

Examination of Long Answers

Guidance for Exams Officers
and Invigilators regarding our new
question paper style and packeting
arrangements
V1.4

Introduction

What is this booklet about?

This update tells you:

- about changes to exams with separate question papers and unconstrained answer books.

There will be a new:

- simplified, two-digit question numbering system
- style of answer book with spaces for students to write the two-digit question numbers
- how we are improving our service by packeting our new answer book with the question papers for components / units being marked by examiners on screen.

What is this booklet for?

This booklet will help Exams Officers and Invigilators to manage the new arrangements with confidence. It is designed to complement *Examination of Long Answers: Information for teachers and students about changes to our question paper style and new answer book*, and to confirm the logistical arrangements for AQA exams.

What other support is available on the Examination of Long Answers?

- Guides for:
 - Teachers
 - Students
- Question papers showing the new numbering system:
 - summer 2011 papers are in Secure Key Materials (until April 2012)
 - specimen question papers are on the subject pages of aqa.org.uk
- AQA Research papers on the impact and reliability of marking long answers on screen and the new numbering system.

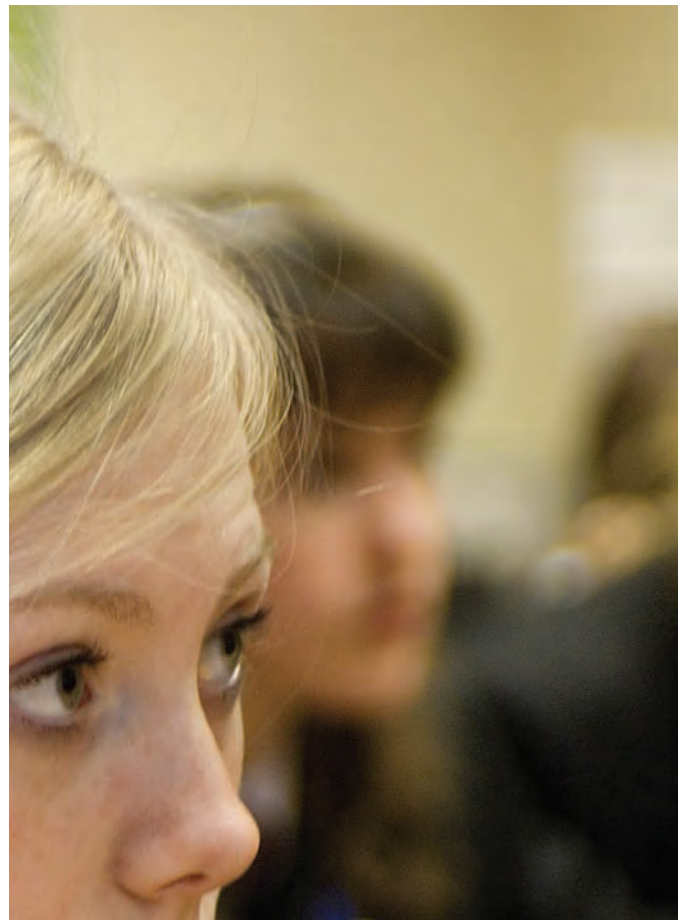
For more information on this topic, please contact Exams Office Support (e-mail eos@aqa.org.uk or call 0844 209 6614).

Thank you in anticipation of your support.

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Frequently asked questions and answers

How have AQA's question papers changed?

Our question papers:

- are typeset in Arial font*, thereby improving accessibility to students
- require students to write in black ink or black ball point pen. Blue pens are not acceptable. This is to ensure that, where electronic images of scripts are marked by examiners on screen, all students' responses can be accessed and rewarded appropriately.

For exams with separate question papers and unconstrained answer books, there will be a new:

- simplified, two-digit question numbering system
- style of answer book with spaces for students to write the two-digit question numbers.

* Mathematics papers will be typeset largely in Times New Roman font. Formulae, equations and expressions are considered more accessible in this font.



How do I find out which components / units will be working with the new question numbering system and new AQA answer book?

See the subject notice boards for specification-specific information or the Excel spreadsheet (which can be organised by component code) published on the Exams Officers pages of aqa.org.uk

Why are there two different approaches to the packaging and despatch of assessment materials and what does this mean for Exams Officers and Invigilators?

In June 2010, we piloted two different approaches to the packaging and despatch of assessment materials for components / units working with the new question numbering system and new AQA answer book.

During summer 2010, we consulted Exams Officers about the new logistical arrangements and agreed that we would continue to packet unconstrained answer books together with question papers (**Approach 1**), but only for those components / units being **marked on screen by examiners**. Exams Officers and Invigilators reported that these arrangements:

- support their work as they will not need to spend time matching the correct size / type of answer book to each component / unit listed
- are manageable, even though increased storage space will be required.

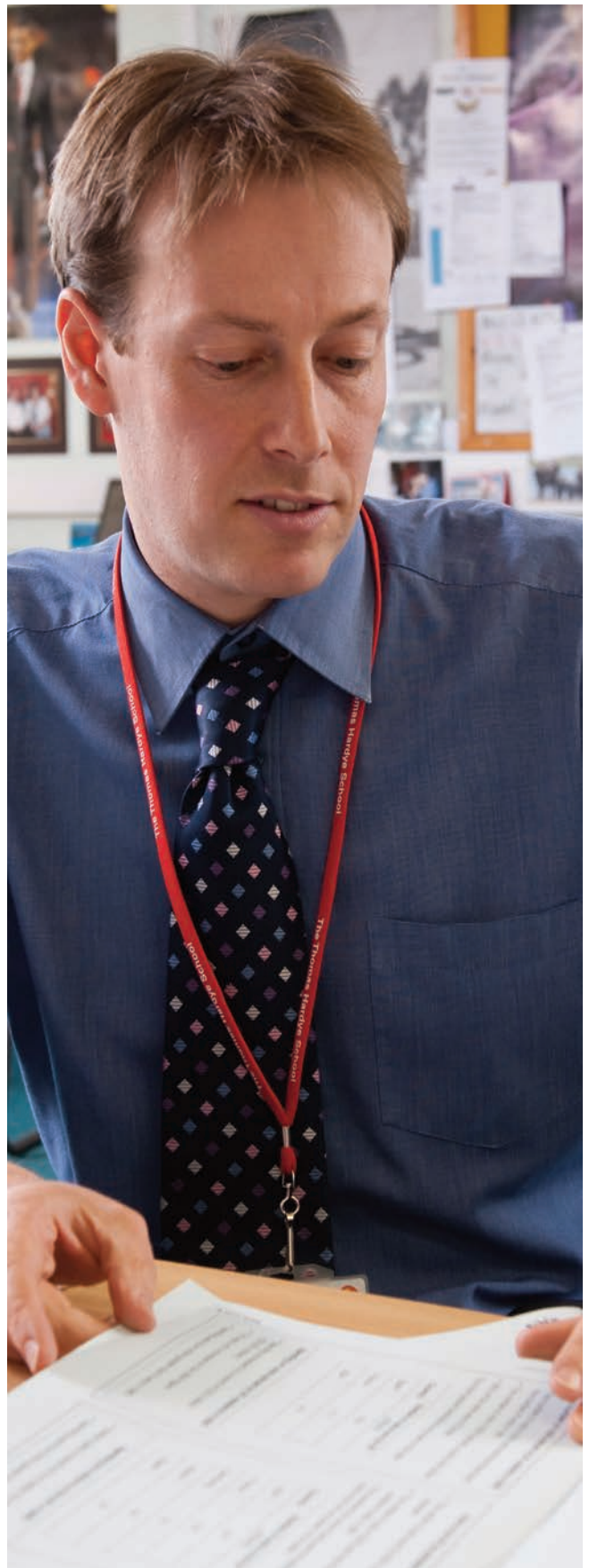
Where components / units are being **marked conventionally by our examiners (Approach 2)**, we will continue to send schools/colleges quantities of the AQA answer books as part of the stationery despatches made prior to each exam series. Exams Officers and Invigilators should match the answer book requirements specified on the subject notice boards / the Excel spreadsheet published on the Exams Officers pages of aqa.org.uk and on the question paper packet labels, as appropriate.

Objective Test Question (OTQ) answer sheets and graph paper will continue to be sent to schools/colleges as part of our stationery despatches. Exams Officers and Invigilators should provide these materials to students at the beginning of each exam as appropriate. Please refer to question paper packet labels for details of exams requiring these materials.

What are the benefits, for my school/ college, of the new question paper style, packeting and despatch arrangements?

There are many benefits for schools/colleges, including that the changes:

- enable us to further support Exams Officers and Invigilators. You will not need to spend time matching the correct size / type of answer books to question papers and will not need to be concerned that the wrong size / type of answer book has been used in exams
- help us to publish results on time
- enable us to collect, for components / units being marked on screen, students' marks for individual questions and to offer instant Enhanced Results Analysis (ERA), providing detailed analyses of both students' and schools'/colleges' performance in exams
- enable schools/colleges to access fully annotated scripts (via the Access to Scripts service), so that teachers can see how and where marks have been allocated. They can then feed this knowledge and information into their delivery of the specification.



At-a-glance view of logistical arrangements

There will be two approaches to the packeting and despatch of question papers and answer books:

Approach 1 Components / units being marked on-screen by examiners

Components / units marked on-screen by examiners* that are working with

- separate question papers and unconstrained answer books

and the

- **simplified, two-digit question numbering system**
- **AQA answer book**

Will have:

the specially designed **AQA answer books packeted together with the question papers.**

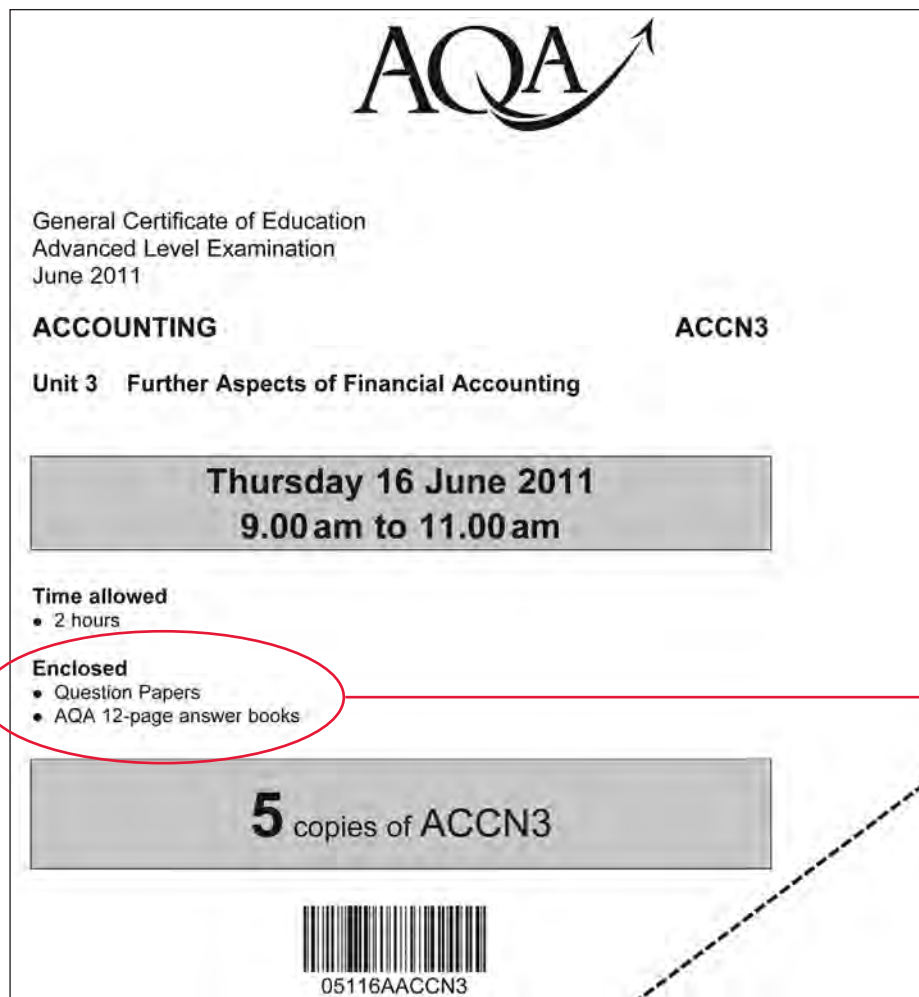
The packet labels will read:

Enclosed

- Question Papers
- **AQA 8-/12-/16-*page answer books.**

*(as appropriate)

*To confirm the approach being taken by the units you offer, please see the subject notice boards and / or the Excel spreadsheet published on the Exams Officers pages of aqa.org.uk



AQA

General Certificate of Education
Advanced Level Examination
June 2011

ACCOUNTING **ACCN3**

Unit 3 Further Aspects of Financial Accounting

Thursday 16 June 2011
9.00 am to 11.00 am


Time allowed

- 2 hours

Enclosed

- Question Papers
- AQA 12-page answer books

5 copies of ACCN3


05116AACCN3

The question paper packet labels for components / units following this approach will confirm the size of answer book packeted together with the question papers.

Approach 2 Components / units being marked conventionally by examiners

Components / units marked conventionally by examiners* that are working with

- separate question papers and unconstrained answer books

and the

- **simplified, two-digit question numbering system**
- **new AQA answer book**

Will have:

the specially designed **answer books** despatched to schools/ colleges **as part of the stationery despatches** made prior to each exam series.


The question paper packet labels will read

To be provided by the Invigilator

- One **AQA 8-/12-/16-***page answer book per student.

*(as appropriate)

*To confirm the approach being taken by the units you offer, please see the subject notice boards and / or the Excel spreadsheet published on the Exams Officers pages of aqa.org.uk



General Certificate of Education
Advanced Level Examination
June 2011

GOVERNMENT AND POLITICS **GOV4A**

Unit 4A The Government of the USA

Thursday 16 June 2011
1.30 pm to 3.00 pm

Time allowed

- 1 hour 30 minutes


Enclosed

- Question Papers

To be provided by the Invigilator

- One AQA 12-page answer book per candidate

5 copies of GOV4A



05116AGOV4A

The question paper packet labels for components / units following this approach will confirm the size of answer book to be issued by Exams Officers / Invigilators

What is the new question numbering system?

The traditional numbering system has been replaced by a two-digit system. Questions will start at 01 and run consecutively throughout the question paper. The table below illustrates how the new question numbering system will work.

| Traditional numbering system | New long answer numbering system |
|-----------------------------------|-----------------------------------|
| Question / Topic / Theme 1 | Question / Topic / Theme 1 |
| 1(a) | 01 |
| 1(b) | 02 |
| Question / Topic / Theme 2 | Question / Topic / Theme 2 |
| 2(a) | 03 |
| 2(b) | 04 |
| 2(c)(i) | 05 |
| 2(c)(ii) | 06 |
| Question / Topic / Theme 3 | Question / Topic / Theme 3 |
| 3(a) | 07 |
| 3(b) | 08 |
| 3(c)(i) | 09 |
| 3(c)(ii) | 10 |
| 3(c)(iii) | 11 |
| 3(d) | 12 |
| etc | etc |

What do the new papers look like?

New-style question papers are available on:

- Secure Key Materials (summer 2011 papers are available until April 2012)
- the subject pages of aqa.org.uk (specimen question papers).

What will the new AQA answer books look like?

The new AQA answer books are similar to those used in subjects with traditional essay-based questions, so the format will be familiar to Exams Officers, Invigilators and students. See **Appendix A** for an example of the new format answer book. The instructions on the front cover of the new AQA answer books, and the layout of the answer pages, is standard across answer books with 8, 12 and 16 pages.

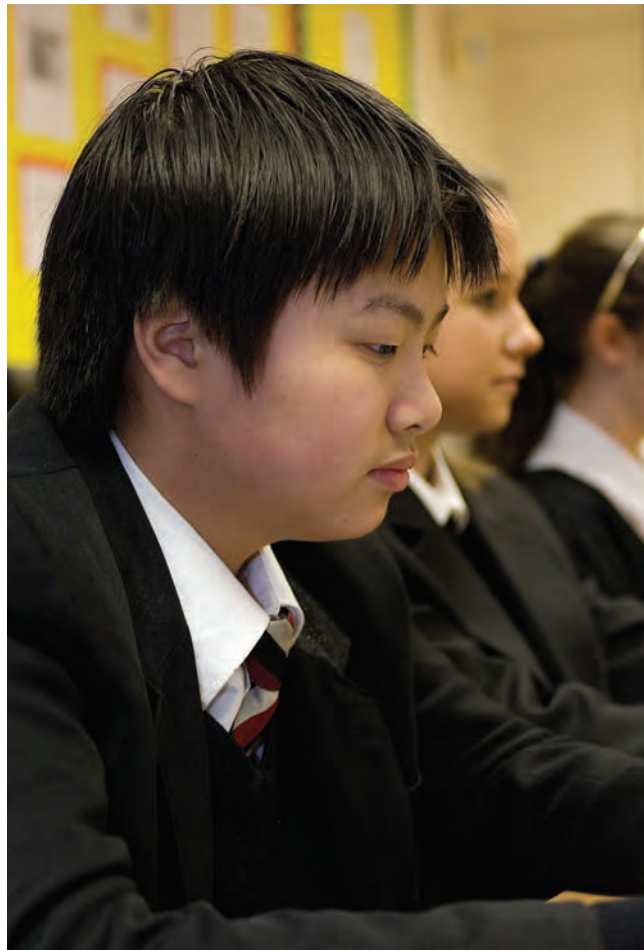
Will common exam stationery for on-screen assessments be developed and used by the unitary awarding bodies in future, or are the AQA answer books here to stay?

We have discussed with our JCQ partners the potential to develop common exam stationery for on-screen assessments. Unfortunately, because we use different types of technologies in different aspects of our services, it is not going to be possible to develop common stationery.

We only use technology where we are certain that it:

- provides improvements
- does not adversely affect the quality of our assessments or students' attainments.

We take a great deal of care to ensure that our developments are supported by rigorous research and deliver what you and your students want and need.





What are the benefits for students of using this new answer book?

The new answer book offers students greater flexibility in the exam. Students:

- can answer questions in any order
- are able to add further material to an answer or to review / rework what has been produced with greater ease, thus avoiding the potential 'loss' of information through confused additions to the original answer
- are supported to produce answers that are appropriate to the marks allocated but which are not 'constrained' by the number of lines allocated to an answer. So, for example, the size of a student's handwriting will not be an issue and should not result in a large number of additional pages being used in the exam.

What should a student do if they want to return to an answer later in the exam?

Students should leave **two** lines between each of their answers. If students wish to add more material to an answer, they should **not** try to squeeze it into these two lines, extend it into the margin of the answer book, or attach additional sheets to their answer book. Students should, instead:

- go to the end of the last response they have written in the answer book
- leave at least two lines
- write the number of the question again, using the white boxes next to the start of each response
- write the additional material.

When writing the two-digit question number, students must take care to:

- copy the numbers exactly as shown in the boxes on the exam paper eg

| | |
|---|---|
| 0 | 1 |
|---|---|

| | |
|---|---|
| 0 | 2 |
|---|---|

. They must **not** rewrite the number of the section, topic or theme being addressed
- write the question number in the white boxes next to the start of their answer **not** in the body of their answer.

What if a student runs out of space in their answer book?

We have given careful consideration to the size of the answer book issued for each component / unit. Confirmation of the size of answer book for each component / unit is given on the:

- relevant question paper packet label
- subject notice boards at aqa.org.uk
- Excel spreadsheet (which can be sorted by component code) on the Exams Officers pages.

Each student will be given **one** answer book at the start of the exam. If a student runs out of space, additional sheets will **not** be issued. The Invigilator will, instead, give the student an AQA four-page *Supplementary* answer book in which to continue his / her response. See **Appendix B** for an example of the new four-page *Supplementary* answer book.

Students must:

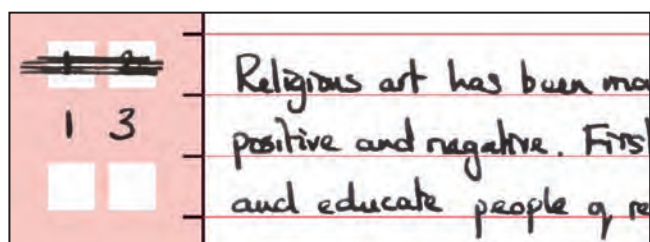
- complete all of the information required on the front of the four-page *Supplementary* answer book
- tag together all answer books used at the end of the exam.

AQA's four-page *Supplementary* answer books and the tags used to join a student's answer books together will be despatched, in bulk, to schools/colleges as part of the stationery despatches made prior to each exam series. Despatches will be made on the basis of one four-page *Supplementary* answer book and treasury tag being issued for every three students entered for a component / unit. Not all students should need to use a four-page *Supplementary* answer book so schools/colleges will be able to build up a reasonable but not unmanageable stock of this stationery. We will work hard to ensure that the storage of this answer book does not become an issue for you. We review the size of the answer book issued for each component / unit following each exam. Where large numbers of four-page *Supplementary* answer books are issued to students, we will increase the size of the initial answer book issued in future exams.

What if, under the stress of exam conditions, students make a mistake when working with this new question numbering system and answer book?

Our new numbering system is very simple and our answer books easy to use. To help students work with the materials successfully, it would be most helpful if they try their best to follow the guidance given here and on the front of the question papers and answer books.

If students make a mistake when writing the number of the question being answered, they should fill in the boxes and write the question number in the space immediately below the boxes, as illustrated here:



Examiners will see students' scripts where it is not possible to:

- scan material and / or
- immediately identify the question(s) answered due to legibility issues.


Please note: access arrangements will continue to apply for students with special needs. Those who have permission to use a word processor should continue to do so.



Appendix A

Example of our new answer book front cover and answer page

NB The instructions and layout shown apply to 8-, 12- and 16-page AQA answer books



8 PAGE ANSWER BOOK


| | |
|---------------------|--------------------|
| Examiner's Initials | For Examiner's Use |
|---------------------|--------------------|

leave blank

| | | | | | |
|---|--|--|---|--------------|--|
| Paper Reference: <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> | Examination Date: <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <i>D D / M M / Y Y</i> | | | | |
| Centre Number: <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> | Candidate Number: <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> | | | | |
| Surname: <input style="width: 100%;" type="text"/> Complete in BLOCK CAPITALS | | | | | |
| Other Names: <input style="width: 100%;" type="text"/> Complete in BLOCK CAPITALS | | | | | |
| Your Signature: <input style="width: 100%; height: 40px;" type="text"/> I declare this is my own work. | | | | | |
| Write in the white box how many answer books you have used in total Please write the Paper Reference and your Centre Number and Candidate Number on each book and tag them together if possible | | | | | |
| <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%;"></td> <td style="width: 20%; text-align: center;"> <input style="width: 100%; height: 20px;" type="text"/> </td> </tr> <tr> <td style="text-align: right;">Total</td> <td></td> </tr> </table> | | | <input style="width: 100%; height: 20px;" type="text"/> | Total | |
| | <input style="width: 100%; height: 20px;" type="text"/> | | | | |
| Total | | | | | |

INSTRUCTIONS TO CANDIDATES


- Use black ink or black ball point pen. Do not use pencil or gel pen. Do not use correction fluid.
- Write the information required in the spaces above.
- Use both sides of the paper. Write only within the white areas of the book.
- Write the question number in the two boxes provided in the left hand margin at the start of each answer e.g. 0 1
- If you make an error when writing the question number, fill in both boxes completely and write the question number in the space immediately below the boxes you have filled in.
- Leave at least two line spaces between each answer.
- Do all rough work in this answer book. Cross through any work that you do not want to be marked. Do not tear out any part of this book. All work must be handed in.
- If you run out of space in the answer book, ask the Invigilator for a supplementary answer book. Complete all of the information required in the spaces on the front of the supplementary answer book.



AQA 2011V3

AB 8

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Appendix B

Example of our new four-page *Supplementary* answer book front cover

AQA ← PAGE SUPPLEMENTARY ANSWER BOOK

| | |
|----------------------------|---------------------------|
| Examiner's Initials | For Examiner's Use |
|----------------------------|---------------------------|

| | |
|--|---|
| Paper Reference: [] [] [] [] [] [] [] [] [] [] | Examination Date: [] [] [] [] [] [] <small>D D / M M / Y Y</small> |
| Centre Number: [] [] [] [] [] [] | Candidate Number: [] [] [] [] [] [] |

Surname:

Other Names:

This space is for Office Use Only

Answer

Write the two digit question number *inside* the boxes next to the first line of your answer

| | |
|---------|-------|
| [] [] | _____ |
| [] [] | _____ |
| [] [] | _____ |
| [] [] | _____ |
| [] [] | _____ |
| [] [] | _____ |
| [] [] | _____ |
| [] [] | _____ |
| [] [] | _____ |
| [] [] | _____ |

SLAB 4

AQA 2009 V 6

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