

Administrative procedures

for GCSE modules, units and awards

Academic year: 2011-2012

GCSE New Specifications

- All units and awards available in 2011-2012
-

GCSE Outgoing Modular Specifications

- Science A
 - Science B
 - Biology
 - Chemistry
 - Physics
 - Additional Science
 - Mathematics Specification B (Final opportunity in November 2011)
-

GCSE in Applied Subjects Outgoing Specifications

- Applied Science
- Additional Applied Science
- Applied Information and Communication Technology (Final opportunity in January 2012)

GCSE Administrative Procedures 2011-2012

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Introduction

The purpose of this booklet is to assist teachers and Exams Officers with the administration of the modules, unit tests and subject awards in modular GCSE and GCSE in Applied Subject specifications available in the 2011-2012 academic year.

This document should be read in conjunction with

- the appropriate *Specification*, which gives details of the schemes of assessment, and
- the *Entry Procedures* and the *Entry Codes* booklets, which cover all exam series in the 2011-2012 academic year.

Copies of AQA [GCSE Specifications](#) can be viewed on or downloaded from the AQA Website.

Specifications covered by this document

This document covers all the modular and unitised GCSE and GCSE in Applied Subjects specifications available in the 2011-2012 academic year, with the exception of GCSE Restricted Entry Pilot Specifications.

Changes for 2011-2012

GCSE specifications withdrawn after the June 2011 series

JCQ issued, on behalf of all the Awarding Bodies, a *Notice to Centres* giving details of the assessment arrangements during the transition from the current to the new GCSE specifications.

The following GCSE specifications were withdrawn after the June 2011 exams:

- English*, English Literature*
- ICT*, including Applied ICT
- Mathematics**

AQA will provide a final assessment and certification opportunity in winter 2011/2012 only for the following:

- English A (November 2011)*
- English B (November 2011)* (English B (Mature) will not be available)*
- Applied ICT Unit 3 (January 2012)
- Mathematics A (November 2011)**
- Mathematics B (November 2011)

* *Outgoing specifications not covered by this document*

** *Mathematics A (Outgoing) and Mathematics (Linear) (New Specification) are not covered by this document*

Initial Entry Information form

You will need to inform us that you wish to enter candidates for the final assessment opportunity. You will have received with the results of the June 2011 exams a form requesting *Initial Entry Information* for the final assessment opportunity. If you intend to enter candidates, you must return the form to us **by 15 September 2011**. We will offer only those units and options for which there is demand. It will not be possible for us to accept requests received after this date for the provision of these exams where no other request for provision has been received. Details of individual candidate entries will need to be submitted by 4 October 2011 for the November 2011 series and by 21 October 2011 for the January 2012 series.

GCSE specifications to be withdrawn after the June 2012 series

The following GCSE specifications will be withdrawn after the June 2012 series and replaced by new specifications for first teaching from September 2011.

- GCSE Sciences: Outgoing specifications in 4411 Biology, 4421 Chemistry, 4451 Physics, 4461 Science A, 4462 Science B, 4463 Additional Science, 4861 Applied Science (Double Award), 4863 Additional Applied Science

A final assessment opportunity will be available

- in November 2012 for the Objective Tests Units: Biology 1a & 1b, Chemistry 1a & 1b and Physics 1a & 1b. The on-screen alternatives will be available in this final assessment series. The November 2012 series will be the final certification opportunity for the outgoing GCSE Science A specification.
- in January 2013 for the Written Units: Biology 1, 2 and 3, Chemistry 1, 2 and 3 and Physics 1, 2 and 3. The January 2013 series will be the final certification opportunity for the outgoing Science B, Biology, Chemistry, Physics and Additional Science specifications.

You will need to inform us that you wish to enter candidates for this final assessment opportunity. You will receive with the results of the June 2012 exams a form requesting *Initial Entry Information* for the final assessment opportunity. If you intend to enter candidates for any of the externally assessed units, you must return the form to AQA by 15 September 2012. Only those units for which there is demand will be offered. It will not be possible for AQA to accept requests received after this date for the provision of these exams where no other request for provision has been received. Details of individual candidate entries will need to be submitted by 4 October 2012 for the November 2012 series and by 21 October 2012 for the January 2013 series.

GCSE: New Specifications

New GCSE specifications for English, English Language, English Literature, Mathematics and ICT were introduced for first teaching from September 2010. The Short Course award in ICT was available for first certification in June 2011 with full course awards available for all these specifications in June 2012.

A new suite of GCSE Sciences specifications has been introduced for teaching from September 2011. The new specifications Science A and Science B will be available for first award in June 2012. All other new GCSE Sciences specifications (Biology, Chemistry, Physics, Additional Science and Additional Applied Science) will be available for first award in June 2013.

You should check details of assessment arrangements during the transition from the current specifications to the new specifications and ensure that all assessments are completed in line with the published timelines.

AQA cannot transfer credit from previous GCSE specifications to the current (new) GCSE specifications and it will not be possible for students to combine units from previous and current (new) specifications to make up a GCSE qualification.

Specifications available in 2011-2012

A full list of GCSE modular specifications, together with the availability of each unit/module and award in the 2011-2012 and 2012-2013 academic years is given in Section 16.

GCSE New Specifications

- All units and awards available in 2011-2012

GCSE Outgoing Modular Specifications

- Mathematics Specification B (Final opportunity in November 2011)
- Science A
- Science B
- Biology
- Chemistry
- Physics
- Additional Science

GCSE in Applied Subjects Outgoing Specifications

- Applied Science (Double Award)
- Additional Applied Science (Single Award)
- Applied Information and Communication Technology (Final opportunity in January 2012)

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Exam series 2011-2012

The Series Codes used below are in line with Version 14 (effective from September 2011) of the JCQ *Formats for the exchange of examination related data*, which is available to view or download from the JCQ website.

A full list of GCSE modular specifications, together with the availability of each unit/module and award in the 2011-2012 and 2012-2013 academic years is given in Section 16.

Subject Awards in GCSE modular specifications

The table below shows the exam series in the 2011-2012 academic year in which entries for GCSE awards in modular specifications may be made. The closing date for the submission of entries for each series is also shown.

Series Code	Series title	Entry Closing Date	Subject Awards
BG11	November 2011 Series BG	4 October 2011	Outgoing Science A, Biology, Chemistry and Physics Outgoing Mathematics Specification B <i>(Final opportunity for award)</i>
1A12	January 2012 Series 1A	21 October 2011	New Specification Full and Short Courses (where available) Outgoing Science B, Additional Science, Biology, Chemistry and Physics Outgoing GCSE in Applied Subjects <i>(Final certification opportunity in January 2012 for Applied ICT)</i>
3G12	March 2012 Series 3G	21 January 2012	Outgoing Science A, Biology, Chemistry and Physics
6G12	June 2012 Series 6G	21 February 2012	New Specification Full and Short Course Outgoing Science A, Science B, Additional Science, Biology, Chemistry and Physics Outgoing GCSE in Applied Subjects

Units and Modules

The table below shows the exam series in the 2011-2012 academic year in which entries for GCSE units/modules may be made. The closing date for the submission of entries for each series is also shown.

Series Code	Series title	Entry Closing Date	Modules/Units Available
BG11	November 2011 Series BG	4 October 2011	<p>New Mathematics Units 1 and 2</p> <p>New Science B Unit 1</p> <p>Outgoing Science Objective Test Units: Biology, Chemistry and Physics 1a+1b</p> <p>Outgoing Mathematics B Modules 1, 3 and 5 <i>(Final opportunity for assessment)</i></p>
1A12	January 2012 Series 1A	21 October 2011	<p>New Specification Units available in January (including Biology 1, Chemistry 1, Physics 1, Science A1 and A2)</p> <p>Outgoing Science Written Paper Units: Biology, Chemistry and Physics 1, 2 and 3</p> <p>GCSE in Applied Subjects Units (where available) <i>(Final opportunity for assessment of Applied ICT Unit 3)</i></p>
3G12	March 2012 Series 3G	21 January 2012	<p>New Mathematics Units 1 and 2</p> <p>New Science B Units 1, 2 and 3</p> <p>Outgoing Science Objective Test Units: Biology, Chemistry and Physics 1a+1b</p>
6G11	June 2012 Series 6G	21 February 2012	<p>New Specification units except Mathematics Units 1, 2 and 3, Science B Units 1, 2 and 3 (see</p> <p>Outgoing Science Centre Assessed Units</p>
6V12	June 2012 Series 6V	21 March 2012	<p>Outgoing GCSE in Applied Subjects Units (Applied Science, Additional Applied Science)</p> <p>Outgoing Science Written Paper Units: Biology, Chemistry and Physics 1, 2 and 3</p>
6M12	June 2012 Series 6M	26 April 2012	<p>New Mathematics Units 1, 2 and 3</p> <p>New Science B Units 1, 2 and 3</p> <p>Outgoing Science Objective Test Units: Biology, Chemistry and Physics 1a+1b</p>

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Administrative timetable

The table below provides key dates relating to the administration of GCSE modular specifications.

		Date
Last date for submission of <i>Intention to Enter</i> information (see page 12)	All Series in the Academic Year 2011-2012	21 July 2011
Last date for submission of <i>Estimated Entries</i> (see page 12)	November 2011 New Mathematics Units 1 and 2 New Science B Unit 1 Outgoing Science Objective Test units Outgoing Mathematics B Modules 1, 3 and 5 January 2012 All New available units (including Biology 1, Chemistry 1, Physics 1 and Science A1 and A2) Outgoing Science Written Paper units Outgoing GCSE in Applied Subjects units (where available)	21 July 2011
Last date for submission of <i>Initial Entry Information</i>	November 2011 Outgoing Mathematics B <i>Final opportunity for assessment and award in November 2011</i> January 2012 GCSE in Applied Subjects (Applied ICT) <i>Final opportunity for assessment and award in January 2012</i>	15 September 2011
Last date for Enquiries about Results	June 2011 modules/units and awards	20 September 2011
Issue of certificates	June 2011 GCSE subject awards	Sept/Oct 2011
Last date for requests for Access to Scripts	June 2011 exams	4 October 2011
Last date for submission of entries	November 2011 (BG11) New Mathematics Units 1 and 2 New Science B Unit 1 Outgoing Mathematics B modules and award Outgoing Science Objective Test units and Science A, Biology, Chemistry and Physics awards	4 October 2011

		Date
Last date for submission of estimated entries (see page 12)	March 2012 New Mathematics Units 1 and 2 New Science B Units 1, 2 and 3 Outgoing Science Objective Test units June 2012 All New GCSE units Outgoing Science units Outgoing GCSE in Applied Subjects units (Applied Science, Additional Applied Science)	10 October 2011
Last date for submission of entries	January 2012 (1A12) New GCSE: All available units and awards Outgoing Science Written Paper units and Science B, Additional Science, Biology, Chemistry and Physics awards Outgoing GCSE in Applied Subjects units and awards: Final opportunity for assessment and award for Applied ICT Unit 3	21 October 2011
Last date for submission of estimated (forecast) grades	November 2011 (BG11) New Mathematics Units 1 and 2 New Science B Unit 1 Outgoing Mathematics B modules 1, 3 and 5	5 November 2011
Test sessions	November 2011 (BG11) New Science B Unit 1, Mathematics Units 1 and 2 Outgoing Science Objective Test units Outgoing Mathematics B Modules 1, 3 and 5	8 November 2011 to 17 November 2011
Test sessions	January 2012 (1A12) New GCSE: All available units Outgoing Science written units Outgoing GCSE in Applied Subjects units (where available)	9 January 2012 to 1 February 2012
Last date for submission of centre assessed marks	January 2012 (1A12) New GCSE: Available units Outgoing Applied Science portfolios Outgoing Additional Applied Science portfolios	10 January 2012
Last date for submission of estimated (forecast) grades	January 2012 (1A12) New GCSE: Available units Outgoing GCSE in Applied Subjects units	10 January 2012

		Date
Results publication date	November 2011 (BG11) New Mathematics Units 1 and 2 New Science B Unit 1 Outgoing Mathematics B modules and award Outgoing Science Objective Test units and Science A, Biology, Chemistry and Physics awards	12 January 2012
Last date for submission of entries	March 2012 (3G12) New Mathematics Units 1 and 2 New Science B Units 1, 2 and 3 Outgoing Science Objective Test units and Science A, Biology, Chemistry and Physics awards	21 January 2012
Last date for submission of externally assessed work	January 2012 (1A12) Outgoing GCSE in Applied Subjects ICT Unit 3 (Final opportunity)	21 January 2012
Last date for Enquiries about Results	November 2011 (BG11) New Mathematics Units 1 and 2 New Science B Unit 1 Outgoing Mathematics B modules and award Outgoing Science Objective Test units and Science A, Biology, Chemistry and Physics awards	9 February 2012
Last date for submission of entries	June 2012 (6G12) New GCSE units and all awards <i>(see 26 April for Mathematics Units 1 and 2 entries)</i> <i>(see 26 April for Science B Units 1,2 and 3 entries)</i> Outgoing Science centre assessed units and all awards Outgoing GCSE in Applied Subjects awards <i>(see 21 March for unit entries)</i>	21 February 2012
Last date for submission of estimated (forecast) grades	March 2012 (3G12) New Mathematics Units 1 and 2 New Science B Units 1, 2 and 3	28 February 2012
Last date for requests for Access to Scripts	November 2011 (BG11) New Mathematics Units 1 and 2 New Science B Unit 1 Outgoing Mathematics B modules Outgoing Science Objective Test units	28 February 2012
Test sessions	March 2012 (3G12) New Mathematics Units 1 and 2 New Science B Units 1, 2 and 3 Outgoing Science Objective Test units	1 March 2012 to 8 March 2012

		Date
Results publication date	January 2012 (1A12) New GCSE: All available units and awards Outgoing Science Written Paper units and Science B, Additional Science, Biology, Chemistry and Physics awards Outgoing GCSE in Applied Subjects units and awards	8 March 2012
Last date for submission of entries	June 2012 (6V12) Outgoing Science Written Paper Units 1, 2 and 3 <i>(see 21 February for award entries)</i> Outgoing GCSE in Applied Subjects Science units <i>(see 21 February for award entries)</i>	21 March 2012
Last date for Enquiries about Results	January 2012 (1A12) New GCSE: Available units and awards Outgoing Science Written Paper units and Science B, Additional Science, Biology, Chemistry and Physics awards Outgoing GCSE in Applied Subjects units and awards	17 April 2012
Results publication date	March 2012 (3G12) New Mathematics Units 1 and 2 New Science B Units 1, 2 and 3 Outgoing Science Objective Test units and Science A, Biology, Chemistry and Physics awards	19 April 2012
Last date for submission of entries	June 2012 (6M12) New Mathematics Units 1, 2 and 3 <i>(see 21 February for award entries)</i> New Science B Units 1, 2 and 3 <i>(see 21 February for award entries)</i> Outgoing Science Objective Test units <i>(see 21 February for award entries)</i>	26 April 2012
Last date for requests for Access to Scripts	January 2012 (1A12) New GCSE: Available units and awards Outgoing Science Written Paper units and Science B, Additional Science, Biology, Chemistry and Physics awards Outgoing GCSE in Applied Subjects units and awards	28 April 2012
Last date for Enquiries about Results	March 2012 (3G12) New Mathematics Units 1 and 2 New Science B Units 1, 2 and 3 Outgoing Science Objective Test units and Science A, Biology, Chemistry and Physics awards	11 May 2012

		Date
Last date for submission of centre assessed marks and externally assessed work	June 2012 (6G12) All GCSE specifications except Art & Design, Dance Units 3 and 4, Drama Unit 2, Performing Arts Units 2 and 4, Physical Education Units 2 (SC), 4 and 6 (see 31 May)	7 May 2012
Last date for submission of estimated (forecast) grades	June 2012 (6G12) New GCSE New specifications: all units except Mathematics Units 1, 2 and 3 (see 31 May) Science B Units 1, 2 and 3 (see 31 May)	15 May 2012
Last date for submission of centre assessed marks	June 2012 (6V12) GCSE in Applied Subjects Science Portfolios	15 May 2012
Last date for submission of estimated (forecast) grades	June 2012 (6V12) GCSE in Applied Subjects Science units	15 May 2012
Last date for requests for Access to Scripts	March 2012 (3G12) New Mathematics Units 1 and 2 New Science B Units 1, 2 and 3 Outgoing Science Objective Test units	31 May 2012
Last date for submission of centre assessed marks	June 2012 (6G12) Art & Design, Dance Units 3 and 4, Drama Unit 2, Performing Arts Units 2 and 4, Physical Education Units 2 (SC), 4 and 6	31 May 2012
Last date for submission of estimated (forecast) grades	June 2012 (6M12) New Mathematics Units 1, 2 and 3 New Science B Units 1, 2 and 3	31 May 2012
Test/exam period	June 2012 (6G12, 6V12, 6M12)	May/June 2012
Last date for submission of estimated entries	November 2012 and January 2013 units	21 July 2012
Results publication date	June 2012 (6G12, 6V12, 6M12) All GCSE specifications units, modules and subject awards	23 August 2012
Last date for notifying AQA (via return of booklet) of <i>Initial Entry Information</i> for the final resit opportunity	November 2012 and/or January 2013 Outgoing GCSE Science specifications	15 September 2012
Last date for Enquiries about Results and late requests for certification	June 2012 (6G12, 6V12, 6M12) All GCSE specifications units, modules and subject awards	20 September 2012

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Entry procedures

AQA does **not** require the prior registration of candidates for GCSE modular schemes.

Stages in the entries procedure

Centre approval

Entries can only be accepted from centres that are approved by AQA. If your centre is not approved by us (ie your centre has not previously entered for any exams with AQA), you should contact our [centre registration department](#) to request an application pack.

You can find full details of entry to AQA exams and tests 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](#) page of our website. The [Entry Procedures](#) document is available only on the [Administration/Library](#) page of our website. A brief summary of those procedures is given below.

Intention to Enter

If your centre is registered for e-AQA, you should use the e-AQA service to submit Intention to Enter information. We will send booklets for the collection of Intention to Enter information only on request to the Entries Department, or you may access the booklets from the [Administration/Library](#) page of our web site.

If your centre is **not** registered for e-AQA, we provide, in June each year, an *Intention to Enter* form for all exam series within the next academic year. This form allows your centre to let us know if you will have entries for a particular series and to indicate the entry method your centre will use. We will provide an entry pack (including *Entry Forms* if appropriate to your centre's method of entry) for each series at least four weeks before the entry closing date for the series.

Estimated Entries

If your centre is registered for e-AQA, you should use the e-AQA service to submit Estimated Entries information. We will send booklets for the collection of Estimated Entries only on request to the Entries Department, or you may access the booklets from the [Administration/Library](#) page of the our web site.

If your centre is **not** registered for e-AQA, we will send *Estimated Entries* booklets to complete to indicate the likely number of entries for individual modules/units.

On the basis of this information, we will allocate coursework advisers, controlled assessment advisers and moderators to centres, despatch record forms and preliminary materials and invite teachers to meetings. The information also assists us in determining the numbers of question papers we will print and the numbers of examiners we will need.

Method of Entry

Entries may be made electronically via your centre MIS, on-line via e-AQA or on *Entry Forms* prior to the closing date for entry. For any particular series, only **one** of these entry methods may be used. Please see Section 8 about the surcharge that is applied to those main entries that are not made by EDI or via e-AQA.

Entry Amendments may be submitted to enter additional candidates or to amend the entries of existing candidates once your centre's main entry submission has been made. Additional fees may be charged for entries received after the last date for entry, as given in the AQA [Entry Fees and other charges 2011/12](#).

[Amendments](#) to candidates' entries must be received by us no later than 14 days before the publication of results for the appropriate series.

e-AQA

e-AQA is a secure section of the AQA 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.

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.

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 exam-related materials, 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 exams
- order publications on-line via the e-AQA Shop
- view, download and print statements of entry, subject reports and Attendance Records

If you require any information about or wish to register for e-AQA services, please contact our e-AQA help desk:



e-aqahelpdesk@aqa.org.uk



0844 209 6614 Monday to Friday, 08 00 to 17 00.

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.

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Rules for new GCSE specifications

Details are provided below of the tiering arrangements, terminal requirements and entry procedures for GCSE modular specifications.

You should also refer to the individual *Specifications*, which give full details of the schemes of assessment.

A copy of the *Rules for new GCSE specifications: Terminal requirements, re-sits and cashing in: Notes for teachers and examination officers* is available from the JCQ website.

Summary of rules for new GCSE specifications

- The new GCSE qualifications are designed as 2-year courses and students may, if they wish, take all assessments at the end of the course
- Students must take at least 40%, and may take up to 100%, of the assessment in the final exam series when they certificate.

This 40% terminal requirement means that there is limited flexibility in the way that students can progress through the course.

- Students may only re-sit a unit assessment once.

For units that do not constitute (part of) the terminal requirement, the better result for the two attempts at a unit counts, as long as the 40% terminal requirement is satisfied. For units that constitute (part of) the terminal requirement, the

- For those specifications introduced for first teaching in September 2010, there are special arrangements if students complete the required Full course units before summer 2012. See page 15 for further details.

Entries for GCSE new specifications

For the **new GCSE specifications** there are various assessment models, but the principles outlined below apply to all:

- 1-unit GCSE Short Course awards
- 2-unit GCSE Short Course awards
- 2-unit GCSE Full Course awards
- 3-unit GCSE Full Course awards
- 4-unit GCSE Full Course awards,

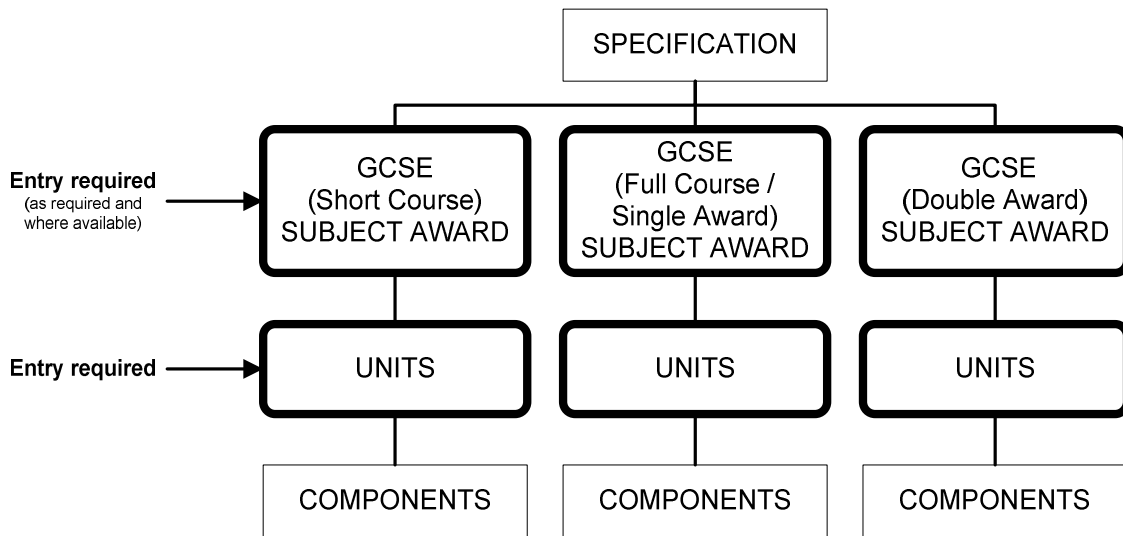
The specifications are made up of individual units that contribute to an overall subject award. Students must sit all the units that contribute to the subject award.

You need to make a separate entry for:

- each unit or module
 - A unit result that has been used to count towards a GCSE (Short Course) award will remain available for inclusion in a GCSE (Full Course/Single Award) or GCSE (Double Award).
 - A unit result that has been used to count towards a GCSE (Full Course/Single Award) will remain available for inclusion in a GCSE (Double Award).
- the GCSE (Short Course) subject award, if appropriate.
- the GCSE (Full Course/Single Award) subject award, if appropriate.
- the GCSE (Double Award) subject award, if appropriate.

We will award the overall subject awards only when the appropriate entry ('cash-in' claim) has been made. Entries and/or results for sufficient units or modules will **not** automatically trigger an entry for a subject award.

In the diagram below, **bold** boxes are used to indicate where an entry must be made.



Transition between outgoing and new GCSE specifications

You should check details of assessment arrangements during the transition from the current specifications to the new specifications and ensure that all assessments are completed in line with the published timelines.



AQA cannot transfer credit from previous or outgoing GCSE specifications to new GCSE specifications and it will not be possible for students to combine units from previous or outgoing and new specifications to make up a GCSE qualification.

New GCSE Specifications: The terminal requirement

For all new GCSE specifications (including the new Sciences specifications), the GCSE Qualification Criteria set by the regulators require that unitised specifications must allocate a weighting of at least 40% to terminal assessment: ie 40% of the assessment must be taken in the exam series in which the qualification is awarded ('cashed-in').

This rule is not dependent on the size of the qualification. Therefore, all GCSE (New Specifications) candidates, whether taking short course, full course and double awards, must take at least 40% of the assessment for the relevant award at the end.

The **only** exception in 2011-2012 is for candidates studying the GCSE New Specifications in English, English Language, English Literature and ICT who complete the units for a full course qualification in June 2011 or January 2012, before the award is first available in June 2012. In such cases,

- The ICT Short Course can be cashed-in from the June 2011 series onwards
- The English, English Language, English Literature and ICT Full Course GCSEs cannot be cashed-in until the June 2012 series.
 - For these specifications only, students could take all the units to complete their qualifications before June 2012. There is a special rule to cover this situation. It is designed to ensure that students are not disadvantaged, rather than to encourage completing these courses early.
 - If a student completes all of the assessments required for a Full English, English Language, English Literature and ICT GCSE award prior to the June 2012 exam series, he/she may, **in June 2012 only**, certificate the GCSE, provided that the terminal requirement was satisfied in an earlier series.

For example, where certification is deferred from June 2011 to June 2012, the determination of the grade will require that the terminal requirement was satisfied in June 2011, the exam series in which certification of the Full award would have been requested, had it been available.

In this example, no assessment results that post-date the June 2011 exam series would be included in the determination of the grade.

Re-sit rules for new GCSE specifications

- Students may re-sit each unit once.
- Options within an assessment unit and optional units are treated as separate units with regard to resits.
- A tiered unit or tiered option may be re-sat once at either tier (it is not permissible to make two attempts at each tier of a tiered unit).
- **If a unit forms part of the terminal requirement then the most recent result must be used;** otherwise the better result counts towards the final grade.
- It is the result of, not the entry for, an assessment unit that counts. A student who enters for a unit but is absent from the exam has not used up one of the two possible attempts. However, for award purposes, absence from an assessment unit will be treated as a result of zero marks for that unit.

How do Foundation and Higher Tiers work?

In a Foundation tier unit targeted at Grades C – G, the maximum uniform mark available will be equivalent to a top Grade C. In tiered subjects with unit results from different tiers, the awarding body will generate the best grade for the student using the optimum combination. So, students may:

- take different units at different tiers
- re-sit a unit at a different tier (once only)

and the awarding body will calculate the best grade (**subject to the terminal requirement and re-sit rules**).

Re-taking a qualification

A qualification may be taken more than once – either by re-sitting all the units, or by re-sitting some units and re-using previous results for others, **subject to the terminal requirement being satisfied**.

When a qualification is re-taken, a student may have up to two further attempts at each unit. However, only the better of the last two results will count towards the final grade, or the last result if it is needed to satisfy the terminal requirement.

Awards

Students will be eligible for an overall subject award only when they have entered for a valid combination of units and for that subject award.

There are:

- Short courses – worth half a GCSE
- Full courses – worth a Single Award GCSE
- Double Award GCSEs – with a double grade

In some subjects (e.g. Modern Foreign Languages) there are Short and Full courses, with common units. Similarly, there are some Single and Double awards with common units.

Students might:

- complete the smaller award after one year, then 'top up' to complete the larger one, or
- wait and enter simultaneously for a Double Award, Full Course award and a Short Course award in the same subject (where they exist) upon completion of all the necessary units, but the student must satisfy the terminal requirements for all awards at that time.

These rules apply:

- The results of units used for a Short Course award remain available for use towards a Full Course award and/or a Double Award (and vice-versa).
- A result from any unit can be counted towards only one GCSE title. For example, if a unit can contribute to both Business Studies and Applied Business, a result from that unit cannot be used to count towards certification in both titles.

- Following certification, each unit may be re-taken once or twice. For example, a unit which had been taken twice prior to the certification of a Short Course award could then be re-taken on one or two further occasions prior to certification of a Full Course award and/or a Double Award, **but only the better of the last two results will count towards the final grade, or the last if it is needed to satisfy the terminal requirement.**
- A student must have met the terminal requirement for a Short Course when that Short Course is cashed-in, irrespective of any cash-in for a Full Course award and/or a Double Award, in that series or later.
- There will be an opportunity within a specified period to cash-in after results are published, but a student must meet the terminal requirement in that exam series.
- GCSE awards cannot be declined after the results are published.

Compensatory awards

An awarding body will not make an automatic compensatory award to a student who is, for example, Unclassified for a Full Course and/or a Double Award, but has unit results that would gain a grade for a Short Course award. However, the student will be allowed to claim a late subject award for the smaller qualification within a specified period after the publication of results.

New GCSE Specifications with the same classification code

Every specification is assigned a national classification code indicating the subject area to which it belongs. Centres should be aware that candidates who enter for more than one GCSE qualification with the same classification code will have only one grade (the highest) counted for the purpose of the School and College Achievement and Attainment Tables.

Centres may wish to advise candidates that, if they take two specifications with the same classification code, further education institutions and employers are very likely to take the view that they have achieved only one of the two GCSEs. The same view may be taken if candidates take two GCSE specifications that have different classification codes but have significant overlap of contents. Candidates who have any doubts about their subject combinations should check with the institution to which they wish to progress before embarking on their programmes.

Classification codes are shown in the tables of entry codes in the AQA [Entry codes: All examination series 2011-2012](#), which was sent to all centres in September 2011 and is available to view or download from the website at www.aqa.org.uk/library.

Prohibited combinations

Before making an entry for a particular subject, you should refer to any statement in the *Specification* that deals with prohibited combinations of units, in addition to any restrictions of specifications within the same classification code.

Candidates entered for prohibited combinations of subjects will be reported on the *Centre Entry Query Report*. You will be required to cancel or amend the entry so that it conforms to AQA regulations.

6

Rules for outgoing GCSE specifications

Entries for outgoing GCSE modular specifications

For outgoing **GCSE Modular** and **GCSE in Applied Subjects** specifications, you need to make a separate entry for:

- each unit or module
 - A unit/module result that has been used to count towards a GCSE (Short Course) award will remain available for inclusion in a GCSE (Full Course), GCSE in Applied Subjects (Single Award) or GCSE in Applied Subjects (Double Award) award.
 - A unit/module result that has been used to count towards a GCSE in Applied Subjects Single Award will remain available for inclusion in a GCSE in Applied Subjects Double Award.
- the GCSE Short Course subject award, if appropriate.
- the GCSE Full Course subject award, if appropriate.
- the GCSE in Applied Subjects Single Subject Award, if appropriate.
- the GCSE in Applied Subjects Double Subject Award, if appropriate.

We will award the overall subject awards only when the appropriate entry ('cash-in' claim) has been made. Entries and/or results for sufficient units or modules will **not** automatically trigger an entry for a subject award.

The terminal requirement

Outgoing GCSE Specifications

For **GCSE Mathematics B outgoing specification**, Module 5 is the terminal module. To obtain a GCSE Award candidates must have an entry for the terminal Module 5 **and** for the overall subject award. Entry only for Module 5 will not trigger certification. Candidates must have been entered previously or concurrently for Modules 1 and 3. The entry for the overall subject award will be untiered. The range of grades available for the overall subject award will be determined by the tier of entry for Module 5.

For the **GCSE Sciences outgoing** suite of specifications, there is no terminal requirement.

Transition between outgoing and new GCSE specifications

You should check details of assessment arrangements during the transition from the outgoing specifications to the new specifications and ensure that all assessments are completed in line with the published timelines.



AQA cannot transfer credit from previous or outgoing GCSE specifications to new GCSE specifications and it will not be possible for students to combine units from previous or outgoing and new specifications to make up a GCSE qualification.

Offering combinations of awards within the **outgoing** GCSE Sciences

For units in the **GCSE Science outgoing suite** of specifications (including outgoing applied specifications), there is no limit on the number of unit retakes within the shelf life of the specification (see page 19).

Where a candidate wishes to claim awards in the outgoing specifications in

- either** Science A (4461) or Science B (4462) with any of Biology (4411), Chemistry (4421) or Physics (4451)
- or** Additional Science (4463) with any of Biology (4411), Chemistry (4421) or Physics (4451)

the following conditions apply:

1. Candidates must have at least **two separate results** for the common unit required in both the awards (eg Biology 1 for GCSE Science and GCSE Biology).
 - The Science award (and/or the Additional Science award) will be graded first using the best result for any common unit.
 - The separate science award (Biology, Chemistry or Physics) will be graded using the remaining units.
2. Once a unit result has contributed to an award, it will remain linked to that subject award.

Re-sit rules

For the **outgoing GCSE Sciences (including Applied and Additional Applied Science)**, each assessment unit may, within the shelf-life of the specification, be taken an unlimited number of times before certification of the qualification. The best UMS mark for each unit will count towards the subject grade. See also *Offering combinations of awards within GCSE Sciences* on page 18.

For the **outgoing GCSE Mathematics B**, candidates may take each tier of Modules 1 and 3 twice (i.e. retake each tier once) before a subject award is made. The best UMS mark for each of these modules will be counted towards the subject grade. The terminal Module 5 (see below) is the certificating module and must be taken in the final exam series and therefore may not be retaken prior to certification.

A candidate who enters for a module or unit but is absent from the whole of that module/unit has not used up one of the possible attempts at the module/unit. However, if the candidate has no other results for that module/unit, the score will be treated as zero UMS marks for the aggregation to a subject award.

Re-taking a qualification

Outgoing GCSE Mathematics Specification B

Candidates may re-take the whole qualification an unlimited number of times within the shelf life of the specification. There is no restriction on the number of times that a mark for a non-terminal module (Modules 1 and 3) may be re-used. However, candidates who wish to re-take the qualification may have up to two further attempts at each non-terminal module if they wish, and **must** re-take Module 5, the terminal module. Candidates **must** also be re-entered for the overall subject award.

For Modules 1 and 3, the two most recent results from each tier, will be considered. The best of these results will count towards the subject grade.

For example:

If a candidate attempts Module 1 once at the Higher tier and twice at the Foundation tier before first certification, then once more at the Foundation tier before certificating again, the Higher tier attempt and the second and third Foundation tier attempts are eligible to count towards the subject grade.

In the case of Module 5 the most recent attempt will always be the one that counts towards the final award.

Outgoing GCSE Sciences

When certificating again **in the same subject title**, candidates may re-take the whole qualification an unlimited number of times within the shelf life of the specification and, when doing so, may re-use marks for both internally assessed and externally assessed units (there is no restriction on the number of times that a mark may be re-used) or have further attempts at each unit if they wish (the best result of all attempts at each unit will count towards the new subject grade).

Where a unit is common between two **different** subject awards, a result for the unit may **not** be double counted towards both subject awards. However, if a candidate has more than one result for the unit, the different unit results can count towards different subject awards. If the awards are claimed in the same series, and there are different valid combinations of unit results, AQA optimises the award of GCSE Science (and/or Additional Science) not the award(s) of GCSE Biology, Chemistry and/or Physics.

Centre-assessed unit marks can be used towards more than one subject award in the same series or in different series, providing the context of the assessment is appropriate to the award being claimed: for example, an ISA mark in the context of Chemistry 1 can be used towards centre-assessed units SCYC and CHYC.

See also *Offering combinations of awards within the outgoing GCSE Sciences* on page 18.

Outgoing GCSE in Applied Subjects Specifications

Candidates may re-take the whole qualification an unlimited number of times within the shelf life of the specification and, when doing so, may either re-use marks for both internally assessed and externally assessed units (there is no restriction on the number of times that a mark may be re-used) or have up to two further attempts at each unit if they wish (the better of the two most recent results will count towards the new subject grade).

Please see page 4 for the availability of GCSE in Applied Subjects specifications in 2011-2012.

7

Candidate identifiers

Unique Candidate Identifier (UCI)

The need for a Unique Candidate Identifier (UCI) arrived with the development of modular schemes of assessment where candidates may hold module/unit results over a period of time and may 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 that period. 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

Each candidate beginning a GCSE modular or GCSE in Applied Subjects 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.

Centres will need to generate the UCI in accordance with the rules that are given below. AQA's Entries staff will be pleased to 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 unique candidate identifier will be used for the following:

- 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. The UCI will be quoted on results documentation.

How the Unique Candidate Identifier is first generated

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)
- the board identifier (position 6)
- the **academic** year of registration (positions 7-8)
- the candidate serial number (positions 9-12)
- the 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 the number 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**. For candidates in the academic year 2011/2012, it will be '11'.

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 be the same as the candidate number used for any linear exams, but there is no specific requirement that it should be.

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 2011-2012](#) document.

Example of a Unique Candidate Identifier

87425	0	11	2453	H
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Unique Learner Number (ULN)

The Unique Learner Number (ULN) is a number that is used 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 can be taken at different times and with different awarding bodies. The ULN enables these different component results to be aggregated by the Diploma Aggregation Service (DAS) so that an overall Diploma result can be awarded.

The ULN is mandatory for Principal Learning and must also be provided with entries for any qualification that will be used towards a Diploma award.

8

Fees

Entry Fee

Details of the entry fees and any additional fees for the 2011-2012 exams were notified to centres in September 2011 in the booklet *Entry Fees and other charges 2011/12*.

For modular and unit based specifications, entry fees are charged as follows.

New GCSE specifications	Entry fees are charged per unit entry. With the exception of some GCSE (Short Course) specifications, there is no fee for entry for the overall subject award made by the due date for the aggregation of unit results to give subject awards.
Outgoing GCSE Specifications GCSE Sciences GCSE in Applied Subjects GCSE Mathematics B	Entry fees are charged per unit/module entry. There is no fee for entry for the overall subject award made by the due date for the aggregation of unit/module results to give subject awards.

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

AQA now receives about 99% of its entries submitted electronically 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* form that they will not be making any entries by EDI or e-AQA in the coming year.

Late Entry Fee

Unless indicated otherwise in the AQA *Entry Fees and other charges 2011/12*, 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 on page 24.

Very Late Entry Fee

Unless indicated otherwise in the AQA *Entry Fees and other charges 2011/12*, an additional fee, will be charged for each entry of a **new candidate** received after the dates given in the table on page 24.

Amendment Fee

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 on page 24.

The amendment fee is payable for

- the addition of each new entry for a candidate entered initially before the entry closing date for the series
- 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

If you withdraw a candidate from one or more entries by the dates given in the table on page 24, your centre will receive a refund of entry fees paid to that date.

We do not show the results of withdrawn candidates on the broadsheet of results; 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.



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

After the dates given in column 5 of the table below, AQA will consider a partial refund of fees for candidates who are required 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. Applications for a partial refund must be submitted to AQA no later than 14 days after the last exam in the appropriate series.

Payment of Fees

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

Unless indicated otherwise in the AQA [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.

No refunds will be granted for withdrawals of entry made after these dates, unless on medical grounds (see above).

Series & 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	New Mathematics Units 1 and 2 New Science B Unit 1 Outgoing Science Objective Test Units: Biology, Chemistry and Physics 1a+1b Outgoing Mathematics B Modules 1, 3 and 5 (Final opportunity for assessment)	4 October 2011	25 October 2011
1A12	January 2012 Series 1A	New Specification Units available in January (including Biology 1, Chemistry 1, Physics 1, Science A1 and A2) Outgoing Science Written Paper Units: Biology, Chemistry and Physics 1, 2 and 3 GCSE in Applied Subjects Units (where available) (Final opportunity for assessment of Applied ICT Unit 3)	21 October 2011	15 December 2011
3G12	March 2012 Series 3G	New Mathematics Units 1 and 2 New Science B Units 1, 2 and 3 Outgoing Science Objective Test Units: Biology, Chemistry and Physics 1a+1b	21 January 2012	21 February 2012
6G11	June 2012 Series 6G	New Specification units except Mathematics Units 1, 2 and 3, Science B Units 1, 2 and 3 (see Outgoing Science Centre Assessed Units	21 February 2012	21 April 2012
6V12	June 2012 Series 6V	Outgoing GCSE in Applied Subjects Units (Applied Science, Additional Applied Science) Outgoing Science Written Paper Units: Biology, Chemistry and Physics 1, 2 and 3	21 March 2012	21 April 2012
6M12	June 2012 Series 6M	New Mathematics Units 1, 2 and 3 New Science B Units 1, 2 and 3 Outgoing Science Objective Test Units: Biology, Chemistry and Physics 1a+1b	26 April 2012	14 May 2012

9

Conduct of modules/units and terminal exams

The most recent version of the JCQ *Instructions for conducting examinations*, available from the JCQ Website at www.jcq.org.uk/exams_office/instructions_for_conducting_examinations/, will apply to all modules/units and terminal exams.

The additional instructions below also apply to all modules/units and terminal exams and should be read in conjunction with certain paragraphs of the *Instructions for conducting examinations*.

Timetable variations

A timetable of specific dates is used for terminal exams and module/unit tests and they **must** be held on the date and in the session specified. The published starting time is 9.00 a.m. for all morning exams and 1.30 p.m. for all afternoon exams. The above are UK times current at the exam date and overseas centres should adjust their local starting times to comply.

The JCQ Awarding Bodies permit centres within the United Kingdom to start exams earlier than or later than the published starting time for the session, without prior permission. However, in order to maintain the security of the exam all candidates must start question papers scheduled for a morning session no earlier than 8.30 a.m. and by 9.30 a.m. and for an afternoon session no earlier than 1.00 p.m. and by 2.00 p.m. 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 below must be observed.

Any centre **outside the UK** wishing to vary the starting time of their exams from the UK published starting time **9.00 am** and **1.30 pm** (either GMT or BST as appropriate) to take into account different time zones must obtain permission from us for this change. Please submit details of proposed changes using the form *Overseas timetable declaration for centres outside the United Kingdom*. You **must** send such requests by 1 October for the relevant academic year.

Candidates who take an exam later than the published starting time shown on the timetable must be kept under the direct supervision of centre staff from 30 minutes after the published starting time for the paper concerned until the time when those candidates begin their exam.

Candidates who take an exam earlier than the published starting time shown on the timetable must remain under the supervision arranged by the Head of the Centre until one hour after the 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 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 permitted to take an exam in a different session from other candidates at the centre, all copies of the question paper used in the earlier session must be recovered, sealed in an envelope and returned to secure storage in the centre.

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

It is essential that where the centre has more than one module/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 9.30 a.m. or 2.00 p.m.**

Calculators

Full details on the use of calculators are given in Section 3 of the JCQ *Instructions for conducting examinations*.

Accommodation

Modules/units and terminal 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 GCSE module/unit tests

All module/unit tests **must** be conducted in accordance with the following sections of the JCQ *Instructions for conducting examinations*.

- Section 6 Invigilation arrangements
- Section 7 Identifying candidates
- Section 8 The people present
- Section 9 Question papers, stationery, materials and other equipment
- Section 10 Starting the exam
- Section 11 Supervising the candidates
- Section 12 Candidates who arrive late

Completing the Attendance Record

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

If required, centres can download and print an up-to-date individual *Attendance Record* using the *Current Entry Reports* service in e-AQA.

Where centres are required to specify the tier of entry for each candidate in advance of an assessment, separate *Attendance Records* will be provided for Foundation and Higher tier. Where the assessment is tiered but centres are not required to specify the tier of entry in advance (GCSE Science A paper-based objective tests), candidates must be instructed to attempt only one tier. A single *Attendance Record* will be provided and Column 1 of the record must be completed for all candidates.

- "F" must be inserted for all candidates who have taken the Foundation tier.
- "H" must be inserted for all candidates who have taken the Higher tier.
- "ABS" must be inserted for all candidates included on the record but absent for the assessment.

It is essential that the correct tier of entry be indicated for every candidate. In any cases where candidates attempt more than one tier, AQA will process the answers for the tier indicated on the *Attendance Record*.

Leaving the exam room

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 a.m. or 2.30 p.m.). In the case of exams of less than one hour duration, candidates should not leave the exam room until the normal finishing time of the exam. (See also *Timetable variations* on page 25)

Collection of scripts

Scripts for each module, unit or terminal exam must be collected separately for despatch, together with the *Attendance Record*.

Candidates using the paper-based objective tests complete a separate answer sheet for each unit test, which is machine marked by AQA. The answer sheets must be collected separately for each test. In the case of candidates who were absent, 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 hard-backed envelope and label(s) provided.

As we may request the return of used objective test question booklets in connection with any queries that might arise, they must be retained in a safe or secure cupboard until the last date for Enquiries About Results for the appropriate exam series.

10

Estimated grades

Estimated grades for all the new GCSE specifications and the outgoing modular GCSE in Applied Subjects specifications, GCSE Science and Mathematics B specifications should be submitted for each unit or module according to the following rules:

- in the first two years only (up to and including the second summer series) or where there has been a change to assessment criteria, estimated grades for objective test and centre assessed modules/units are collected
- subject level estimates are not collected
- the estimated grade for a candidate should be the teacher's judgement of the grade that the candidate is likely to gain in the individual unit or module rather than in the overall subject award.

The submission of reliable estimated grades is of importance to individual candidates and to AQA. Centres should regard the submission of these as an important contribution to the examining process, trying to ensure they are realistic and indicative of candidates' typical performance levels. They should not be based on instances of unusual performance, nor on effort rather than attainment.

Estimated grades are used by us for the following purposes:

- to identify cases where additional reviews of candidates' work should be carried out before publication of results;
- to inform Grade Awarding Committees of centres' judgements on the overall standard of the entry for a particular exam.

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.

The dates by which estimated grades must be submitted by are given in the administrative table in Section 3. They may be submitted by EDI or on forms provided by AQA. Separate instructions will be provided.

11

Internal assessment

Coursework and Controlled Assessment Advisers

Coursework advisers and controlled assessment advisers will provide guidance and support to teachers relating to coursework and controlled assessment. Centres will be informed of the Adviser for each specification being offered, on the basis of *Estimated Entries* information provided (see page 12).

Meetings for teachers

Where online standardisation[†] is not yet available, AQA arranges annual standardising meetings, which are usually held in the autumn term. The meetings provide guidance on the development of appropriate coursework tasks, developing and contextualising controlled assessment tasks and the accurate and consistent application of the marking criteria as detailed in the specifications. For the specifications covered by this booklet, attendance at these meetings is mandatory for the following categories of centre only:

- Those entering candidates for the specification for the first time
- Those where problems were identified with the nature of the coursework set, or inappropriate controlled assessment tasks have been set.
- Those where there were problems with the interpretation of the specification requirements, or where a serious misinterpretation of the controlled assessment requirements were identified
- Those 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.

Internal standardisation

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 designated as responsible for internal standardisation. The *Centre Declaration Sheet* must be completed to confirm that the marking has been standardised.

Internal standardisation may involve:

- all teachers marking some trial pieces of work and identifying differences in marking standards
- discussing any differences in marking at a training meeting for all teachers involved in the assessment
- referring to reference and archive material such as previous work or examples from AQA's teacher standardising meetings.

Centre Consortium Arrangements for General Qualifications

(Separate arrangements have been developed for the delivery of Principal Learning approved consortia)

When candidates are entered for AQA exams from several centres, but are taught together for a particular subject, it is possible for all candidates in the teaching group to be treated as a single population for the purposes of 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.

The centres concerned must nominate a consortium co-ordinator who undertakes to liaise with AQA on behalf of all centres in the consortium. The co-ordinator must complete *Form JCQ/CCA Centre Consortium Arrangements Form 2011-2012*, which can be found on the JCQ Website, in order that such arrangements may be put into place. Where

[†] Following a successful pilot in 2010/11, we are extending the online standardisation service to a wider range of subjects for the next academic year. Instead of attending a face-to-face standardisation meeting, many subjects will have the opportunity to undertake standardisation online.

Schools and colleges will be notified in the Autumn of standardisation arrangements for specific subjects. For more information, please check our website at www.aqa.org.uk/support/teacher-online-standardisation/index.php or your subject's web pages.

there are different co-ordinators for different specifications, a separate Form JCQ/CCA is required for each specification.

The entries of candidates involved in consortium arrangements must be made through the centres at which the candidates are on roll.

Completed forms must be returned to the Principal Manager, Processing (Examining), AQA, Stag Hill House, Guildford, GU2 7XJ by **30 October 2011** for January/March 2012 Series and by 31 January 2012 for the May/June 2012 Series.

Authentication of candidates' work

Candidates' work for assessment must be carried out in accordance with the requirements of the specification. The candidate and teacher are required to sign declarations on the record forms provided, confirming that the work submitted for assessment is the candidate's own.

Record forms

Centre Declaration Sheets and *Candidate Record Forms* for all specifications will be circulated to all AQA centres in September/October 2011 for the November 2011 and January 2012 exams, early December for the March 2012 exams, and January/February 2012 for the June 2012 exams. Numbers of forms included in this despatch will be based on estimated entries for the forthcoming series. Record forms are also available on the AQA Website, so that centres can print further copies if required.

Last dates for submission of coursework/controlled assessment marks

The latest dates by which centres should submit their centre assessed marks to AQA are shown in the table below. Full details of the submission deadline for each component is available on our website at www.aqa.org.uk/deadlines/coursework_deadlines.php.

January 2012 Series 1A	10 January 2012	GCSE (New specification): Available units Applied Science (Outgoing) portfolios Additional Applied Science (Outgoing) portfolios
June 2012 Series 6G	7 May 2012	All GCSE specifications except Art & Design, Dance Units 3 and 4, Drama Unit 2, Performing Arts Units 2 and 4, Physical Education Units 2 (SC), 4 and 6
	31 May 2012	Art & Design, Dance Units 3 and 4, Drama Unit 2, Performing Arts Units 2 and 4, Physical Education Units 2 (SC), 4 and 6
June 2012 Series 6V	15 May 2012	Applied Science (Outgoing) Portfolios Additional Applied Science (Outgoing) portfolios

Submission of marks

Coursework/controlled assessment marks may be submitted via EDI (for certain units/components). Where this is not possible, centres should submit marks on the pre-printed multi-part mark forms, which are sent to centres two to three weeks before the deadline dates.

Sample for moderation purposes

The top copy of the *Centre Mark Form* should be sent to the Guildford office as indicated in the top right corner of the form. Copies 2 and 3 should be sent to the moderator. A record of the 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/admin/p_course.php.

Outcome of moderation

Centres will be provided with candidates' moderated marks for internally assessed coursework and controlled assessments when the results are issued. Written feedback will also be given, providing advice from the moderator.

Controlled assessments

Controlled Assessment replaced coursework in GCSEs from September 2009. It has three stages:

- task setting
- task taking
- task marking.

At each stage control levels have been set at high, medium or low to ensure reliability and authenticity of students' work.

Controlled Assessment applies to:

- GCSE subjects that have a controlled assessment component
- Principal Learning Units.

Controlled Assessment does not apply to outgoing GCSE specifications.

Administration of controlled assessments

The most recent version of the JCQ *Instructions for conducting controlled assessments*, available from the JCQ Website at www.jcq.org.uk/exams_office/controlledassessments/ will apply to all GCSE controlled assessments.

Tasks

Tasks for each subject, where set by AQA, will generally be issued in the spring and in the autumn. Tasks will be issued to centres via our secure extranet, e-AQA, and hard copies will also be available at our teachers' meetings. The standard deadline for the submission of Controlled Assessment tasks for June series is 7 May, the same as for coursework. For some specifications a later deadline of 31 May will apply.

Control levels for task taking

The required levels of control are indicated in the specifications. The possible levels are as follows.

High level of control (formal supervision): Students must be in direct sight of the supervisor at all times. The use of resources is tightly prescribed, normally only research folders/diaries. Students must complete all work independently and must not communicate with each other. No assistance can be given to students.

Medium level of control (informal supervision): Students do not have to be directly supervised at all times but there must be a sufficient level of supervision to ensure that work can be authenticated. This means that teachers must ensure that the students' work is their own; that plagiarism does not take place; that the contributions of individual students are recorded accurately. Students have access to resources, can work together and can receive limited teacher guidance.

Low level of control (limited supervision): Some work can be completed without supervision, outside of the classroom or centre. Students have access to resources, can work together and can receive guidance from teachers.

Storage of controlled assessment materials

- All assessment materials, including student work for assessment
 - must be stored securely in the centre throughout the assessment process. This normally means a locked cabinet or cupboard.
 - in some cases, for example where students are producing artefacts in Design and Technology or artwork in Art and Design, the locked classroom, studio or workshop will count as secure storage.
- Work produced over several supervised sessions must be

- collected in at the end of each session
- stored securely, including, as appropriate to the subject, research folders/diaries.
- Work produced electronically in supervised sessions must be:
 - saved securely to ensure students cannot amend the saved material between sessions.
 - stored on memory sticks etc. and collected in after each session.

Resources allowed for controlled assessments

The reference material and resources for each subject vary and teachers should refer to the relevant specification for further guidance. For subjects with low and medium control, students may have unlimited access to any print and electronic resources that are available to and within centres. During high control write-up sessions, the use of resources is tightly prescribed. Students will normally have access to research diaries only. Students are not allowed to have access to the internet, e-mail or memory sticks during these sessions.

Further guidance about resources is outlined in the subject specifications.

Notice to Candidates

The JCQ awarding bodies have written a *Notice to Candidates* which details what candidates must and must not do when completing controlled assessments. This *Notice*, in hard copy format, formed part of the JCQ September despatch to centres, allowing centres to provide candidates with their own copy of the *Notice*. A copy of the *Notice* is available from the JCQ Website at www.jcq.org.uk/exams_office/controlledassessments/ and is also included as Appendix 2 in the JCQ *Instructions for conducting controlled assessments*.

Further guidance on controlled assessments

Further information is available in the

- subject specifications
www.aqa.org.uk/qualifications/gcse.php
- AQA Controlled Assessment leaflet
www.aqa.org.uk/support/assessment.php
- JCQ Instructions for conducting controlled assessments
www.jcq.org.uk/exams_office/controlledassessments/

12

Aggregation and grading

See also Sections 5 and 6 about the rules for GCSE specifications.

Uniform Marks

In order to ensure fairness to all candidates, the marks of all module/unit assessments must be standardised to ensure that no candidate is penalised (or advantaged) by taking a slightly more (or less) demanding assessment than the others set on the same module/unit.

This standardisation is achieved by converting raw marks into uniform marks using a Uniform Mark Scale (UMS).

In order to convert the raw marks into uniform marks, the grade boundary marks for each module/unit test are first determined following the grade awarding procedures set out in the *Code of Practice*. Each boundary mark is converted to the uniform mark for that boundary, and the intermediate marks between each boundary are then converted accordingly. Module/unit results are reported in terms of uniform marks.

The maximum UMS mark available for each module/unit depends on the weighting of the module/unit in the scheme of assessment.

In order to ensure that the 'rate of exchange' between raw marks and uniform marks is the same just above and just below the highest grade, a conversion point, known as the cap, is used. This applies above A* in untiered modules/units and above A* and C in the respective tiers of two tier modules/units. This enables raw marks to retain their full value throughout the top grade range.

In the higher tier of two tier modules/units, an allowed grade E is available on each module/unit. This serves as a safety net for candidates who narrowly fail to achieve grade D.

Details of the individual uniform mark scales are provided in each *Specification*. A more comprehensive explanation of uniform mark scales is given in the booklet *Uniform marks in A-level and GCSE exams and points in the Diploma*. This is available on the AQA Website at www.aqa.org.uk/over/stat_pdf/UNIFORMMARKS-LEAFLET.PDF.

Grading of GCSE (New) Double Awards and outgoing GCSE in Applied Subjects Double Awards

All GCSE double award subjects will be certificated on a fifteen-point scale. This scale will be as follows:

A*A*, A*A, AA, AB, BB, BC, CC, CD, DD, DE, EE, EF, FF, FG, GG (and U)

A candidate who gains Grade AB, for example, will be counted, for performance table purposes, as having gained one Grade A and one Grade B.

Restrictions to the range of grades available in GCSE Mathematics (Outgoing specification)

In tiered specifications that are aggregated using uniform marks, it is possible for a candidate to obtain a total uniform mark that corresponds to a grade outside the range for the tier of entry. In GCSE Mathematics B (Outgoing) candidates cannot be awarded a subject grade outside the range for the tier of entry of Module 5 (the terminal module).

For example, a candidate could enter Modules 1 and 3 at the Higher tier and Module 5 at the Foundation tier and obtain uniform marks as follows:

Module 1	95
Module 3	141
Module 5	225
Total UM	461

The total uniform mark is 461, which is above the threshold for grade B. However, because the candidates entered Module 5 at the Foundation tier, he/she must be awarded a grade in the range of C-G (or U) and will therefore receive grade C.

13

Special circumstances

Irregularities and late arrivals

Centres must inform their assigned AQA office of any irregularity and of any candidate who arrives late for a module/unit test or terminal exam. For detailed instructions, please refer to the JCQ *Instructions for conducting examinations*, which was sent out to all centres in September 2011, and is available to view or download from the JCQ Website at www.jcq.org.uk.

Access Arrangements

The most recent version of the JCQ *Access Arrangements, Reasonable Adjustments and Special Consideration* will apply to the module/unit tests and terminal exams.

Requests for special exam arrangements must be made using the access arrangement on-line tool as early as possible and preferably at the time when the candidate embarks on the course of study. Applications for special versions of question papers for candidates with sensory impairment must be received by AQA no later than **six weeks** before the dates of the test/exams concerned.

Special Consideration

Special Consideration requests can now be submitted online via e-AQA.

The online process is based on the paper form and uses the familiar navigation of e-AQA. This is simple and straightforward to use and will save you time.

Special Consideration can be submitted for:

- Candidates who are present for assessment but disadvantaged by illness or misfortune
- Candidates who are absent for a timetabled component / unit for acceptable reasons

All submitted requests can be viewed and monitored, giving you, your students and parents peace of mind.

Requests for Special Consideration should be submitted either on-line or in writing to your assigned AQA office as soon as possible. Requests for special consideration received after results have been published will not normally be considered. When a candidate misses a module/unit test, centres should, if possible, re-enter them for the test at a subsequent series.

Full regulations regarding Access Arrangements and Special Consideration can be found in the JCQ *Access Arrangements, Reasonable Adjustments and Special Consideration*.

Candidates who change centres

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

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Results

Results will be issued to centres only in electronic format by EDI and on-line via e-AQA.

The Results and Enhanced Results Analysis (ERA) areas of e-AQA enable 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.

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

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. The following results documents will be provided.

- centre broadsheet of grades for the subject awards in the current series, where candidates have been entered for a full or short course award
- centre statistics for specifications for which awards have been claimed in the current series
- component mark report for components taken in the current series
- centre cumulative record of module/unit results
- candidates' individual results slips showing the subject award

15

Enquiries about results

Enquiries about Results

The services available for enquiries about results include a clerical check, re-mark and re-moderation of centre assessed work. Requests must be submitted within a specified period after the publication of results for individual modules/units.

In cases where a post-results enquiry reveals inaccurate assessment, the module/unit result may be confirmed, raised or lowered. In cases where a subject award has been made, the overall subject grade may be confirmed, raised or lowered.

Further details of Enquiries About Results services are given in the JCQ booklet *Post Results Services*.

Access to scripts

Centres will be able to request access to candidates' scripts on their behalf. 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. The original scripts will be sent after the closing date for enquiries.

A request can also be made for a photocopy of a re-marked script at the time an enquiry about results is made.

Centres should make candidates aware of the arrangements for access to scripts before candidates sit their exams.

Full details of arrangements for Access to Scripts are given in the JCQ booklet *Post Results Services*.

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Availability of module/unit tests

GCSE MATHEMATICS**MATHEMATICS (NEW SPECIFICATION)**

MATHEMATICS Full Course (New Specification)									
Module		Module Entry Code	Module Type	Nov 2011	Mar 2012	June 2012	Nov 2012	Mar 2013	June 2013
No	Tier								
1	F	43601F	Written	✓	✓	✓	✓	✓	✓
	H	43601H	Written	✓	✓	✓	✓	✓	✓
2	F	43602F	Written	✓	✓	✓	✓	✓	✓
	H	43602H	Written	✓	✓	✓	✓	✓	✓
3	F	43603F	Written	x	x	✓	✓	✓	✓
	H	43603H	Written	x	x	✓	✓	✓	✓

MATHEMATICS B (OUTGOING SPECIFICATION)

MATHEMATICS B (Outgoing Specification) FINAL OPPORTUNITY IN NOVEMBER 2011 FOR ASSESSMENT AND AWARD						
Module		Module Entry Code	Module Type	Nov 2011	Mar 2012	June 2012
No	Tier					
1	F	43051F	Written	✓	x	x
	H	43051H	Written	✓	x	x
3	F	43053F	Written	✓	x	x
	H	43053H	Written	✓	x	x
5	F	43055F	Written	✓	x	x
	H	43055H	Written	✓	x	x

SCIENCES (OUTGOING SPECIFICATIONS)

Biology (Outgoing)
Chemistry (Outgoing)
Physics (Outgoing)
Science A (Outgoing)
Science B (Outgoing)
Additional Science (Outgoing)

Assessment Unit	Tier	Unit Entry Code	Unit Type	Nov 2011	Jan 2012	March 2012	June 2012	Nov 2012	Jan 2013	March 2013	June 2013
Biology 1	F	BLY1F	Written	x	✓	x	✓	x	✓	x	x
	H	BLY1H	Written	x	✓	x	✓	x	✓	x	x
Biology 1a *	-	BLY1AP	Objective test	✓	x	✓	✓	✓	x	x	x
Biology 1b *	-	BLY1BP	Objective test	✓	x	✓	✓	✓	x	x	x
Biology 2	F	BLY2F	Written	x	✓	x	✓	x	✓	x	x
	H	BLY2H	Written	x	✓	x	✓	x	✓	x	x
Biology 3	F	BLY3F	Written	x	✓	x	✓	x	✓	x	x
	H	BLY3H	Written	x	✓	x	✓	x	✓	x	x
Biology CA Unit	-	BLYC	ISA + PSA	x	x	x	✓	x	x	x	x
Chemistry 1	F	CHY1F	Written	x	✓	x	✓	x	✓	x	x
	H	CHY1H	Written	x	✓	x	✓	x	✓	x	x
Chemistry 1a *	-	CHY1AP	Objective test	✓	x	✓	✓	✓	x	x	x
Chemistry 1b *	-	CHY1BP	Objective test	✓	x	✓	✓	✓	x	x	x
Chemistry 2	F	CHY2F	Written	x	✓	x	✓	x	✓	x	x
	H	CHY2H	Written	x	✓	x	✓	x	✓	x	x
Chemistry 3	F	CHY3F	Written	x	✓	x	✓	x	✓	x	x
	H	CHY3H	Written	x	✓	x	✓	x	✓	x	x
Chemistry CA Unit	-	CHYC	ISA + PSA	x	x	x	✓	x	x	x	x
Physics 1	F	PHY1F	Written	x	✓	x	✓	x	✓	x	x
	H	PHY1H	Written	x	✓	x	✓	x	✓	x	x
Physics 1a *	-	PHY1AP	Objective test	✓	x	✓	✓	✓	x	x	x
Physics 1b *	-	PHY1BP	Objective test	✓	x	✓	✓	✓	x	x	x
Physics 2	F	PHY2F	Written	x	✓	x	✓	x	✓	x	x
	H	PHY2H	Written	x	✓	x	✓	x	✓	x	x
Physics 3	F	PHY3F	Written	x	✓	x	✓	x	✓	x	x
	H	PHY3H	Written	x	✓	x	✓	x	✓	x	x
Physics CA Unit	-	PHYC	ISA + PSA	x	x	x	✓	x	x	x	x
Science 1 CA Unit	-	SCYC	ISA + PSA	x	x	x	✓	x	x	x	x
Additional Science CA Unit	-	ASCC	ISA + PSA	x	x	x	✓	x	x	x	x

* Unit entry codes are shown only for paper based options:
the availability of the on-screen alternatives is identical.

GCSE IN APPLIED SUBJECTS (OUTGOING SPECIFICATIONS)

GCSE APPLIED SCIENCE (Outgoing) FINAL OPPORTUNITY IN JANUARY 2013 FOR ASSESSMENT AND AWARD

Applied Science (Outgoing)

Assessment Unit	Tier	Unit Entry Code	Unit Type	Jan 2012	June 2012	Jan 2013	June 2013
Applied Science 1	-	APSC1	Portfolio	✓	✓	✓	x
Applied Science 2	F	APSC2F	Written	✓	✓	✓	x
	H	APSC2H	Written	✓	✓	✓	x
Applied Science 3	-	APSC3	Portfolio	✓	✓	✓	x
Applied Science 4	-	APSC4	Portfolio	✓	✓	✓	x

Additional Applied Science (Outgoing)
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Assessment Unit	Tier	Unit Entry Code	Unit Type	Jan 2012	June 2012	Jan 2013	June 2013
Additional Applied Science 1	-	AASC1	Portfolio	✓	✓	✓	x
Additional Applied Science 2	F	AASC2F	Written	✓	✓	✓	x
	H	AASC2H	Written	✓	✓	✓	x
Additional Applied Science 3	-	AASC3	Portfolio	✓	✓	✓	x

GCSE APPLIED ICT FINAL OPPORTUNITY IN JANUARY 2012 FOR ASSESSMENT OF UNIT 3 AND AWARD
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Assessment Unit	Tier	Unit Entry Code	Unit Type	Jan 2012	June 2012
Applied ICT Unit 3	-	38503	Externally set assignment	✓	x

GCSE (NEW SPECIFICATION)

UNIT	UNIT ENTRY CODE	UNIT TYPE	JAN 2012	JUNE 2012	JAN 2013	JUNE 2013
ADDITIONAL APPLIED SCIENCE (NEW SPECIFICATION)						
Unit 1 F	AAS1FP	Written: Foundation	x	x	✓	✓
Unit 1 H	AAS1HP	Written: Higher	x	x	✓	✓
Unit 2	AAS2	Controlled Assessment	x	x	x	✓
ADDITIONAL SCIENCE (NEW SPECIFICATION)						
Unit 1 F	BL2FP	Biology 2: Written: Foundation	x	✓	x	✓
Unit 1 H	BL2HP	Biology 2: Written: Higher	x	✓	x	✓
Unit 2 F	CH2FP	Chemistry 2: Written: Foundation	x	✓	x	✓
Unit 2 H	CH2HP	Chemistry 2: Written: Higher	x	✓	x	✓
Unit 3 F	PH2FP	Physics 2: Written: Foundation	x	✓	x	✓
Unit 3 H	PH2HP	Physics 2: Written: Higher	x	✓	x	✓
Unit 4	AS4P	Controlled Assessment	x	x	x	✓
Unit 5 F	AS1FP	Additional Science 1: Written: Foundation	x	x	✓	✓
Unit 5 H	AS1HP	Additional Science 1: Written: Higher	x	x	✓	✓
Unit 6 F	AS2FP	Additional Science 2: Written: Foundation	x	x	✓	✓
Unit 6 H	AS2HP	Additional Science 2: Written: Higher	x	x	✓	✓
ART AND DESIGN: FULL COURSE						
Unit 1	42011	Portfolio: Controlled assessment	x	✓	x	✓
Unit 2	42012	Externally set task	x	✓	x	✓
ART AND DESIGN: SHORT COURSE						
Unit 1	42111	Portfolio: Controlled assessment	x	✓	x	✓
Unit 2	42112	Externally set task	x	✓	x	✓
ART AND DESIGN APPLIED						
Unit 1	42071	Portfolio: Controlled assessment	x	✓	x	✓
Unit 2	42072	Externally set task	x	✓	x	✓
ART AND DESIGN FINE ART						
Unit 1	42021	Portfolio: Controlled assessment	x	✓	x	✓
Unit 2	42022	Externally set task	x	✓	x	✓
ART AND DESIGN GRAPHIC COMMUNICATION						
Unit 1	42031	Portfolio: Controlled assessment	x	✓	x	✓
Unit 2	42032	Externally set task	x	✓	x	✓
ART AND DESIGN TEXTILE DESIGN						
Unit 1	42041	Portfolio: Controlled assessment	x	✓	x	✓
Unit 2	42042	Externally set task	x	✓	x	✓
ART AND DESIGN THREE-DIMENSIONAL DESIGN						
Unit 1	42051	Portfolio: Controlled assessment	x	✓	x	✓
Unit 2	42052	Externally set task	x	✓	x	✓
ART AND DESIGN PHOTOGRAPHY:LENS-BASED AND LIGHT BASED MEDIA						
Unit 1	42061	Portfolio: Controlled assessment	x	✓	x	✓
Unit 2	42062	Externally set task	x	✓	x	✓

UNIT	UNIT ENTRY CODE	UNIT TYPE	JAN 2012	JUNE 2012	JAN 2013	JUNE 2013
BENGALI: FULL COURSE						
Unit 1 F	46351F	Listening test: Foundation	x	✓	x	✓
Unit 1 H	46351H	Listening test: Higher	x	✓	x	✓
Unit 2 F	46352F	Reading test: Foundation	x	✓	x	✓
Unit 2 H	46352H	Reading test: Higher	x	✓	x	✓
Unit 3	46353	Speaking test	x	✓	x	✓
Unit 4	46354	Writing test	x	✓	x	✓
BENGALI: SHORT COURSE IN SPOKEN LANGUAGE						
Unit 1 F	46351F	Listening test: Foundation	x	✓	x	✓
Unit 1 H	46351H	Listening test: Higher	x	✓	x	✓
Unit 3	46353	Speaking test	x	✓	x	✓
BENGALI: SHORT COURSE IN WRITTEN LANGUAGE						
Unit 2 F	46352F	Reading test: Foundation	x	✓	x	✓
Unit 2 H	46352H	Reading test: Higher	x	✓	x	✓
Unit 4	46354	Writing test	x	✓	x	✓
BIOLOGY (NEW SPECIFICATION)						
Unit 1 F	BL1FP	Written: Foundation	✓	✓	✓	✓
Unit 1 H	BL1HP	Written: Higher	✓	✓	✓	✓
Unit 2 F	BL2FP	Written: Foundation	x	✓	✓	✓
Unit 2 H	BL2HP	Written: Higher	x	✓	✓	✓
Unit 3 F	BL3FP	Written: Foundation	x	x	x	✓
Unit 3 H	BL3HP	Written: Higher	x	x	x	✓
Unit 4	BL4P	Controlled Assessment	x	x	x	✓
BUSINESS AND COMMUNICATION SYSTEMS						
Unit 8	413008	Written	✓	✓	✓	✓
Unit 9	413009	Computer based examination	x	✓	x	✓
Unit 10	413010	Controlled assessment	x	✓	x	✓
BUSINESS STUDIES: FULL COURSE						
Unit 1	413001	Written	✓	✓	✓	✓
Unit 2	413002	Written	x	✓	x	✓
Unit 3	413003	Controlled assessment	x	✓	x	✓
BUSINESS STUDIES: SHORT COURSE						
Unit 13	413013	Written	x	✓	x	✓
Unit 14	413014	Controlled assessment	x	✓	x	✓
BUSINESS STUDIES: APPLIED DOUBLE AWARD						
Unit 1	413001	Written	✓	✓	✓	✓
Unit 4	413004	Controlled assessment	x	✓	x	✓
Unit 5	413005	Controlled assessment	x	✓	x	✓
Unit 6	413006	Controlled assessment	x	✓	x	✓
Unit 7	413007	Written	x	✓	x	✓

UNIT	UNIT ENTRY CODE	UNIT TYPE	JAN 2012	JUNE 2012	JAN 2013	JUNE 2013
CHEMISTRY (NEW SPECIFICATION)						
Unit 1 F	CH1FP	Written: Foundation	✓	✓	✓	✓
Unit 1 H	CH1HP	Written: Higher	✓	✓	✓	✓
Unit 2 F	CH2FP	Written: Foundation	x	✓	✓	✓
Unit 2 H	CH2HP	Written: Higher	x	✓	✓	✓
Unit 3 F	CH3FP	Written: Foundation	x	x	x	✓
Unit 3 H	CH3HP	Written: Higher	x	x	x	✓
Unit 4	CH4P	Controlled Assessment	x	x	x	✓
CHINESE (MANDARIN): FULL COURSE						
Unit 1 F	46701F	Listening test: Foundation	x	✓	x	✓
Unit 1 H	46701H	Listening test: Higher	x	✓	x	✓
Unit 2 F	46702F	Reading test: Foundation	x	✓	x	✓
Unit 2 H	46702H	Reading test: Higher	x	✓	x	✓
Unit 3	46703	Controlled assessment: Speaking	x	✓	x	✓
Unit 4	46704	Controlled assessment: Writing	x	✓	x	✓
CHINESE (MANDARIN): SHORT COURSE IN SPOKEN LANGUAGE						
Unit 1 F	46701F	Listening test: Foundation	x	✓	x	✓
Unit 1 H	46701H	Listening test: Higher	x	✓	x	✓
Unit 3	46703	Controlled assessment: Speaking	x	✓	x	✓
CHINESE (MANDARIN): SHORT COURSE IN WRITTEN LANGUAGE						
Unit 2 F	46702F	Reading test: Foundation	x	✓	x	✓
Unit 2 H	46702H	Reading test: Higher	x	✓	x	✓
Unit 4	46704	Controlled assessment: Writing	x	✓	x	✓
CITIZENSHIP STUDIES: FULL COURSE						
Unit 1	41051	Written	x	✓	x	✓
Unit 2	41052	Controlled assessment	x	✓	x	✓
Unit 3	41053	Written	x	✓	x	✓
Unit 4	41054	Controlled assessment	x	✓	x	✓
CITIZENSHIP STUDIES: SHORT COURSE						
Unit 1	41051	Written	x	✓	x	✓
Unit 2	41052	Controlled assessment	x	✓	x	✓
CLASSICAL CIVILISATION: FULL COURSE						
Unit 1 F	40201F	Written: Foundation	x	✓	x	✓
Unit 1 H	40201H	Written: Higher	x	✓	x	✓
Unit 2 F	40202F	Written: Foundation	x	✓	x	✓
Unit 2 H	40202H	Written: Higher	x	✓	x	✓
Unit 3 F	40203F	Written: Foundation	x	✓	x	✓
Unit 3 H	40203H	Written: Higher	x	✓	x	✓
Unit 4	40204	Controlled assessment	x	✓	x	✓
CLASSICAL CIVILISATION: SHORT COURSE						
Unit 1 F	40201F	Written: Foundation	x	✓	x	✓
Unit 1 H	40201H	Written: Higher	x	✓	x	✓
Unit 2 F	40202F	Written: Foundation	x	✓	x	✓
Unit 2 H	40202H	Written: Higher	x	✓	x	✓
Unit 3 F	40203F	Written: Foundation	x	✓	x	✓
Unit 3 H	40203H	Written: Higher	x	✓	x	✓
Unit 4	40204	Controlled assessment	x	✓	x	✓

UNIT	UNIT ENTRY CODE	UNIT TYPE	JAN 2012	JUNE 2012	JAN 2013	JUNE 2013
DANCE						
Unit 1	42301	Written	x	✓	x	✓
Unit 2	42302	Practical	x	✓	x	✓
Unit 3	42303	Controlled assessment	x	✓	x	✓
Unit 4	42304	Controlled assessment	x	✓	x	✓
DESIGN AND TECHNOLOGY: ELECTRONIC PRODUCTS						
Unit 1	45401	Written	x	✓	x	✓
Unit 2	45402	Controlled assessment	x	✓	x	✓
DESIGN AND TECHNOLOGY: FOOD TECHNOLOGY						
Unit 1	45451	Written	x	✓	x	✓
Unit 2	45452	Controlled assessment	x	✓	x	✓
DESIGN AND TECHNOLOGY: GRAPHIC PRODUCTS						
Unit 1	45501	Written	x	✓	x	✓
Unit 2	45502	Controlled assessment	x	✓	x	✓
DESIGN AND TECHNOLOGY: PRODUCT DESIGN						
Unit 1	45551	Written	x	✓	x	✓
Unit 2	45552	Controlled assessment	x	✓	x	✓
DESIGN AND TECHNOLOGY: RESISTANT MATERIALS						
Unit 1	45601	Written	x	✓	x	✓
Unit 2	46502	Controlled assessment	x	✓	x	✓
DESIGN AND TECHNOLOGY: SHORT COURSE						
Unit 1	45751	Written	x	✓	x	✓
Unit 2	45752	Controlled assessment	x	✓	x	✓
DESIGN AND TECHNOLOGY: SYSTEMS AND CONTROL TECHNOLOGY						
Unit 1	45651	Written	x	✓	x	✓
Unit 2	45652	Controlled assessment	x	✓	x	✓
DESIGN AND TECHNOLOGY: TEXTILES TECHNOLOGY						
Unit 1	45701	Written	x	✓	x	✓
Unit 2	45702	Controlled assessment	x	✓	x	✓
DRAMA						
Unit 1	42401	Written	x	✓	x	✓
Unit 2	42402	Controlled assessment: Practical	x	✓	x	✓
ECONOMICS						
Unit 11	413011	Written	✓	✓	✓	✓
Unit 12	413012	Written	x	✓	x	✓
ECONOMICS: SHORT COURSE						
Unit 11	413011	Written	✓	✓	✓	✓
ELECTRONICS						
Unit 1	44301	Written	x	✓	x	✓
Unit 2	44302	Controlled assessment	x	✓	x	✓
ENGINEERING: SINGLE AWARD						
Unit 1	48501	Written	x	✓	x	✓
Unit 2	48502	Controlled assessment	x	✓	x	✓

UNIT	UNIT ENTRY CODE	UNIT TYPE	JAN 2012	JUNE 2012	JAN 2013	JUNE 2013
ENGINEERING: DOUBLE AWARD						
Unit 1	48501	Written	x	✓	x	✓
Unit 2	48502	Controlled assessment	x	✓	x	✓
Unit 3	48503	Written	x	✓	x	✓
Unit 4	48504	Controlled assessment	x	✓	x	✓
ENGLISH (NEW SPECIFICATION)						
Unit 1 F	ENG1F	Written: Foundation	✓	✓	✓	✓
Unit 1 H	ENG1H	Written: Higher	✓	✓	✓	✓
Unit 2	ENG02	Controlled assessment	✓	✓	✓	✓
Unit 3	ENG03	Controlled assessment	✓	✓	✓	✓
ENGLISH LANGUAGE (NEW SPECIFICATION)						
Unit 1 F	ENG1F	Written: Foundation	✓	✓	✓	✓
Unit 1 H	ENG1H	Written: Higher	✓	✓	✓	✓
Unit 2	ENG02	Controlled assessment	✓	✓	✓	✓
Unit 3	ENL03	Controlled assessment	✓	✓	✓	✓
ENGLISH LITERATURE (NEW SPECIFICATION)						
Unit 1 F	47101F	Written: Foundation	✓	✓	✓	✓
Unit 1 H	47101H	Written: Higher	✓	✓	✓	✓
Unit 2 F	47102F	Written: Foundation	✓	✓	✓	✓
Unit 2 H	47102H	Written: Higher	✓	✓	✓	✓
Unit 3	47103	Controlled assessment	✓	✓	✓	✓
Unit 4 F	47104F	Written: Foundation	✓	✓	✓	✓
Unit 4 H	47104H	Written: Higher	✓	✓	✓	✓
Unit 5	47105	Controlled assessment	✓	✓	✓	✓
ENVIRONMENTAL SCIENCE						
Unit 1 F	44401F	Written: Foundation	x	✓	x	✓
Unit 1 H	44401H	Written: Higher	x	✓	x	✓
Unit 2	44402	Controlled assessment: ISA+PSA	x	✓	x	✓
EXPRESSIVE ARTS						
Unit 1	42601	Exam Presentation: Practical	x	✓	x	✓
Unit 2	42602	Controlled assessment	x	✓	x	✓
FRENCH: FULL COURSE						
Unit 1 F	46551F	Listening test: Foundation	✓	✓	✓	✓
Unit 1 H	46551H	Listening test: Higher	✓	✓	✓	✓
Unit 2 F P	46552F	Reading test: Foundation: Paper based	✓	✓	✓	✓
Unit 2 F S	FR2FS	Reading test: Foundation: On-screen	x	✓	✓	✓
Unit 2 H P	46552H	Reading test: Higher: Paper based	✓	✓	✓	✓
Unit 2 H S	FR2HS	Reading test: Higher: On-screen	x	✓	✓	✓
Unit 3	46553	Controlled assessment: Speaking	x	✓	x	✓
Unit 4	46554	Controlled assessment: Writing	x	✓	x	✓
FRENCH: SHORT COURSE IN SPOKEN LANGUAGE						
Unit 1 F	46551F	Listening test: Foundation	✓	✓	✓	✓
Unit 1 H	46551H	Listening test: Higher	✓	✓	✓	✓
Unit 3	46553	Controlled assessment: Speaking	x	✓	x	✓

UNIT	UNIT ENTRY CODE	UNIT TYPE	JAN 2012	JUNE 2012	JAN 2013	JUNE 2013
FRENCH: SHORT COURSE IN WRITTEN LANGUAGE						
Unit 2 F P	46552F	Reading test: Foundation: Paper based	✓	✓	✓	✓
Unit 2 F S	FR2FS	Reading test: Foundation: On-screen	x	✓	✓	✓
Unit 2 H P	46552H	Reading test: Higher: Paper based	✓	✓	✓	✓
Unit 2 H S	FR2HS	Reading test: Higher: On-screen	x	✓	✓	✓
Unit 4	46554	Controlled assessment: Writing	x	✓	x	✓
GENERAL STUDIES						
Unit 1	47601	Written	x	✓	x	✓
Unit 2	47602	Objective Test & Written	x	✓	x	✓
GEOGRAPHY A: FULL COURSE						
Unit 1 F	40301F	Written: Foundation	x	✓	x	✓
Unit 1 H	40301H	Written: Higher	x	✓	x	✓
Unit 2 F	40302F	Written: Foundation	x	✓	x	✓
Unit 2 H	40302H	Written: Higher	x	✓	x	✓
Unit 3	40303	Controlled assessment	x	✓	x	✓
GEOGRAPHY A: SHORT COURSE						
Unit SC1 F	40304F	Written: Foundation	x	✓	x	✓
Unit SC1 H	40304H	Written: Higher	x	✓	x	✓
Unit 3	40303	Controlled assessment	x	✓	x	✓
GEOGRAPHY B: FULL COURSE						
Unit 1 F	40351F	Written: Foundation	✓	✓	✓	✓
Unit 1 H	40351H	Written: Higher	✓	✓	✓	✓
Unit 2 F	40352F	Written: Foundation	✓	✓	✓	✓
Unit 2 H	40352H	Written: Higher	✓	✓	✓	✓
Unit 3 F	40353F	Written: Foundation	x	✓	x	✓
Unit 3 H	40353H	Written: Higher	x	✓	x	✓
Unit 4	40354	Controlled assessment	x	✓	x	✓
GEOGRAPHY B: SHORT COURSE						
Unit 1 F	40351F	Written: Foundation	✓	✓	✓	✓
Unit 1 H	40351H	Written: Higher	✓	✓	✓	✓
Unit 4	40354	Controlled assessment	x	✓	x	✓
GERMAN: FULL COURSE						
Unit 1 F	46651F	Listening test: Foundation	✓	✓	✓	✓
Unit 1 H	46651H	Listening test: Higher	✓	✓	✓	✓
Unit 2 F P	46652F	Reading test: Foundation: Paper based	✓	✓	✓	✓
Unit 2 F S	GM2FS	Reading test: Foundation: On-screen	x	✓	✓	✓
Unit 2 H P	46652H	Reading test: Higher: Paper based	✓	✓	✓	✓
Unit 2 H S	GM2HS	Reading test: Higher: On-screen	x	✓	✓	✓
Unit 3	46653	Controlled assessment: Speaking	x	✓	x	✓
Unit 4	46654	Controlled assessment: Writing	x	✓	x	✓
GERMAN: SHORT COURSE IN SPOKEN LANGUAGE						
Unit 1 F	46651F	Listening test: Foundation	✓	✓	✓	✓
Unit 1 H	46651H	Listening test: Higher	✓	✓	✓	✓
Unit 3	46653	Controlled assessment: Speaking	x	✓	x	✓

UNIT	UNIT ENTRY CODE	UNIT TYPE	JAN 2012	JUNE 2012	JAN 2013	JUNE 2013
GERMAN: SHORT COURSE IN WRITTEN LANGUAGE						
Unit 2 F P	46652F	Reading test: Foundation: Paper based	✓	✓	✓	✓
Unit 2 F S	GM2FS	Reading test: Foundation: On-screen	x	✓	✓	✓
Unit 2 H P	46652H	Reading test: Higher: Paper based	✓	✓	✓	✓
Unit 2 H S	GM2HS	Reading test: Higher: On-screen	x	✓	✓	✓
Unit 4	46654	Controlled assessment: Writing	x	✓	x	✓
HEALTH AND SOCIAL CARE: SINGLE AWARD						
Unit 1	48201	Written	✓	✓	✓	✓
Unit 2	48202	Controlled assessment	x	✓	x	✓
HEALTH AND SOCIAL CARE: DOUBLE AWARD						
Unit 1	48201	Written	✓	✓	✓	✓
Unit 2	48202	Controlled assessment	x	✓	x	✓
Unit 3	48203	Written	✓	✓	✓	✓
Unit 4	48204	Controlled assessment	x	✓	x	✓
HISTORY A: FULL COURSE						
Unit 1A	40401A	Written	x	✓	x	✓
Unit 1B	40401B	Written	x	✓	x	✓
Unit 2A	40402A	Written	x	✓	x	✓
Unit 2B	40402B	Written	x	✓	x	✓
Unit 2C	40402C	Written	x	✓	x	✓
Unit 2D	40402D	Written	x	✓	x	✓
Unit 3	40403	Controlled assessment	x	✓	x	✓
HISTORY A: SHORT COURSE						
Unit 3	40403	Controlled assessment	x	✓	x	✓
Unit 4A	40404A	Written	x	✓	x	✓
Unit 4B	40404B	Written	x	✓	x	✓
HISTORY B: FULL COURSE						
Unit 1	40451	Written	✓	✓	✓	✓
Unit 2	40452	Written	x	✓	x	✓
Unit 3	40453	Controlled assessment	x	✓	x	✓
HISTORY B: SHORT COURSE						
Unit 3	40453	Controlled assessment	x	✓	x	✓
Unit 4	40454	Written	x	✓	x	✓
HOME ECONOMICS: CHILD DEVELOPMENT						
Unit 1	45801	Written	x	✓	x	✓
Unit 2	45802	Controlled assessment	x	✓	x	✓
Unit 3	45803	Controlled assessment	x	✓	x	✓
HOME ECONOMICS: FOOD AND NUTRITION						
Unit 1	45851	Written	x	✓	x	✓
Unit 2	45852	Controlled assessment	x	✓	x	✓
HUMAN HEALTH AND PHYSIOLOGY						
Unit 1 F	44151F	Written	x	✓	x	✓
Unit 1 H	44151H	Written	x	✓	x	✓
Unit 2	44152	Controlled assessment: ISA+PSA	x	✓	x	✓

UNIT	UNIT ENTRY CODE	UNIT TYPE	JAN 2012	JUNE 2012	JAN 2013	JUNE 2013
HUMANITIES						
Unit 1	40701	Written	x	✓	x	✓
Unit 2	40702	Written	x	✓	x	✓
Unit 3	40703	Controlled assessment	x	✓	x	✓
INFORMATION AND COMMUNICATION TECHNOLOGY: FULL COURSE (NEW SPECIFICATION)						
Unit 1	45201	Written Paper (Paper based)	✓	✓	✓	✓
Unit 1	45201S	Written Paper (On-screen)	✓	✓	✓	✓
Unit 2	45202	Controlled assessment	x	✓	x	✓
Unit 3	45203	Controlled assessment	✓	✓	✓	✓
INFORMATION AND COMMUNICATION TECHNOLOGY: SHORT COURSE (NEW SPECIFICATION)						
Unit SC1	45204	Written Paper (Paper based)	✓	✓	✓	✓
Unit SC1	45204S	Written Paper (On-screen)	✓	✓	✓	✓
Unit 2	45202	Controlled assessment	x	✓	x	✓
ITALIAN: FULL COURSE						
Unit 1 F	46301F	Listening test: Foundation	x	✓	x	✓
Unit 1 H	46301H	Listening test: Higher	x	✓	x	✓
Unit 2 F	46302F	Reading test: Foundation	x	✓	x	✓
Unit 2 H	46302H	Reading test: Higher	x	✓	x	✓
Unit 3	46303	Controlled assessment: Speaking	x	✓	x	✓
Unit 4	46304	Controlled assessment: Writing	x	✓	x	✓
ITALIAN: SHORT COURSE IN SPOKEN LANGUAGE						
Unit 1 F	46301F	Listening test: Foundation	x	✓	x	✓
Unit 1 H	46301H	Listening test: Higher	x	✓	x	✓
Unit 3	46303	Controlled assessment: Speaking	x	✓	x	✓
ITALIAN: SHORT COURSE IN WRITTEN LANGUAGE						
Unit 2 F	46302F	Reading test: Foundation	x	✓	x	✓
Unit 2 H	46302H	Reading test: Higher	x	✓	x	✓
Unit 4	46304	Controlled assessment: Writing	x	✓	x	✓
LAW						
Unit 1	41601	Written	x	✓	x	✓
Unit 2	41602	Written	x	✓	x	✓
LEISURE AND TOURISM: SINGLE AWARD						
Unit 1	48401	Written	✓	✓	✓	✓
Unit 2	48402	Controlled assessment	x	✓	x	✓
LEISURE AND TOURISM: DOUBLE AWARD						
Unit 1	48401	Written	✓	✓	✓	✓
Unit 2	48402	Controlled assessment	x	✓	x	✓
Unit 3	48403	Written	✓	✓	✓	✓
Unit 4	48404	Controlled assessment	x	✓	x	✓
MATHEMATICS (NEW SPECIFICATION)			See page 36			
MEDIA STUDIES: SINGLE AWARD						
Unit 1	48101	Written	x	✓	x	✓
Unit 2	48102	Controlled assessment	x	✓	x	✓

UNIT	UNIT ENTRY CODE	UNIT TYPE	JAN 2012	JUNE 2012	JAN 2013	JUNE 2013
MEDIA STUDIES: DOUBLE AWARD						
Unit 1	48101	Written	x	✓	x	✓
Unit 2	48102	Controlled assessment	x	✓	x	✓
Unit 3	48103	Written	x	✓	x	✓
Unit 4	48104	Controlled assessment	x	✓	x	✓
MODERN HEBREW: FULL COURSE						
Unit 1	46751	Listening test	x	✓	x	✓
Unit 2	46752	Reading test	x	✓	x	✓
Unit 3	46753	Speaking test	x	✓	x	✓
Unit 4	46754	Writing test	x	✓	x	✓
MODERN HEBREW: SHORT COURSE IN SPOKEN LANGUAGE						
Unit 1	46751	Listening test	x	✓	x	✓
Unit 3	46753	Speaking test	x	✓	x	✓
MODERN HEBREW: SHORT COURSE IN WRITTEN LANGUAGE						
Unit 2	46752	Reading test	x	✓	x	✓
Unit 4	46754	Writing test	x	✓	x	✓
MUSIC						
Unit 1	42701	Written	x	✓	x	✓
Unit 2	42702	Externally assessed	x	✓	x	✓
Unit 3	42703	Controlled assessment	x	✓	x	✓
Unit 4	42704	Controlled assessment	x	✓	x	✓
PANJABI: FULL COURSE						
Unit 1 F	46801F	Listening test: Foundation	x	✓	x	✓
Unit 1 H	46801H	Listening test: Higher	x	✓	x	✓
Unit 2 F	46802F	Reading test: Foundation	x	✓	x	✓
Unit 2 H	46802H	Reading test: Higher	x	✓	x	✓
Unit 3	46803	Speaking test	x	✓	x	✓
Unit 4	46804	Writing test	x	✓	x	✓
PANJABI: SHORT COURSE IN SPOKEN LANGUAGE						
Unit 1 F	46801F	Listening test: Foundation	x	✓	x	✓
Unit 1 H	46801H	Listening test: Higher	x	✓	x	✓
Unit 3	46803	Speaking test	x	✓	x	✓
PANJABI: SHORT COURSE IN WRITTEN LANGUAGE						
Unit 2 F	46802F	Reading test: Foundation	x	✓	x	✓
Unit 2 H	46802H	Reading test: Higher	x	✓	x	✓
Unit 4	46804	Writing test	x	✓	x	✓
PERFORMING ARTS						
Unit 1	48801	Controlled assessment	x	✓	x	✓
Unit 2	48802	Externally set brief	x	✓	x	✓
PERFORMING ARTS: DOUBLE AWARD						
Unit 1	48801	Controlled assessment	x	✓	x	✓
Unit 2	48802	Externally set brief	x	✓	x	✓
Unit 3	48803	Controlled assessment	x	✓	x	✓
Unit 4	48804	Externally set commission	x	✓	x	✓

UNIT	UNIT ENTRY CODE	UNIT TYPE	JAN 2012	JUNE 2012	JAN 2013	JUNE 2013
PHYSICAL EDUCATION: FULL COURSE						
Unit 3	48903	Written	x	✓	x	✓
Unit 4	48904	Controlled assessment	x	✓	x	✓
PHYSICAL EDUCATION: SHORT COURSE						
Unit 1	48901	Written	x	✓	x	✓
Unit 2	48902	Controlled assessment	x	✓	x	✓
PHYSICAL EDUCATION: DOUBLE AWARD						
Unit 3	48903	Written	x	✓	x	✓
Unit 4	48904	Controlled assessment	x	✓	x	✓
Unit 5	48905	Written	x	✓	x	✓
Unit 6	48906	Controlled assessment	x	✓	x	✓
PHYSICS (NEW SPECIFICATION)						
Unit 1 F	PH1FP	Written: Foundation	✓	✓	✓	✓
Unit 1 H	PH1HP	Written: Higher	✓	✓	✓	✓
Unit 2 F	PH2FP	Written: Foundation	x	✓	✓	✓
Unit 2 H	PH2HP	Written: Higher	x	✓	✓	✓
Unit 3 F	PH3FP	Written: Foundation	x	x	x	✓
Unit 3 H	PH3HP	Written: Higher	x	x	x	✓
Unit 4	PH4P	Controlled Assessment	x	x	x	✓
POLISH: FULL COURSE						
Unit 1	46851	Listening test	x	✓	x	✓
Unit 2	46852	Reading test	x	✓	x	✓
Unit 3	46853	Speaking test	x	✓	x	✓
Unit 4	46854	Writing test	x	✓	x	✓
POLISH: SHORT COURSE IN SPOKEN LANGUAGE						
Unit 1	46851	Listening test	x	✓	x	✓
Unit 3	46853	Speaking test	x	✓	x	✓
POLISH: SHORT COURSE IN WRITTEN LANGUAGE						
Unit 2	46852	Reading test	x	✓	x	✓
Unit 4	46854	Writing test	x	✓	x	✓
PSYCHOLOGY: FULL COURSE						
Unit 1	41801	Written	x	✓	x	✓
Unit 2	41802	Written	x	✓	x	✓
PSYCHOLOGY: SHORT COURSE						
Unit 1	41801	Written	x	✓	x	✓

UNIT	UNIT ENTRY CODE	UNIT TYPE	JAN 2012	JUNE 2012	JAN 2013	JUNE 2013
RELIGIOUS STUDIES SPECIFICATION A: FULL COURSE						
Unit 1	405001	Written	x	✓	x	✓
Unit 2	405002	Written	x	✓	x	✓
Unit 3	405003	Written	x	✓	x	✓
Unit 4	405004	Written	x	✓	x	✓
Unit 5	405005	Written	x	✓	x	✓
Unit 6	405006	Written	x	✓	x	✓
Unit 7	405007	Written	x	✓	x	✓
Unit 8	405008	Written	x	✓	x	✓
Unit 9	405009	Written	x	✓	x	✓
Unit 10	405010	Written	x	✓	x	✓
Unit 11	405011	Written	x	✓	x	✓
Unit 12	405012	Written	x	✓	x	✓
Unit 13	405013	Written	x	✓	x	✓
Unit 14	405014	Written	x	✓	x	✓
RELIGIOUS STUDIES SPECIFICATION A: SHORT COURSE						
Unit 1	405001	Written	x	✓	x	✓
Unit 2	405002	Written	x	✓	x	✓
Unit 3	405003	Written	x	✓	x	✓
Unit 4	405004	Written	x	✓	x	✓
Unit 5	405005	Written	x	✓	x	✓
Unit 6	405006	Written	x	✓	x	✓
Unit 7	405007	Written	x	✓	x	✓
Unit 8	405008	Written	x	✓	x	✓
Unit 9	405009	Written	x	✓	x	✓
Unit 10	405010	Written	x	✓	x	✓
Unit 11	405011	Written	x	✓	x	✓
Unit 12	405012	Written	x	✓	x	✓
Unit 13	405013	Written	x	✓	x	✓
Unit 14	405014	Written	x	✓	x	✓
RELIGIOUS STUDIES SPECIFICATION B: FULL COURSE						
Unit 1	40551	Written	x	✓	x	✓
Unit 2	40552	Written	x	✓	x	✓
Unit 3	40553	Written	x	✓	x	✓
Unit 4	40554	Written	x	✓	x	✓
Unit 5	40555	Written	x	✓	x	✓
Unit 6	40556	Written	x	✓	x	✓
RELIGIOUS STUDIES SPECIFICATION B: SHORT COURSE						
Unit 1	40551	Written	x	✓	x	✓
Unit 2	40552	Written	x	✓	x	✓
Unit 3	40553	Written	x	✓	x	✓
Unit 4	40554	Written	x	✓	x	✓
Unit 5	40555	Written	x	✓	x	✓
Unit 6	40556	Written	x	✓	x	✓

UNIT	UNIT ENTRY CODE	UNIT TYPE	JAN 2012	JUNE 2012	JAN 2013	JUNE 2013
SCIENCE A (NEW SPECIFICATION)						
Unit 1 F	BL1FP	Biology 1: Written: Foundation	✓	✓	✓	✓
Unit 1 H	BL1HP	Biology 1: Written: Higher	✓	✓	✓	✓
Unit 2 F	CH1FP	Chemistry 1: Written: Foundation	✓	✓	✓	✓
Unit 2 H	CH1HP	Chemistry 1: Written: Higher	✓	✓	✓	✓
Unit 3 F	PH1FP	Physics 1: Written: Foundation	✓	✓	✓	✓
Unit 3 H	PH1HP	Physics 1: Written: Higher	✓	✓	✓	✓
Unit 4	SCA4P	Controlled Assessment	x	✓	x	✓
Unit 5 F	SCA1FP	Science A1: Written: Foundation	✓	✓	✓	✓
Unit 5 H	SCA1HP	Science A1: Written: Higher	✓	✓	✓	✓
Unit 6 F	SCA2FP	Science A2: Written: Foundation	✓	✓	✓	✓
Unit 6 H	SCA2HP	Science A2: Written: Higher	✓	✓	✓	✓
SCIENCE B (NEW SPECIFICATION)		See page 51				
SOCIOLOGY: FULL COURSE						
Unit 1	41901	Written	✓	✓	✓	✓
Unit 2	41902	Written	✓	✓	✓	✓
SOCIOLOGY: SHORT COURSE						
Unit 1	41901	Written	✓	✓	✓	✓
SPANISH: FULL COURSE						
Unit 1 F	46951F	Listening test: Foundation	✓	✓	✓	✓
Unit 1 H	46951H	Listening test: Higher	✓	✓	✓	✓
Unit 2 F P	46952F	Reading test: Foundation: Paper based	✓	✓	✓	✓
Unit 2 F S	SP2FS	Reading test: Foundation: On-screen	x	✓	✓	✓
Unit 2 H P	46952H	Reading test: Higher: Paper based	✓	✓	✓	✓
Unit 2 H S	SP2HS	Reading test: Higher: On-screen	x	✓	✓	✓
Unit 3	46953	Controlled assessment: Speaking	x	✓	x	✓
Unit 4	46954	Controlled assessment: Writing	x	✓	x	✓
SPANISH: SHORT COURSE IN SPOKEN LANGUAGE						
Unit 1 F	46951F	Listening test: Foundation	✓	✓	✓	✓
Unit 1 H	46951H	Listening test: Higher	✓	✓	✓	✓
Unit 3	46953	Controlled assessment: Speaking	x	✓	x	✓
SPANISH: SHORT COURSE IN WRITTEN LANGUAGE						
Unit 2 F P	46952F	Reading test: Foundation: Paper based	✓	✓	✓	✓
Unit 2 F S	SP2FS	Reading test: Foundation: On-screen	x	✓	✓	✓
Unit 2 H P	46952H	Reading test: Higher: Paper based	✓	✓	✓	✓
Unit 2 H S	SP2HS	Reading test: Higher: On-screen	x	✓	✓	✓
Unit 4	46954	Controlled assessment: Writing	x	✓	x	✓
STATISTICS: FULL COURSE						
Unit 1 F	43101F	Written: Foundation	x	✓	x	✓
Unit 1 H	43101H	Written: Higher	x	✓	x	✓
Unit 2	43102	Controlled assessment	x	✓	x	✓

UNIT	UNIT ENTRY CODE	UNIT TYPE	JAN 2012	JUNE 2012	JAN 2013	JUNE 2013
URDU: FULL COURSE						
Unit 1 F	46451F	Listening test: Foundation	x	✓	x	✓
Unit 1 H	46451H	Listening test: Higher	x	✓	x	✓
Unit 2 F	46452F	Reading test: Foundation	x	✓	x	✓
Unit 2 H	46452H	Reading test: Higher	x	✓	x	✓
Unit 3	46453	Controlled assessment: Speaking	x	✓	x	✓
Unit 4	46454	Controlled assessment: Writing	x	✓	x	✓
URDU: SHORT COURSE IN SPOKEN LANGUAGE						
Unit 1 F	46451F	Listening test: Foundation	x	✓	x	✓
Unit 1 H	46451H	Listening test: Higher	x	✓	x	✓
Unit 3	46453	Controlled assessment: Speaking	x	✓	x	✓
URDU: SHORT COURSE IN WRITTEN LANGUAGE						
Unit 2 F	46452F	Reading test: Foundation	x	✓	x	✓
Unit 2 H	46452H	Reading test: Higher	x	✓	x	✓
Unit 4	46454	Controlled assessment: Writing	x	✓	x	✓

SCIENCE B (NEW SPECIFICATION)								
UNIT	UNIT ENTRY CODE	UNIT TYPE	NOV 2011	MAR 2012	JUNE 2012	NOV 2012	MAR 2013	JUNE 2013
Unit 1 F	SCB1FP	Written: Foundation	✓	✓	✓	✓	✓	✓
Unit 1 H	SCB1HP	Written: Higher	✓	✓	✓	✓	✓	✓
Unit 2 F	SCB2FP	Written: Foundation	x	✓	✓	✓	✓	✓
Unit 2 H	SCB2HP	Written: Higher	x	✓	✓	✓	✓	✓
Unit 3 F	SCB3FP	Written: Foundation	x	✓	✓	✓	✓	✓
Unit 3 H	SCB3HP	Written: Higher	x	✓	✓	✓	✓	✓
Unit 4	SCB4P	Controlled Assessment	x	x	✓	x	x	✓