 2013
Using and Applying Statistics	Advanced	6990	W&P	-	✓	-	✓
Working with Algebraic and Graphical Techniques	Advanced	6991	W&P	-	✓	-	✓
Modelling with Calculus	Advanced	6992	W&P	-	✓	-	✓
Using and Applying Decision Mathematics	Advanced	6994	W&P	-	✓	-	✓

Free-Standing Mathematics Qualifications (New Specification)

UNIT	LEVEL	UNIT ENTRY CODE	UNIT TYPE	JAN 2012	JUNE 2012	JAN 2013	JUNE 2013
Money Management	Foundation	4981	W	-	✓	-	✓
Using Spatial Techniques	Foundation	4982	W	-	✓	-	✓
Using Data	Foundation	4983	W	-	✓	-	✓
Financial Calculations	Higher	4984	W	-	✓	-	✓
Shape and Space	Higher	4985	W	-	✓	-	✓
Data Handling	Higher	4986	W	-	✓	-	✓
Algebra and Graphs	Higher	4988	W	-	✓	-	✓

Certificate in Use of Mathematics

UNIT	LEVEL	UNIT ENTRY CODE	UNIT TYPE	JAN 2012	JUNE 2012	JAN 2013	JUNE 2013
Core Unit – Foundation Level	Foundation	43503F	W	-	✓	-	✓
Core Unit – Higher Level	Higher	43503H	W	-	✓	-	✓

Basic Skills Tests

	LEVEL TYPE	ENTRY CODE	NOV 2011	JAN 2012	MARCH 2012	JUNE 2012
Adult Literacy Level 1	Objective Test	BLT1	✓	✓	✓	✓
Adult Literacy Level 2	Objective Test	BLT2	✓	✓	✓	✓
Adult Numeracy Level 1	Objective Test	BNT1	✓	✓	✓	✓
Adult Numeracy Level 2	Objective Test	BNT2	✓	✓	✓	✓

Appendix B: Key Skills Proxy Entry Codes

See also paragraphs 4.22 to 4.31.

Key Skills Proxy	Entry Codes	
Communication Test Proxy	Level 1	KCX1
	Level 2	KCX2
	Level 3	KCX3
	Concurrent AQA GCE AS/A entry	KCXX
Application of Number Test Proxy	Level 1	KNX1
	Level 2	KNX2
	Level 3	KNX3
	Concurrent AQA GCE AS/A entry	KNXX
Application of Number Unit Proxy	Level 3	8933
	Concurrent AQA GCE AS entry	8939
Information and Communication Technology Test Proxy	Level 1	KIX1
	Level 2	KIX2
	Level 3	KIX3
	Concurrent AQA GCE AS entry	KIXX
Information and Communication Technology Unit Proxy	Level 1	8951
	Level 2	8952
	Level 3	8953
	Concurrent AQA GCE A entry	8959

Please note that Key Skills Proxy claims can only be submitted in the exam series listed below, with a final opportunity to claim in June 2012:

Month	Series Code
January 2012	1K12
March 2012	3G12
June 2012	6K12 – Final opportunity to claim