



Examinations Update

Issue 5

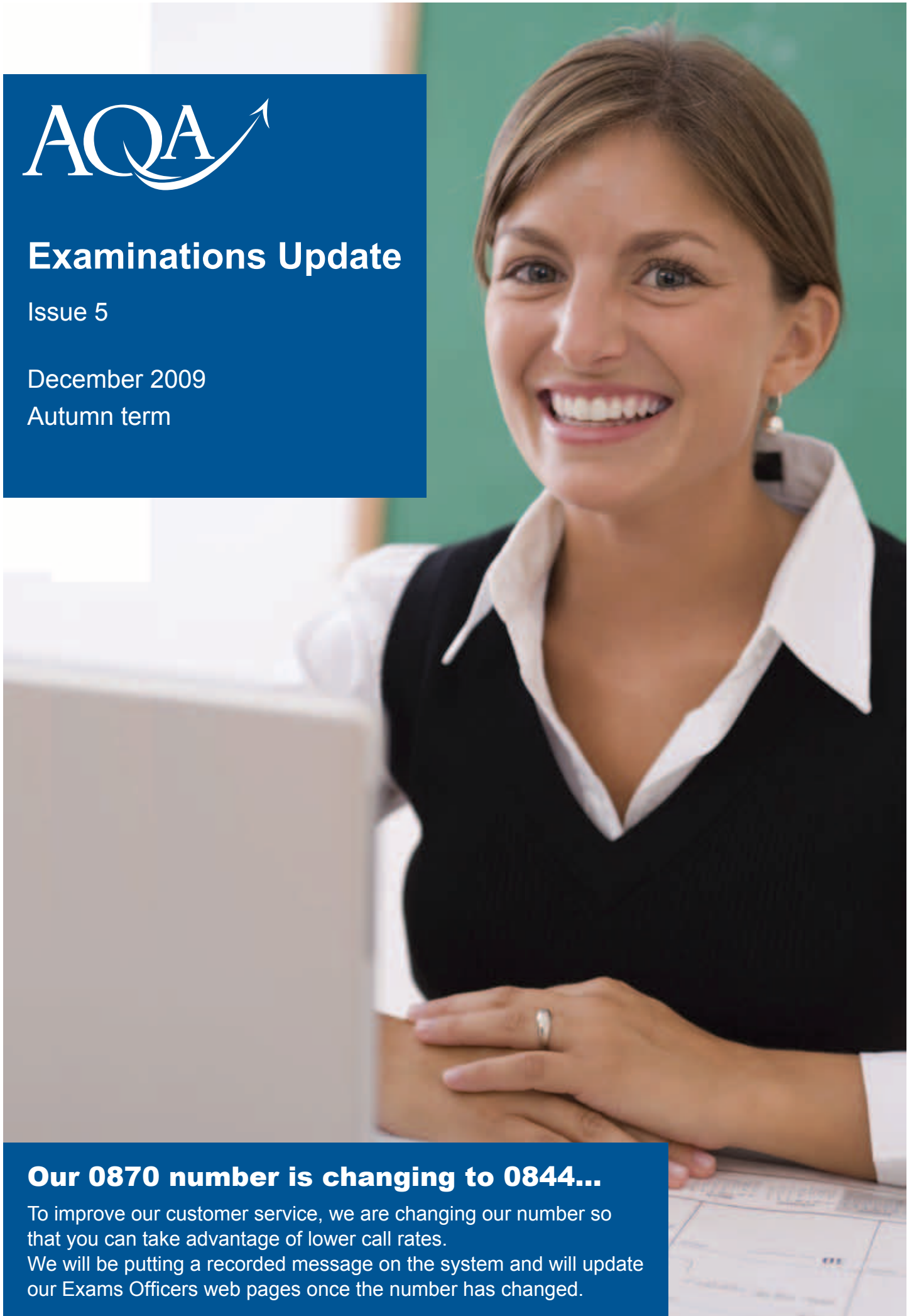
December 2009

Autumn term

Our 0870 number is changing to 0844...

To improve our customer service, we are changing our number so that you can take advantage of lower call rates.

We will be putting a recorded message on the system and will update our Exams Officers web pages once the number has changed.



Keeping in touch

Training and meetings

Booking yourself on to one of our Exams Officers' training sessions or meetings couldn't be easier with our online booking facility at <http://events.aqa.org.uk/ebooking/>

Network Group Meetings are held annually in your area. For details of 2010 meetings see your Regional Support web page in the *Exams Officers/Support* section of aqa.org.uk

We also offer local workshops to help you with our administrative arrangements, including our new online facilities. For further information see the Exams Officers pages of aqa.org.uk

Our Regional Support teams also send termly newsletters to give you up-to-date information and a chance to share local news and views.



Customer Survey – printing entry reports in e-AQA

Many thanks to those of you who took part in our recent survey; the 1400 replies gave us lots of food for thought.

- 15–20% would like AQA to continue to print main entries and amendment packs
- 60% are likely to download entries and amendment files if this facility is developed.

Many centres commented on the environmental value of reducing the printouts sent to centres, especially where the SIMS system allows them to combine entries from all awarding bodies and produce one combined statement for each candidate.

Your feedback is influencing the next phase of development for e-AQA. There are a range of opinions with some centres wanting different things. We are looking for the best way forward for all.

2009 Update Survey

The 2009 Annual Update Survey for the JCQ National Centre Number Register took place in September. If any of your centre's details change after you have returned the update form, please send your amendments on centre-headed paper to:

National Centre Number Register
OCR, Centre Services
1 Hills Road
Cambridge
CB1 2EU

You only need to inform us separately if these changes relate to names for your head of centre or exams office contacts.

New for this year

Now available: Foundation Certificate of Secondary Education (FCSE) Short Courses in Spoken or Written French, German, Italian, Mandarin Chinese and Spanish

The FCSE Short Courses have been fully accredited by QCDA and will be available for students this academic year. Entries will be made in February (2010) along with GCSE entries and entries for the FCSE Full Course.

For the Spoken Short Course, students will be assessed in Speaking and Listening, and for the Written Short Course in Reading and Writing. The same externally-set assignments (Sets 1 and 2) will be used for the 2009–2010 Short Courses, so centres don't need to order additional assessment materials. As with Full Course, students will complete three units and three levels of Short Course award will be available: Pass, Merit and Distinction.

The Short Courses are ideal for teaching groups which have limited contact time, or those beginning a language from scratch.

Please contact the MFL department at mfl@aqa.org.uk for further information. The updated specification will be available at aqa.org.uk shortly.

Entry, aggregation and certification rules for new GCSE specifications

JCQ have issued *rules for new GCSE Specifications (terminal requirements, re-sits and cashing-in), Notes for Teachers and Examinations Officers*. The information is available from www.jcq.org.uk

Please note that these rules apply for:

- new GCSEs for first teaching from 2009
- GCSE English, Mathematics and ICT for first teaching from 2010.

They do **not** apply to current GCSE specifications or to other qualifications (GCE AS, A-Level, iGCSE, etc).

Special Consideration online

Exam periods are a busy time for us all and at AQA we want to make our systems more efficient, straightforward and less time consuming for you.

Requesting Special Consideration for individual candidates who have either been absent or disadvantaged in a written exam couldn't be easier. Thanks to our new e-AQA submission facility, our service is now more convenient, efficient and environmentally friendly.

To submit a request simply:

- Step 1 Go to <https://extranet.aqa.org.uk>
- Step 2 Under e-AQA services select Special Consideration
- Step 3 Select 'Disadvantage' or 'Absent', depending on the candidate's circumstances and fill out the form
- Step 4 Click submit. You will receive an instant confirmation that we have received your request and, in most cases, an instant decision.

Important reminder – As previously stated in the *JCQ Access Arrangements, Special Consideration and Reasonable Adjustments* booklet for 2009/10, from January we will be unable to process paper applications for written exams in those instances where the online system can be used. All paper applications received in these circumstances will be returned to centres for you to process online.

Examiner labels

In 2010 you will see some improvements to our examiner label delivery service. If you have attended one of our workshops or Network Group Meetings this term, your Regional Support Manager will have explained how your centre will benefit from the changes.

Centres in England

Benefits of the new system include:

- receiving the despatch log, pre-completed, by e-mail. This will show details of all parcels to be despatched on any one day
- the fact that all centres will enjoy its advantages from 2010, not only those that have signed up to print all their own labels.

Centres outside England

Benefits of the new system include:

- all labels will feature a bar code; for internal use only, this will help us to track your scripts and to identify any potential missing parcels at the earliest opportunity
- increased font size for the Paper Reference, making it easier for you to find the relevant label.

All centres

We will be writing to you in the week commencing 7 December to give you full details of how the changes will affect your centre.



If you currently receive all labels or catch-up labels by e-mail, this correspondence will be sent to the e-mail address which we currently have on record. If you have not received this by 11 December, it could mean that the e-mail address we have recorded is incorrect; it's really important that you let us know about this so that we can update your address before the start of the January exam session. Please call **0870 410 1036** or e-mail **examinerlabels@aqa.org.uk** to provide an up-to-date e-mail address.

If you currently receive catch-up labels by fax or post, the details of the changes will be included in a letter which you should receive in the same week.

Information about AS, A-levels and GCE A* ...

is available from **www.qcda.gov.uk**.
The rules for A* are given on page 3 and the thresholds for the grades (including A*) are explained on page 14 of the *JCQ Entry, Aggregation and Certification Procedures and Rules* booklet available from **www.jcq.org.uk**

Reminder – entries and administrative procedures

In addition to the hard copy despatched with *September Examinations Update*, our *Entry Procedures and Codes 2009–2010* and *Administrative Procedures* booklets are available from the *Administration/Library* section of **aqa.org.uk**

Preparing for the January exams

Early question papers and preliminary materials

The list of exam components which have preliminary materials or early papers is available from the *Administration/Library* section of aqa.org.uk

If you have submitted estimated entries for components which need early materials you will be receiving them as planned. If you subsequently

discover that you have no entries for these components, please return the unopened packets to our Logistics Centre in Guildford with a covering note.

If you have not submitted estimated entries for a component requiring preliminary materials, please contact eos@aqa.org.uk immediately.

Exam stationery will be sent to centres automatically, based on entry information.

When to expect your papers

You will receive exam materials at regular intervals this term. As always, please check the contents of your delivery as soon as you can to identify any discrepancies against the despatch note.

If you have any problems, please contact eos@aqa.org.uk or call **0870 410 1036**.

Giving out the correct papers

To help you distinguish the new specification papers from the old ones, the packet labels will clearly identify each one.

For **GCE** we are using:

- dark blue packets with white labels for the old specifications
- bright blue packets with pink labels for the new.



For **GCSE** we are using:

- red packets with white labels for the old specifications
- orange packets for new specifications with pale yellow labels (Foundation) and white labels (Higher).

The following table shows when you should receive the materials from us.

Question papers	Exam series	Papers for exams during the period /date of issue for preliminary materials	Papers will be sent to you as follows
GCE (final re-sit opportunity) papers	1A10	20 January – 3 February 2010	December 2009
GCSE Applied (Double Award) pre-release	6V10	January 2010	January 2010
GCE/FSMQ/PL3/VRQ	1A10	20 January – 3 February 2010	January 2010
GCSE pre-release and MFL Speaking Tests	6G10	1 February – 31 March 2010	January 2010
GCSE Applied (Double Award)/PL1&2/FSK pre-release (February/March/April)	6V10	February – April 2010	January 2010
GCE Pre-release and MFL Speaking Tests (March/April/May)	6A10	1 March – 5 June 2010	February 2010
Key Skills/Basic Skills (March)	3K10	1 – 12 March 2010	February 2010
GCSE Science	3G10	3 March 2010	February 2010
GCSE Modular Maths	3G10	2 March 2010	February 2010
GCSE/FSMQ early material	6G10	1 April 2010	March 2010

Spring despatches – for question paper despatches and other exam materials, please refer to the 'spring term despatch schedule' enclosed with this issue.

Remember: key dates for 2010

Deadline for submitting GCE and FSMQ coursework marks January series	10 January
November BK09 Key/Basic Skills results	14 January
November BG09 GCSE modules and re-sits results	14 January
Final date for enquiries about results applications for November 2009 series	11 February
6G10 summer 2010 entries	21 February*
January IA10 GCE/GCSE/Principal Learning results	11 March – available by EDI on 10 March**
January IK10 Key/Basic Skills results	11 March – available by EDI on 10 March**
GCE/FSM/PL Level 3/Extended Project 6A10 summer entries	21 March
January IG10 GCSE MFL results	25 March
March 3G10 GCSE Maths and Science Modules results	15 April
June 6M10 GCSE Maths and Science entries (except GCSE Maths B Module 5)	26 April
March 3K10 Key/Basic Skills results	6 May
Deadline for submitting GCSE coursework marks summer series	7 May†
Deadline for submitting GCE and FSMQ coursework marks summer series	15 May††
May 5K10 Key/Basic Skills results	24 June
June 6A10 GCE/FSMQ/Principal Learning Level 3/Extended Project results	19 August
June 6K10 Key/Basic Skills results	19 August
June 6B10 AQA Bacc Enrichment results	19 August
June 6G10 GCSE/ELC/L1&L2/FCSE results	24 August
June 6M10 GCSE Maths and Science test results	24 August
June 6V10 GCSE/PL Levels 1 and 2/VRQ results	24 August
June 6B10 AQA Bacc Award results	24 August

- *Including entries for GCSE Mathematics (Modular), Specification B Module 5
- **Early release of results by EDI and e-AQA available for the January exams only
- †Unless otherwise specified.
- ††Except for Art and Design, Applied Art and Design, Dance and Drama and Theatre Studies which must be submitted to AQA by 31 May

Important reminder – JCQ arrangements for release of General Qualification results by extranet services and EDI for January 2010 exams

- Results available by EDI and e-AQA for Exams Officers and Heads of Centre on 10 March
- Results published on 11 March
- Receive printed copies of results on 18 March 2010.

Please note this information is a change from the originally published Key Dates.

You can review the January 2010 JCQ results publication arrangements at:

http://www.jcq.org.uk/exams_office/results/

March 2010 exams

Dates of March exams in Maths and Science

Mathematics specification B (Module 3)	Tuesday 2 March am
Mathematics specification B (Module 1)	Tuesday 2 March pm
Science tests (on screen and paper-based)	Wednesday 3 March am



Do you have entries for Diploma learners with AQA?

If your centre is part of a consortium, please ensure you know who is making the entries for the Diploma Principal Learning units. The centre making the entries will:

- receive the question papers or assessment materials
- need to make the access arrangements for candidates
- submit marks for internally assessed components
- deal with the arrangements for moderation
- need to make any requests for Special Consideration
- receive the results
- need to make any Post-Results requests
- receive the invoices for fees.

If you have candidates completing their Diploma this year please set your 'intention to claim' flag on the Diploma aggregation service system. Look out for the new QCDA tool which will allow you to check that your students have the right combinations to complete their Diploma.

Are you new to the Diploma?

We offer specialist help and support. Contact your Senior Manager: Regional Support as soon as possible to inform them of the:

- centres in your consortia
- lines of learning you are offering
- names of the people responsible for taking the administrative lead on the Diplomas.

For more information on the support available, contact Exams Office Support on **0870 410 1036** or e-mail **eos@aqa.org.uk**

Buy online through our shop

Did you know that you can order publications from our online shop? Simply log on to e-AQA or access the shop via the *Resources/Buy online* section of **aqa.org.uk**



Reminder

e-AQA, our extranet, enables you to access information specific to your school or college through a **secure website**. Using e-AQA you can:

- send us your **intention to enter** and **estimated entries**
- make, view and amend **exam entries**
- access GCSE **Controlled Assessment tasks**
- see current and past **exam results** for students at your centre
- see graphs of exam results using **Enhanced Results Analysis**
- apply for **Special Consideration** for candidates at your centre
- view recent **exam papers**, mark schemes and examiners' reports
- request **Post-Results Services**, such as review of marking and access to scripts
- check **key dates** in the exam cycle
- access our **online shop** to buy printed exam materials.



e-AQA also offers some inter-awarding body services:

- Access Arrangements online
- Modified question paper requests
- Specialist Teachers' Qualifications database.

For advice on how to use e-AQA, queries about log-ins and access to the system, contact us on **0870 410 1036** or e-mail: **e-aqahelpdesk@aqa.org.uk**

AQA contacts

Application forms for centre registration	01483 477 687
Special Consideration	01483 477 884 (Guildford centres)
	0161 455 5467 (Manchester centres)
Entries	0161 455 5482
Transferred candidates	01483 477 606
Exams Office Support*	0870 410 1036 0161 455 5485 (fax)
	eos@aqa.org.uk (e-mail)

Senior Managers: Regional Support details are on the *Exams Officers/Support* section of **aqa.org.uk**

**Please remember this number is for Exams Officers and should not be handed out to parents or candidates. This has been the case on recent results days and means that the support we are able to provide for Exams Officers is reduced.*

Timetables

The latest versions of the 2009/10 timetables are available in the *Administration/Exam timetables* section of **aqa.org.uk**

Our provisional timetables for winter 2010/11 will also be there from 31 January 2010 and will include GCE, FSMQ and VRQ exams in January and GCSE exams in November 2010 and January and March 2011. Please e-mail your comments on the provisional timetables to **timetable@aqa.org.uk** by **31 March 2010**.



Corporate member of
Plain English Campaign
Committed to clearer communication. **342**

GCSE General Certificate of Secondary Education

Leisure and Tourism (Double Award) (3841)

Last assessment opportunity June 2010

The last assessment opportunity for all units in the current specification is June 2010. A final re-sit opportunity for 3840/1: Investigating Leisure and Tourism will be available in January 2011. Details of the new specification for first teaching from September 2009 can be found on the *Qualifications/GCSE/Leisure and Tourism* section of aqa.org.uk

Earlier exam date June 2010

The exam date for Investigating Leisure and Tourism (3840/1) in summer 2010 will be much earlier than usual. It is scheduled for 17 May 2010. See the *Administration/Exam timetables* section of aqa.org.uk. Please note this is an inter-awarding body decision which affects all JCQ awarding bodies.

Leisure and Tourism and Leisure and Tourism (Double Award) (4841) new specification

Exam date June 2010

The exam date for Unit 1: Understanding leisure and tourism destinations (48401) in summer 2010 will be much earlier than the equivalent exam in the legacy specification. The exam is scheduled for 17 May 2010. See the *Administration/Exam timetables* section of aqa.org.uk. Please note this is an inter-awarding body decision which affects all JCQ awarding bodies.

Controlled Assessment tasks

The live Controlled Assessment tasks for Unit 2: The nature of leisure and tourism (48402) are now available via eAQA – accessible from aqa.org.uk. Please do **not** use the specimen assessment tasks as the basis of your work.

Controlled Assessment deadline

The Controlled Assessment submission deadline is 7 May. Please note this is earlier than the equivalent date for coursework submission for the legacy specification.

Teacher Standardisation Meetings

Centres that have not attended a Teacher Standardisation meeting this term are asked to contact the office immediately. As this is a new specification, attendance at a meeting is compulsory. Please see section 6.3 of the specification for further information.

French (Specification A) Full Course (3651)
French (Specification A) Short Course (3657)
German (Specification A) Full Course (3661)
German (Specification A) Short Course (3667)
Spanish (Specification A) Full Course (3691)
Spanish (Specification A) Short Course (3697)
Bengali (3636)
Italian (3631)
Modern Hebrew (3676)
Panjabi (3681)
Polish (3686)
Urdu (3646)

We will provide Listening Tests on CDs only in summer 2010. Although CDs will be the default medium, centres will be given the opportunity to request Listening Tests on cassette tapes. Centres who requested cassette tapes in 2009 do not need to request them again for 2010.

Where CDs are used, the Foundation and Higher Tier tests will be provided on separate disks. Where cassette tapes are requested, the Foundation Tier test will be recorded on a separate cassette from the Higher Tier test.

Centres who prefer to receive cassettes for summer 2010 must e-mail the Modern Foreign Languages department at mfl@aqa.org.uk or call on 01423 534 381 **no later than 31 March 2010**.

French B (Modular) (4652)
German B (Modular) (4662)
Spanish B (Modular) (4692)

We will provide Listening Tests on CDs only in summer 2010. Although CDs will be the default medium, centres will be given the opportunity to request Listening Tests on cassette tapes. Centres who requested cassette tapes in 2009 do not need to request them again for 2010.

Where CDs are used, the Foundation and Higher Tier tests will be provided on separate disks. Where cassette tapes are requested, the Foundation Tier and Higher Tier tests will be recorded on two sides of the same cassette.

Centres who would prefer to receive cassettes for summer 2010 must e-mail the Modern Foreign Languages department at mfl@aqa.org.uk or call 01423 534 381 **no later than 31 March 2010**.

GCE General Certificate of Education

General Studies A (2761)

New generic levels mark scheme for A2 essays

Teachers should note that the generic levels mark scheme for A2 essays has been slightly revised to improve the discrimination of these components.

The original five levels (included in the first GENA3 and GENA4 specimen mark schemes) have been reduced to four in the new version (see second specimen mark schemes).

The new four level scheme will be used for marking the January 2010 and subsequent exams.

Both sets of specimen papers have been published on the *Qualifications/New GCEs/General Studies A* section of aqa.org.uk

Geography (1031) Advanced Subsidiary

Unit 1 GEOG1 January 2010

For the January 2010 exam only we have made a slight amendment to the extra space provision in the combined question paper/answer book for GEOG1.

In the past, 'extra space' lines have been provided for questions with an allocation of five or more marks. For the January 2010 exam, however, the GEOG1 paper will have extra space lines for all questions, regardless of mark allocation. Candidates do not have to use this extra space to gain high or full marks. The extra lines are there to encourage candidates to keep their answer within the defined areas in the answer book and to reduce the number of supplementary answer sheets used.

For the June 2010 exam onwards, the layout of the GEOG1 paper will be similar to that of the June 2009 paper. It will have extra space lines on individual questions with an allocation of five or more marks. However, a difference will be the inclusion of some extra lined pages at the back of the combined question paper/answer book. Candidates can use these as extra space to answer any of the questions.

Although we regard the June 2010 layout as the best one, logistical factors prevent it from being introduced in January 2010. This is why an interim solution is being used in January 2010.

Leisure Studies (8641) Advanced Subsidiary

Leisure Studies (Double Award) (8643) Advanced Subsidiary

Leisure Studies (8646) Advanced

Leisure Studies (Double Award) (8649) Advanced

Leisure Studies (8647) Advanced and Advanced Subsidiary (additional)

Availability of units

From January 2011 the double award exam papers (LS04 and LS12) will no longer be available in the January exam series. A summary of availability is displayed below:

	Availability of units		Availability of qualification	
	AS	A2	AS	A2
January 2010	LS02	LS09	✓	✓
	LS04	LS12	✓	✓
June 2010	All AS units	All A2 units	✓	✓
January 2011	LS02 only	LS09 only	✓	✓
June 2011	All AS units	All A2 units	✓	✓

Travel and Tourism (8651) Advanced Subsidiary

Travel and Tourism (Double Award) (8653) Advanced Subsidiary

Travel and Tourism (8656) Advanced

Travel and Tourism (Double Award) (8659) Advanced

Travel and Tourism (8657) Advanced and Advanced Subsidiary (additional)

Availability of units

From January 2011 the double award exam papers (TT05 and TT11) will no longer be available in the January exam series. A summary of availability is displayed below:

	Availability of units		Availability of qualification	
	AS	A2	AS	A2
January 2010	TT01	TT09	✓	✓
	TT05	TT11	✓	✓
June 2010	All AS units	All A2 units	✓	✓
January 2011	TT01 only	TT09 only	✓	✓
June 2011	All AS units	All A2 units	✓	✓

Key Skills and Basic Skills

Basic Skills (8990)

Key Skills (9900) (KS2004)

Wider Key Skills (9970) (KS2004)

Key and Basic Skills 2009–10 exam timetable, final version 1.2

The revised timetable for 2009-10, which provides useful information including entry and results dates, has been sent to all Key and Basic and Wider Key Skills centres. For the first time, Levels 1 and 2 of each skill in the June 2010 series will be scheduled to take place on the same day as the Level 3 and 4 tests to accommodate the half-term break. As usual, ICT Levels 3 and 4 may also be tested on two further days: 10 and 11 June. The amended timetable is available from the *Administration/Exam timetables* section of aqa.org.uk

ICT tests level three and four data files

The new set of data files for the 2010 test series is available from www.qcda.org.uk

The new data files may be made available to candidates in read-only form as early as possible in the course to help them develop practical skills in preparation for the tests. Candidates must not be given prior knowledge of which specific data files are to be used in any of the tests. This is to ensure that their preparation is broadly based rather than focused on a particular context.

You should delete the data files you downloaded for 2008/9 from your network. Although the data files may appear to be the same as last year, new scenarios have been added and some deleted.

Teacher Standardising Meetings

All Key Skills centres that were unable to send representatives to the November Teacher Standardising Meetings may attend additional meetings in January 2010. They will cover the assessment of portfolio work in Application of Number, Communication and Information and Communication Technology. Delegates may choose which session(s) to attend. All centres which have previously made entries in these subjects have been invited. A list of Key Skills Standardising Meetings and their locations is available from aqa.org.uk. Please contact keyskills@aqa.org.uk for further details.

Administration Handbook for Key Skills 2010

The new Administration Handbook for Key Skills 2010 is now available from the *Qualifications/Other/Key Skills* section of aqa.org.uk. It includes extra information on exam administration but does not denote a change from previous practice.

Updated Basic Skills specification 2009

The Basic Skills specification 2009 is available from the *Qualifications/Other/Basic Skills* section of aqa.org.uk.

There are no changes to the teaching and learning aspect of the Basic Skills specification despite some other minor changes.

The future of Key, Basic and Wider Key Skills

Functional Skills will gradually replace some of the Key Skills qualifications. However, Wider Key Skills and Key Skills at Levels 1, 2, 3 and 4 plus Basic Skills will continue until **at least** June 2010. We will keep centres informed if this period is extended.