

# Administrative Procedures Academic Year 2009-2010

## Foundation Certificate of Secondary Education (FCSE) Level 1

- Chinese (Mandarin)
- French
- German
- Italian
- Spanish

Applicable in the academic year 2009-2010 from September 2009.



# Administrative Procedures 2009-2010 FCSE

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# 1 Introduction

- 1.1 The purpose of this booklet is to assist Examinations Officers and teachers with the administration of FCSE specifications leading to awards in 2010.
- 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. Copies of AQA Specifications can be viewed on or downloaded from the AQA Website at [www.aqa.org.uk/qual/index./php](http://www.aqa.org.uk/qual/index./php).
- 1.3 AQA offers FCSE specifications in the following subjects.
  - Chinese (Mandarin) 9968
  - French 9964
  - German 9966
  - Italian 9963
  - Spanish 9969
- 1.4 For further information on FCSE 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 FCSE specifications in the academic year 2009-2010.

Date	Action
21 July 2009	Last date for return of <i>Intention to Enter</i> for all examination series within the academic year 2009/2010.
From September 2009	Despatch to centres of orders for FCSE externally-set assignments on CD.
10 October 2009	Last date for return of <i>Estimated Entries</i> form for June 2010 FCSE subjects.
21 February 2010	Last date for the receipt of entries for Summer 2010 FCSE Awards.
March/April 2010	Despatch of Centre Mark Forms/Award Lists and <i>Submission of Proposed Awards</i> booklets to centres.
May 2010	<i>Reports on the Examination</i> for the 2009 examinations made available to centres on AQA's Website <a href="http://www.aqa.org.uk">www.aqa.org.uk</a>
31 May 2010	Last date for return of Centre Mark Forms for Summer 2010 candidates.
by 7 June 2010	Centres to despatch required portfolio evidence to moderators.
July 2010	Portfolio samples to be returned to centres. AQA will retain some portfolio samples for use in awarding/training purposes.
24 August 2010	Results for Summer 2010 FCSE Awards issued to centres.
August 2010	Moderators' feedback reports sent to centres.
October 2010	Certificates issued for FCSE 2010 Awards.
May/June 2011	<i>Reports on the Examination</i> for the 2010 examinations made available to centres on AQA's Website <a href="http://www.aqa.org.uk">www.aqa.org.uk</a>

## 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 which was sent to all approved centres in September 2009. 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](http://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 assessment 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 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, or the booklets may be accessed from the *Administration/Library* section of the AQA Website at [www.aqa.org.uk/admin/library.php](http://www.aqa.org.uk/admin/library.php).

#### Method of Entry

- 3.7 Entries may be made for FCSE 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 5.5 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 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 2010 *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 FCSE examinations, in all entry and entry amendment files submitted by EDI and on disk. Each candidate will need to be allocated a 13-character unique identifier 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 FCSE specification must follow the normal Unit Award Scheme procedures given in the *Unit Award Scheme Guidelines and Administrative Procedures* booklet.
- 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 your 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 question papers and preliminary material are 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 2009-2010 examinations were notified to centres in September 2009 in the 2010 *Entry Fees and Other Charges* booklet. Entry Fees for FCSE 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 via 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 2010 for FCSE 2010 awards).

### Very Late Entry Fee

- 5.4 An additional fee will be charged for each entry of a **new candidate** received after 21 April 2010.

### 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 2010.

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 FCSE entries by 21 April 2010, 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 2010, 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 2010, 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.

### Schemes of assessment

- 6.2 For all languages 50% of the assessment must come from externally-set assignments, which are externally moderated. The main feature of the externally-set assignments is that they are provided by AQA, and all work must be carried out under the direct supervision of a teacher.
- 6.3 Three levels of award are available: Pass, Merit, and Distinction.
- 6.4 All specifications follow the same model. Candidates should complete **three** units. Externally-set assignments will be provided in Listening and Reading for the following 12 units, of which candidates choose **three**:

#### Theme 1 – My World:

- Unit 1: Meeting People
- Unit 2: Home Life
- Unit 3: Education and Future Plans

#### Theme 2 – Holiday and Leisure:

- Unit 4: Holidays
- Unit 5: Travel and Accommodation
- Unit 6: Leisure

#### Theme 3 – Lifestyle:

- Unit 7: Celebrations
- Unit 8: Health and Fitness
- Unit 9: Food and Drink

#### Theme 4 – The Young Person in Society:

- Unit 10: Region and Environment
- Unit 11: Media
- Unit 12: Work and Choices

- 6.5 For Speaking and Writing candidates should also submit teacher-controlled assignments for the same three units as were chosen for the externally-set assignments. Retaking externally-set assignments
- 6.6 A candidate may not attempt the same version of an externally-set assignment more than once.

### Despatch of externally-set assignments

- 6.7 The despatch of the FCSE externally-set assignments for awards in 2010 will be based on orders submitted on the *Order form for AQA FCSE externally-set assignments for awards in 2010 and 2011*.  
A copy of the order form was enclosed with the June 2009 AQA *Examinations Update* and a further copy may be printed or downloaded from the Publications section of the AQA Website at [www.aqa.org.uk/public/FCSE\\_2010\\_ORDER.PDF](http://www.aqa.org.uk/public/FCSE_2010_ORDER.PDF) if required.
- 6.8 The issue date of the externally-set assignments for use in centres is September 2009.
- 6.9 Assignments and all the Listening material are provided on CD.

### Using the externally-set assignments

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

### Recording of assessments

- 6.11 Centre Mark Forms for teachers to record their assessments will be issued to centres following the receipt of entries. Centre Mark Forms must be returned by **31 May 2010**. Full instructions will be given in the *Coursework Administration – Instructions and Guidance for Examinations Officers* (reference CAW/EO/INST) booklet.

## 7 Conduct of externally-set assignments

### **Storage of the assignments**

- 7.1 Any assignments despatched to centres by AQA are confidential.
- 7.2 The CDs 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 but may be stored in the MFL department. 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 and teacher-controlled assessment tasks must be carried out under the direct supervision of the teacher. The tasks may be taken in teaching rooms or halls as long as controlled conditions are maintained. Each externally-set assignment must be completed in a single session and must be kept under secure conditions at all times.

### **Malpractice**

- 7.5 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 FCSE 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 Harrogate 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 specification. Tasks may be annotated to identify 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 2010, 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.

Centres will be asked to submit for each candidate an overall points score 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 by **31 May 2010** for moderation, will be given in the 2010 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 2010**.

- 8.7  Portfolios should be retained in secure conditions at the centre until 30 October 2010. 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 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 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 2010 for all AQA FCSE specifications will be made at Pass, Merit, and Distinction. The publication date of results is 24 August 2010.

### **Certificates**

- 10.2 Certificates for FCSE 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 FCSE specifications, please contact the Harrogate office ☎ 01423 840 015 and ask for:

Subject Queries	Contact
Chinese (Mandarin)	Janet Wilson
French	Nicky Woodcock
German	Janet Wilson
Italian	Sarah Tiffany
Spanish	Nicky Woodcock

- 11.2 For queries about **entries**, or if you have not already informed AQA of your centre's estimated entries for FCSE specifications (normally by 10 October 2009), 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 (☎ 0870 410 1036, Fax 0161 455 5485, E-mail: [eos@aqa.org.uk](mailto:eos@aqa.org.uk)).