

Administrative Procedures Academic Year 2010-2011 Entry Level Certificate

- **Art and Design**
- **Chinese (Mandarin)**
- **Design & Technology**
- **English**
- **French**
- **Geography**
- **German**
- **History**
- **Home Economics: Child Development**
- **Information and Communication Technology**
- **Italian**
- **Mathematics**
- **Personal, Social and Health Education**
- **Physical Education**
- **Preparation for Working Life**
- **Religious Studies**
- **Science**
- **Spanish**

Applicable in the academic year 2010-2011 from September 2010

Administrative Procedures 2010-2011 Entry Level Certificate

Contents

1	Introduction	3
2	Administrative timetable	4
3	Entry procedures	5
	Stages in the entries procedure	5
	Unique Candidate Identifier (UCI)	6
	Unit Award Scheme.....	6
4	e-AQA	7
5	Fees	8
6	Externally-set assignments	9
	Specifications requiring despatch of externally-set assignments	9
	Specifications not requiring despatch of externally-set assignments	15
7	Conduct of externally-set assignments	17
8	Internal assessment	18
9	Special circumstances	19
10	Results	19
11	Contact points	20

1 Introduction

- 1.1 The purpose of this booklet is to assist Examinations Officers and teachers with the administration of Entry Level Certificate (ELC) specifications leading to awards in 2011.
- 1.2 This document should be read in conjunction with the *Specifications* for the relevant subjects, which give details of the schemes of assessment, and the *Entry Procedures and Codes* booklet, which covers all examination series in the 2010-2011 academic year. Copies of AQA *Specifications* can be viewed on or downloaded from the AQA Website at www.aqa.org.uk/qual/index.php.
- 1.3 AQA offers Entry Level specifications in the following subjects.
- Art and Design 4920
 - Chinese (Mandarin) 4968
 - Design and Technology: Electronics and Systems 4941
Food Technology 4942
Graphic Products 4943
Product Design 4944
Resistant Materials Technology 4945
Textiles Technology 4947
 - English 4970
 - French 4964
 - Geography 4902
 - German 4966
 - History 4904
 - Home Economics: Child Development 4956
 - Information and Communication Technology 4952
 - Italian 4963
 - Mathematics 4930
 - Personal, Social and Health Education 3910
 - Physical Education 3958
 - Preparation for Working Life 4900
 - Religious Studies 4906
 - Science 4948
 - Spanish 4969
- 1.4 Adult Numeracy and Adult Literacy are on-demand ELC specifications with separate procedures and are not covered by this booklet. However, contact information is given in Section 11 of this booklet.
- 1.5 For further information on Entry Level Certificate specifications, please contact the relevant Subject Manager, as shown in Section 11 of this booklet.

2 Administrative timetable

The table below provides details of the main administrative procedures for Entry Level Certificate specifications in the academic year 2010-2011.

Date	Action
21 July 2010	Last date for return of <i>Intention to Enter</i> for all examination series within the academic year 2010/2011.
10 October 2010	Last date for return of <i>Estimated Entries</i> form for June 2011 Entry Level Certificate subjects.
October 2010	Master copies of any new externally-set assignments for relevant subjects are available from our Publications Department. These need to be ordered using the order form on the website at http://store.aqa.org.uk/public/AQA-ELC-W-ORDER-2010-2011.PDF
21 February 2011	Last date for the receipt of entries for Summer 2011 Entry Level Certificate Awards.
March/April 2011	Despatch of Centre Mark Forms/Award Lists and <i>Submission of Proposed Awards</i> booklets to centres.
May 2011	<i>Reports on the Examination</i> for the 2010 examinations made available to centres on AQA's Website www.aqa.org.uk
31 May 2011	Last date for return of Centre Mark Forms/Award List for Summer 2011 candidates.
31 May 2011	Centre mark forms and portfolio evidence (if fewer than 20 candidates) to be sent to the moderator for all ELC. For Art and Design please refer to paragraphs 6.28 and 6.29.
by 7 June 2011	Centres to despatch required portfolio evidence to moderators (more than 10 candidates).
July 2011	Portfolio samples to be returned to centres. AQA will retain some portfolio samples for use in awarding/training purposes.
18 August 2011	Results for Summer 2011 Entry Level Certificate Awards issued to centres.
August 2011	Moderators' feedback reports sent to centres.
October 2011	Master copies of any new externally-set assignments for relevant subjects are available from our Publications Department.
October 2011	Certificates issued for Entry Level Certificate 2011 Awards.
May/June 2011	<i>Reports on the Examination</i> for the 2011 examinations made available to centres on AQA's Website www.aqa.org.uk

3 Entry procedures

Stages in the entries procedure

Centre approval

- 3.1 Entries can be accepted only from centres that are approved by AQA. Centres that are not approved by AQA (centres which have not previously entered for any examinations with AQA) should request a *JCQ Application for Approval as a Centre for General Qualifications* form, and submit the completed form to the AQA Guildford office as soon as possible.
- 3.2 Full details of entry to AQA examinations and tests are given in the *Entry Procedures and Codes* booklet for the 2010-2011 academic year, which was sent to all approved centres in September 2010. A brief summary of those procedures is given below.

Intention to Enter

- 3.3 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 that they will have entries for a particular series and to indicate the entry method to be used. If appropriate, an entry pack (including *Entry Forms*) will then be provided for each series at least four weeks before the entry closing date.
- 3.4 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 be sent to centres registered for e-AQA only on request to the Entries Section, or the booklets may be accessed from the *Administration/Library* section of the AQA Website at www.aqa.org.uk/admin/library.php.

Estimated Entries

- 3.5 e-AQA non-registered centres are requested to submit *Estimated Entries* booklets to indicate the likely number of entries for individual subjects. On the basis of this information coursework advisers and moderators are allocated to centres, record forms and preliminary materials are despatched and teachers are invited to meetings. The information also assists AQA in determining the numbers of assignments to be printed and the numbers of moderators needed.
- 3.6 Centres registered for e-AQA should use the new e-AQA service for the submission of Estimated Entries information. Booklets for the collection of Estimated Entries will be sent to centres registered for e-AQA only on request to the Entries Section, or the booklets may be accessed from the *Administration/Library* section of the AQA Website at www.aqa.org.uk/admin/library.php

Method of Entry

- 3.7 Entries may be made for ELC subject awards by EDI, on-line via e-AQA, on *Entry Forms* or on disk prior to the closing date for entry. For any particular series, only **one** of these entry methods may be used. Please see paragraph 5.2 regarding the surcharge applied to those main entries made in writing, on the *Entry Form* or on disk.
- 3.8 Entry Amendments may be submitted to enter additional candidates or to amend the entries of existing candidates once the centre's 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*.

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

Unique Candidate Identifier (UCI)

- 3.10 UCIs must be supplied for all candidates, including those who are solely entered for ELC examinations, in all entry files submitted by EDI and on disk. Each candidate will need to be allocated a 13-character UCI by the centre unless the candidate already has a UCI. Each candidate must have only one UCI.

Full details of the allocation and use of UCIs are given in the *AQA Entry Procedures and Codes*.

Unit Award Scheme

- 3.11 Centres using the Unit Award Scheme to provide accreditation of student achievement of individual units from an Entry Level Certificate specification must follow the normal Unit Award Scheme procedures given in the *Unit Award Scheme Guidelines and Administrative Procedures* booklet. This facility applies to Entry Level Certificate specifications, except for the revised Geography Entry Level specification, where accreditation of individual units is not possible.
- 3.12 Centres may use the Unit Award Scheme only if they are registered as members of the Scheme. To register to participate in the Unit Award Scheme, centres must complete a *Unit Award Scheme Centre Registration* form. Further information and *Unit Award Scheme Centre Registration* forms are available from the Unit Award Scheme Department, AQA, 31-33 Springfield Avenue, Harrogate, North Yorkshire HG1 2HW (☎ 01423 840 015).

4 e-AQA

4.1 e-AQA is a secure section of our Website. e-AQA allows authorised staff within a centre to communicate directly with AQA and will offer access to an increasing number of features as the area is developed.

4.2 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.

Please note that e-AQA centre administrators will be responsible for ensuring that, for the period when early access to results information is given only to the Head of Centre and the Examinations office staff, the access rights of any other centre users are disabled.

4.3 e-AQA currently allows you to:

- change details within your personal profile
- for centre administrators, register additional centre users and control their access rights within e-AQA
- view your centre's entries
- view your centre's results
- view Enhanced Results Analysis
- view recent examination materials (see paragraph 4.4), including Controlled Assessment tasks
- submit Enquiries about Results and applications for Access to Scripts
- track the progress of your centre's requests for Post-Results services
- submit intention to enter information
- submit estimated entries
- make and amend entries
- order modified papers
- apply for Access arrangements for GCE and GCSE qualifications
- apply for Special Consideration for all scheduled AQA and AQA-City & Guilds examinations
- order publications on-line via the e-AQA Shop

4.4 Recent Exam Materials

- question papers
- preliminary material
- mark schemes
- reports on the examination

are available from Publication of Results day to enable teachers to refer to the material when considering their exam results and making decisions about requesting Access to Scripts and Enquiries about Results. The preliminary material is being made available for this purpose only. No permission is given for any other use of these materials, due to third party copyright restrictions.

Teachers who need to access these materials via e-AQA should contact their centre's e-AQA Centre Administrator.

5 Fees

Entry Fee

- 5.1 The entry fees for the 2010-2011 examinations were notified to centres in September 2010 in the 2011 *Entry Fees and Other Charges* booklet. Entry Fees for Entry Level Certificate specifications are charged per award.

Entries made on the Entry Form, on Disk, the Entry Amendment form or in writing

- 5.2 AQA now receives about 99% of its entries electronically through Electronic Data Interchange (EDI) and e-AQA. We appreciate that some centres do not wish to use EDI or e-AQA or cannot do so. We will therefore continue to offer the facility to receive entries on *Entry Form* or on disk, but will make a surcharge on entries from centres that indicate on their *Intention to Enter* form that they will not be making any entries by EDI or e-AQA in the coming year.

The non-EDI entry surcharge will apply to main entries for all qualifications, unless an exception is specifically noted in the *Entry Fees and Other Charges*.

Late Entry Fee

- 5.3 An additional fee will be charged for each entry of a new candidate received after the closing date for the receipt of entries (21 February 2011 for ELC 2011 awards).

Very Late Entry Fee

- 5.4 An additional fee will be charged for each entry of a new candidate received after 21 April 2011.

Amendment Fee

- 5.5 An additional fee will be charged for each amendment or addition to the entries of existing candidates received after 21 April 2011.

The amendment fee is payable for the addition of each new entry for a candidate already entered or for an amendment of an existing entry from one specification to another.

Withdrawal of Entries

- 5.6 Centres that withdraw candidates from one or more ELC entries by 21 April 2011, will receive a refund of entry fees paid to that date. The results of withdrawn candidates will not be shown on results documentation; the candidates will receive no results for the entries from which they have been withdrawn. Their names will not appear on any lists of candidates produced after the withdrawal has been processed.

No refunds will be granted for withdrawals of entry made after 21 April 2011, unless on medical grounds (see paragraph 5.7).



Please note that AQA cannot withdraw candidates/entries any later than a fortnight before the publication of results for the appropriate Series.

Partial Refunds on Medical Grounds

- 5.7 After 21 April 2011, a partial refund of fees will be considered for candidates who are required to withdraw from their examination(s) on medical grounds. Any request for a partial refund of fees must be accompanied by satisfactory supporting medical evidence. Applications for a partial refund must be submitted to AQA no later than 14 days after the last examination in the appropriate Series.

Payment of Fees

- 5.8 An invoice will be despatched once an Entry or Entry Amendments submission has been processed by AQA. Fees are due within 30 days of the date of the invoice.

6 Externally-set assignments

6.1 Details of the administration of externally-set assignments are given in Sections 6 to 8 of this booklet.

6.2 Centre Mark Forms/Award Lists for teachers to record their assessments will be issued to centres following the receipt of entries. Centre Mark Forms/Award Lists must be returned by 31 May 2011 for all ELC. Full instructions will be given in the *Coursework Administration – Instructions and Guidance for Examinations Officers (reference CAW/EO/INST)* booklet.

Retaking externally-set assignments

6.3 A candidate may not attempt the same version of an externally-set assignment more than once.

Specifications requiring despatch of externally-set assignments

Despatch of the externally-set assignments

6.4 The despatch of the ELC externally-set assignments for awards in 2011 will be based on orders submitted on the *Order form for AQA Entry Level Certificate externally-set assignments for awards in 2010 and 2011*.

A copy of the order form is available to download from the Publications section of the AQA Website at <http://store.aqa.org.uk/public/AQA-ELC-W-ORDER-2010-2011.PDF> if required.

6.5 The issue date of the externally-set assignments for use in centres is 1 November 2010.

6.6 Master copies are provided in sets. Please follow the instructions on the front of each pack with regard to storing these items safely at your centre.

Using the externally-set assignments

6.7 Where assignments are photocopied, this must be carried out under secure conditions only by authorised staff at a centre. The master copy should be returned immediately to safe storage after copying.

English (4970)

- 6.8 Three levels of award are available: Entry 1, Entry 2 and Entry 3.
- 6.9 Candidates should complete **five** units (two Reading, two Writing and one Speaking and Listening). Externally-set assignments are available for the following core units:

Candidates choose at least one from:

- Unit 1: Work (Reading)
- Unit 2: Media (Reading)
- Unit 3: Drama (Reading)
- Unit 4: Reading for Pleasure (Reading)

Plus at least one from:

- Unit 5: Work (Writing)
- Unit 6: Media (Writing)
- Unit 7: Drama (Writing)
- Unit 8: Storytelling (Writing)

Plus one from:

- Unit 15: Work (Speaking and Listening)
- Unit 16: Media (Speaking and Listening)
- Unit 17: Drama (Speaking and Listening)
- Unit 18: Story Telling (Speaking and Listening)

Candidates also submit a further Reading Unit and a further Writing Unit, which may be externally set (core units 1-8) or internally set (core units 1-8 or optional units 9-14). Further details are given in the *Specification*.

Geography (4902)

- 6.10 Three levels of award are available: Entry 1, Entry 2 and Entry 3.
- 6.11 Candidates should complete **four** units. Externally-set assignments will be provided for the following units:

Candidates choose one from Physical Geography:

- Unit 1: Rivers
- Unit 2: Coasts

Plus one from Human Geography:

- Unit 3: Population and Migration
- Unit 4: Settlement in Geography

Candidates also submit two teacher-devised assignments: one Physical unit (5 or 6) and one Human unit (7 or 8). Further details are given in the *Specification*.

- 6.12 The accreditation of individual units under the Unit Award Scheme is not possible in this specification.

Home Economics: Child Development (4956)

- 6.13 Three levels of award are available: Entry 1, Entry 2 and Entry 3.
- 6.14 Candidates should complete **four** units. Externally-set assignments are available for the following units:

Compulsory Unit:

Unit 1: Pregnancy

Plus one Core Unit:

Unit 2: The Importance of Play for the Under-5s

Unit 3: Safety of the Under-5s

Unit 4: Observation Study

- 6.15 Candidates should complete an externally-set assignment for the Compulsory and one Core Unit and also submit work for two further assignments chosen from the remaining two Core Units or any of the optional units 5-12. These two further units can be either externally-set assignments or teacher devised assignments. Further details are given in the *Specification* and in the *Externally-set Assignments Booklet* (available from AQA's Publications Department).

Please note that the assignments do not have a shelf life and centres will not be issued with a new set on an annual basis.

Mathematics (4930)

- 6.16 Three levels of award are available: Entry 1, Entry 2 and Entry 3.
- 6.17 Candidates should complete eight units. Externally-set assignments are available for all eight units. Four units should be in response to an externally-set assignment as follows:

Compulsory Unit:

Unit 8: Aural (calculator not allowed)

Plus three from:

Unit 1: Number Part A (calculator allowed)

Unit 2: Number Part B (calculator allowed)

Unit 3: Money (calculator allowed)

Unit 4: Calendars and Time (calculator allowed)

Unit 5: Shape and Space (calculator not allowed)

Unit 6: Measures (calculator not allowed)

Unit 7: Handling Data (calculator allowed)

Candidates should also submit the four remaining units, which should be from class work that has been set and assessed by the teacher. Further details are given in the *Specification*.

Modern Foreign Languages: Chinese (Mandarin) (4968), French (4964), German (4966), Spanish (4969) Italian (4963)

6.18 Three levels of award are available: Entry 1, Entry 2 and Entry 3.

6.19 All Modern Foreign Language specifications follow the same model. Candidates should complete **four** units. Externally-set assignments will be provided for the following units in Section 1 (Reading and Writing), of which candidates choose four units (one from each of four Themes):

One from Theme 1 – My World:

- Unit 1: Self, Family and Friends
- Unit 2: Free Time
- Unit 3: Home

Plus one from Theme 2 – Holiday Time and Travel:

- Unit 4: Ordering Food and Drink
- Unit 5: Finding the Way
- Unit 6: The Weather

Plus one from Theme 3 – Work and Lifestyle:

- Unit 7: Shopping for Food
- Unit 8: Occupations
- Unit 9: Shopping for Clothing

Plus one from Theme 4 – The Young Person in Society:

- Unit 10: School
- Unit 11: Home Town
- Unit 12: Using the Telephone

For Section 2 (Listening and Speaking) candidates should also submit teacher-controlled assignments for the same four units as were chosen for the externally-set assignments. Exemplar tasks are provided on the AQA website.

Personal, Social and Health Education (3910)

6.20 Three levels of award are available: Entry 1, Entry 2 and Entry 3.

6.21 Candidates should complete **six** units. Externally-set assignments will be provided for the first two units, which are compulsory:

- Unit 1: Action Planning and Self Review
- Unit 2: Drugs Education

Two different sets of externally-set assignments are provided for each of the above units. Candidates should also submit teacher-devised assignments for Unit 3 and any three of optional units 4-9. Further details are given in the *Specification*.

Sets 3 and 4 of the externally-set assignments are valid for use in this coming academic year 2010/11.

Preparation for Working Life (4900)

- 6.22 Three levels of award are available: Entry 1, Entry 2 and Entry 3.
- 6.23 Candidates should complete **four** units. Externally-set assessment tasks will be provided for the first two units, which are compulsory:
- Unit 1: Personal Action Planning
 - Unit 2: Investigating Work, Learning and Training Opportunities

As these units assess a process, the externally-set assessment tasks take the form of instructions to teachers which are published as 'Preparation for Working Life (4900) Externally-set Assessment Tasks Units 1 and 2.' These instructions can be ordered or downloaded from the website at http://www.aqa.org.uk/qual/elc/prepwork_assess.php. The units **must** be assessed in accordance with these instructions. AQA does **not** produce any further assessment material for units 1 and 2.

Religious Studies (4906) Specification

- 6.24 Three levels of award are available: Entry 1, Entry 2 and Entry 3
- 6.25 Candidates should complete **six** units. Externally-set tasks are available for the following Core Units, of which Candidates must choose **two** units.
- Unit 1: Some Practices of a World Religion
 - Unit 2: Some Principles of a World Religion
 - Unit 3: Some Aspects of Jesus' Passion and Resurrection
 - Unit 4: The Existence and Nature of God
 - Unit 5: Thinking about Morality

At the beginning of the first year of the specification or the first year of entry for a centre, AQA will send to centres two different externally-set assignments on each of the externally assessed units (1-5) above. A single pack will be provided in which there will be a master copy of the assignment for each unit. Centres can photocopy these as and when required.

Candidates should also submit **four** of the Teacher Controlled Assignments from a choice of eighteen (Units 6-23). Further details are given in the *Specification*.

Science (4948)

- 6.26 Three levels of award are available: Entry 1, Entry 2 and Entry 3.
- 6.27 Candidates should complete **five** units. Externally-set assignments are available for all nine units, of which candidates choose five: the five units must include one each from Biology (units 1-3), Chemistry (units 4-6) and Physics (units 7-9).

Biology:	Unit 1: Keeping Healthy
	Unit 2: Inheritance and Reproduction
	Unit 3: Evolution and Environment
Chemistry:	Unit 4: Products from Rocks
	Unit 5: Oils
	Unit 6: Earth and Atmosphere
Physics:	Unit 7: Energy Transfer
	Unit 8: Electrical Energy
	Unit 9: Radiation and the Universe

Candidates should also submit evidence for teacher-devised assignments for the same five units as were chosen for the externally-set assignments. Further details are given in the *Specification*.

Specifications not requiring despatch of externally-set assignments

Art and Design (4920)

6.28 Three levels of award are available: Entry 1, Entry 2 and Entry 3.

6.29 Candidates should complete **four** units. The first two units are compulsory and are

- Unit 1: Fine Art: Myself
- Unit 2: Graphic Design: Poster Design

Candidates should choose another two units from the optional units 3-13. All four units are teacher assessed. Full details are given in the *Specification*.

Centres have a choice of moderation methods either via a visiting moderator or postal moderation where the students' portfolios will be posted to AQA.

Design and Technology (4941-4947)

6.30 Three levels of award are available: Entry 1, Entry 2 and Entry 3.

6.31 All specifications follow the same model. Candidates should complete **four** units. Candidates submit evidence for the **two** externally-set Compulsory Units.

- Compulsory Unit 1: Health and Safety in Design and Technology
- Compulsory Unit 2: Evaluating Existing Products

Candidates should also choose a further **two** of the following teacher-controlled Optional Units.

- Unit 3 (Generic) Systems and Control in Design and Technology
- Unit 4 (FT) Food Handling, Preparation and Storage
- Unit 5 (FT) Preparing Food for a Specified Function
- Unit 6 (FT) Cereals from Source to Table
- Unit 7 (RM) Designing and Making a Small Container in Wood
- Unit 8 (RM) Designing and Making an Object in Acrylic
- Unit 9 (RM) Designing and Making an Object in Sheet Metal
- Unit 10 (GP) 2D and 3D Drawing
- Unit 11 (GP) Using Colour in Design
- Unit 12 (GP) Packaging Design
- Unit 13 (TT) Disassembly and Investigation of a Textile Product
- Unit 14 (TT) Enhancement of Fabrics through the Application of Colour, Pattern or Texture.
- Unit 15 (TT) Designing and Making a Fabric Container for Personal Possessions
- Unit 16 (E&S) Building Circuits from Basic Components
- Unit 17 (E&S) Using Transistors in Circuits
- Unit 18 (E&S) Making a Working Model using a Motor and a Gearbox

Further details are given in the *Specification*.

History (4904) Specification

- 6.32 Three levels of award are available: Entry 1, Entry 2 and Entry 3.
- 6.33 Candidates should complete any four centre-devised assignments chosen from thirty two units. All assignments will be marked initially by the teacher and then moderated by AQA. Further details are given in the *Specification*.

Physical Education (3958)

- 6.34 Three levels of award are available: Entry 1, Entry 2 and Entry 3.
- 6.35 The scheme of assessment comprises 100% coursework. Full details are given in the *Specification*.

Information and Communication Technology (4952)

- 6.36 Three levels of award are available: Entry 1, Entry 2 and Entry 3.
- 6.37 Candidates should complete **four** units, two of which must be the Compulsory Unit and one Core Unit. Both the Compulsory unit and the Core Unit are Externally-set Assessment Tasks:

Compulsory Unit:

Unit 1: Using Word Processing Software

Plus one Core Unit:

Unit 2: Using a Database

Unit 3: Using Control Language Software

Unit 4: Using a Spreadsheet

In addition, candidates should submit work for two further tasks chosen from the remaining two Core Units or any of the optional units 5-12. These two further units can be chosen from either the Externally-set Assessment Tasks or they can be teacher-devised assessment tasks. Further details are given in the *Specification* and in the *Externally-set Assessment Tasks Booklet* (available from Publications and for download from the AQA Website).

Please note that the tasks do not have a shelf life and centres will not be issued with a new set on an annual basis. From time to time, new externally-set assessment tasks will be posted on the AQA Website.

7 Conduct of externally-set assignments

Storage of the assignments

- 7.1 Any assignments despatched to centres by AQA are confidential.
- 7.2 The assignment packs may be opened on receipt and read by the Examinations Officer under secure conditions before being placed in storage. The sets of externally-set assignments must be kept under secure conditions at the centre for the period during which they are valid. AQA must be informed immediately if the security of the material is jeopardised in any way.
- 7.3 When externally-set assignments have been replaced and are no longer valid they may be retained by the centre for use in the classroom. Centres are welcome to reproduce material that is no longer valid on the understanding that it is for internal use within the centre, and not sold for commercial gain, and on condition that any part of such material held in copyright by another body is removed or completely obscured before reproduction takes place.

Conduct of the assignments

- 7.4 All work on externally-set assessment tasks must be carried out under the direct supervision of the teacher. The tasks may be taken in teaching rooms, halls or laboratories as long as controlled conditions are maintained. In cases where work on a task is carried out over a number of days, the tasks must be collected at the end of each session and kept securely until required at the next session.

Calculators

- 7.5 The use of calculators is permitted unless otherwise stated.

Malpractice

- 7.6 If any candidate engages, or is suspected of engaging in unfair practice, a written report must be sent as soon as possible to AQA. Candidates who engage in unfair practice or any other breach of AQA Regulations are liable to be disqualified.

8 Internal assessment

Meetings for teachers

- 8.1 Annual meetings for teachers will be held in the autumn or spring term for Entry Level Certificate subjects for those centres who are new to the course or whose marks were adjusted in the Summer. Guidance will be given at these meetings about the assessment of externally-set assessment tasks and teacher-devised assessment tasks. Where possible, the representative should be the teacher responsible for the specification. Details of meetings will be circulated by the appropriate Administering Office (see Section 11 for contact details).

Marking assignments

- 8.2 Teachers will assess the externally-set assessment tasks and teacher-devised assessment tasks against level descriptors in the specifications. Tasks should be annotated by identifying outcomes to assist moderation. Marking schemes and additional instructions will be provided with the externally-set assessment tasks where appropriate.


Submission of assessments

- 8.3 Once entries have been made in February 2011, centres will receive printed *Centre Mark Forms* on which to submit their assessments to AQA.
- 8.4 Each candidate will be required to present a portfolio containing the externally-set assessment tasks and the teacher-devised assessment tasks, if any.

Centres will be asked to submit for each candidate an overall mark (or overall points score for Modern Foreign Languages) for the portfolio as a whole.

- 8.5 Full details of the submission of assessments and the samples of portfolios for unit based specifications which will be required for moderation by 31 May for **all** ELC, will be given in the 2011 booklet *Coursework Administration – Instructions and Guidance for Examinations Officers (reference CAW/EO/INST)*. The booklet will be despatched to centres with *Centre Mark Forms*.

Collection and retention of completed assignments

- 8.6 All copies of the externally-set assessment tasks must be collected after use. Completed tasks should be assessed and retained in safe storage. Each candidate's work to be considered for the award, both externally-set assessment tasks and teacher-devised assessment tasks, must be presented in a portfolio at the end of the course. Samples of portfolios for unit-based specifications will be requested for moderation by 31 May for **all** ELC.
- 8.7  Portfolios should be retained in secure conditions at the centre until 30 October 2011. Externally-set Assessment Tasks remain confidential after this time and must not be returned to candidates.

Centres are asked to shred after 30 October in the year of the award Section 1 Portfolio contents (the externally-set assignments) they no longer wish to keep in secure storage. Centres may, at their discretion, return after 30 October in the year of the award Section 2 Portfolio contents (the internally-set assignments) to candidates on request.

9 Special circumstances

- 9.1 Detailed information on Access Arrangements and Special Consideration is given in the JCQ *Regulations and Guidance Relating to Candidates who are Eligible for Adjustments in Examinations*.

Access Arrangements

- 9.2 Requests for Access Arrangements must be made to AQA as early as possible and preferably when the candidate embarks on the course of study.

Special Consideration

- 9.3 The normal arrangements for Special Consideration will apply to each externally-set assignment. It is expected that the opportunity to take a test at any time during the course will mean that requests for Special Consideration will be rare. Requests for Special Consideration received after the results are published will not normally be considered.

10 Results

Awards

- 10.1 Awards in 2011 for all AQA Entry Level Certificate specifications will be made at Entry 1, Entry 2 or Entry 3. The publication date of results is 18 August 2011.

Certificates

- 10.2 Certificates for Entry Level Certificate Awards will be despatched to centres with the GCSE certificate despatch in October of the year of the Award.

11 Contact points

11.1 If you require further **subject specific** information on Entry Level Certificate specifications, please contact:

Subject Queries	Contact	Administering Office	Telephone
Adult Literacy	Sandra McCarthy	Guildford	01483 556 100
Adult Numeracy	Sandra McCarthy	Guildford	01483 556 100
Art and Design	Neil Pearce	Guildford	01483 556 432
Chinese (Mandarin)	Lindsay Walker or Sarah Tiffany	Harrogate	01423 534 381
Design and Technology	Aleya Khatun	Manchester	0161 957 3644
English	Charlotte Lock	Manchester	0161 958 3761
French	Lindsay Walker or Sarah Tiffany	Harrogate	01423 534 381
Geography	Georgina Beattie	Guildford	01483 477 789
German	Lindsay Walker or Sarah Tiffany	Harrogate	01423 534 381
History	Marc Booker	Manchester	0161 958 3749
Home Economics: Child Development	Paul Rafferty	Manchester	0161 958 3718
Information and Communication Technology	Dougie Lord	Manchester	0161 958 3878
Italian	Lindsay Walker or Sarah Tiffany	Harrogate	01423 534 381
Mathematics	Elizabeth Wilcock	Manchester	0161 957 3880
Personal, Social and Health Education	Kathryn Caton	Harrogate	01423 534 225
Physical Education	Hannah Cornick	Guildford	01483 477 748
Preparation for Working Life	Shona Bond	Harrogate	01423 534 267
Religious Studies	Rachel Teale	Manchester	0161 958 3823
Science	Claire Bradbury	Guildford	01483 477 730
Spanish	Lindsay Walker or Sarah Tiffany	Harrogate	01423 534 381

11.2 For queries about **entries**, or if you have not already informed AQA of your centre's estimated entries for these awards (normally by 10 October 2010), please contact the Entries Section at the Manchester office (☎ 0161 455 5482).

11.3 Queries about the **despatch of externally-set assignments** should be directed to the Exams Office Support Department (☎ 0844 209 6614, Fax 0161 455 5485, E-mail: eos@aqa.org.uk).