

Instructions for submitting estimated grades

Enclosures

- Estimated Grade Forms (EGF)
- Supplementary Estimated Grade Forms (EGF/SUPP)
- Envelopes (E50) for despatch of estimated grade forms to AQA, Stag Hill House, Guildford, Surrey GU2 7XJ

Estimated grades should preferably be submitted electronically via EDI (see section A). If this is not possible please use the enclosed EGF forms (see section B). All estimated grades should reach AQA no later than the specified date (see section C).

Determination and use of estimated grades

Your submission of estimated grades is an important contribution to the examining process and the grades must be a realistic indication of each candidate's typical performance level. The estimated grade for a candidate should be the teacher's judgement of the grade that the candidate is likely to gain in the exam and should be based on attainment rather than instances of unusual performance or effort.

Only one grade should be provided. There is no provision for 'borderline' grades, eg B/C.

We use estimated grades to:

- identify cases where additional reviews of candidates' work should be carried out before the publication of results
- respond to certain requests for special consideration submitted on behalf of candidates who have taken an exam when ill, who have a disability or who have missed part of an exam because of circumstances beyond their control
- inform Grade Awarding Committees of centres' judgements on the overall standard of the entry for a particular exam

Estimated grades are collected:

- for all externally assessed units/modules
- at subject level for Linear GCSE specifications
- for all internally assessed (coursework/controlled assessment) units/modules in the first two years (up to and including the second summer series) of a new AQA specification or where there has been a change to the assessment criteria for an existing unit/module

Estimated grades are **not** collected for GCSE Science objective tests or modular awards.

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Section A - Submission via Electronic Data Interchange (EDI)

The format for the creation of electronic estimated grade files is shown in the 'Forecast Grades File Format' section of the document '*Formats for the Exchange of Examination Related Data*' available from www.jcq.org.uk.

Centres submitting estimated grades via EDI should not send data from more than one exam series in the same file. Only one file containing estimated grades for all units/modules in a series should be sent.

The following should be noted:

Data type:	F	
Board code:	70	
Exam series:	BG	November GCSE
	1A	January GCE, PL (levels 1, 2 and 3) and GCSE
	3G	March GCSE
	6A	June GCE, FSMQ (Advanced) and PL (level 3)
	6G	June GCSE, AQA Certificates and FSMQ (Foundation and Higher)
	6V	June PL (levels 1 and 2), GCSE in Vocational subjects and outgoing Sciences
	6M	June GCSE Mathematics and Science B

Section B - Submission of Estimated Grade Forms

The Estimated Grade Form is processed electronically. It should be treated with care and not folded or creased. Before encoding estimated grades you must ensure the correct subject or unit/module code appears at the head of each form.

Use a black ballpoint pen to encode the estimated grade for each candidate by filling in the appropriate circle located to the right of the candidate's name and number. **Only one grade should be given for each candidate.** Wrongly encoded circles should be clearly crossed through with an X and the correct circle encoded.

Grade 'Z' should be used for any candidates that you are unable to provide an estimated grade for eg private candidates, candidates who have recently joined the centre, withdrawn candidates, those who will not be taking the exam or those who have been educated at home.

Candidate names must not be handwritten onto the pre-printed EGF forms.

Supplementary Estimated Grade Forms (EGF/SUPP) must be used for candidates not listed on the pre-printed forms. You may photocopy additional EGF/SUPP if required or download from aqa.org.uk.

Section C - Last dates for estimated grades to reach AQA

Series	No later than
BG	5 November
1A	10 January
3G	28 February
6A	15 May
6G	7 May
6V	15 May
6M	31 May

version 1.2