

UNIT AWARD SCHEME

Administrative Procedures and Assessment Arrangements

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1. Registration of Centres

1. Any centre wishing to register to use the Unit Award Scheme must
 - complete a Unit Award Scheme Centre Registration Form;
 - arrange for the proposed Centre Co-ordinator to attend a Unit Award Scheme training day on the operation of the Scheme, unless he/she has recent experience as a Co-ordinator for the Unit Award Scheme at another centre.
2. Any centre not registered with AQA for examination purposes must complete an AQA credit assessment form. This is incorporated into the Centre Registration Form.
3. Where a centre has no Department for Education or national centre number, the Centre Registration Form requires the following additional information to be supplied:
 - details of any external recognition given to the centre;
 - contact details of two referees (for the centre, not for the proposed Centre Co-ordinator);
 - a prospectus or other published information about the centre (or details of how to access this on a website);
 - a copy of the centre's Child Protection Policy (or details of how to access this on a website), if the centre is working with young people under the age of 16.
4. Where AQA has concerns relating to information provided about a centre during the registration process, it reserves the right to refuse registration. Similarly, registration may be cancelled by AQA if deemed necessary because of a centre's failure to operate the Scheme to an acceptable standard or for other good reason, eg non-payment of fees.
5. The training which must be taken as a condition of registration is provided by AQA throughout the year at a range of central venues. Alternatively, an AQA trainer will visit a prospective centre or group of centres to provide training. The latter arrangement is most likely to be taken up where a centre or group of centres wishes AQA to provide training to a range of staff in addition to the proposed Centre Co-ordinator(s).
6. Details of current charges for training and dates of meetings are available on the Unit Award Scheme pages of the AQA Website at www.aqa.org.uk/uas or by contacting the Unit Award Scheme Department.

2. Responsibilities of the Centre

It is the responsibility of the centre to

1. nominate a Centre Co-ordinator (or two joint Centre Co-ordinators) for the Scheme and ensure that he/she/they receive(s) appropriate guidance and training before carrying out the role;
2. ensure that all other teachers involved in the Scheme receive training in the assessment of units and the administrative operation of the Scheme;

3. use the Scheme only with students with whom the centre has a direct involvement or for whom the centre has a direct responsibility;
4. ensure that appropriate training is given to any teachers wishing to write a unit;
5. ensure that each unit taught in the centre represents a valid and worthwhile learning experience and that the way units are used provides, for individual students, courses which display both coherence and progression;
6. ensure that any units developed in the centre are pre-validated prior to submission;
7. teach and assess only validated units;
8. make assessments as specified in the unit;
9. keep Summary Sheets for each unit;
10. ensure that any reference to the Scheme which it makes in published material, both paper and electronic, is accurate and that it makes no use of the AQA logo;
11. inform the Unit Award Scheme Department as soon as possible in writing of
 - any change to its registered and/or certificate name
 - any change to its address or other contact details
 - a change of Centre Co-ordinator (but see section 12)
 - a planned closure or merger with another centre.

3. Fees

3.1 Initial Charges

1. A charge is made for the initial training which is required as a condition of registration (see section 1.1) and for the visit made by an Assessor to a new centre (see section 9.1).
2. There are no other centre registration charges.

3.2 Student and Certificate Fees

1. An annual charge is made for each student who is active in the Scheme, ie who achieves at least one unit over the course of one academic year. This charge is made up of two elements
 - a participation fee;
 - a fee for the issue of Unit Award Statements.
2. Both fees are charged per active student, regardless of the number of units achieved or the number of Unit Award Statements issued.
3. A minimum participation fee based on 20 students will be levied where a centre has fewer than 20 active students.

4. There is no additional charge for the provision of Letters of Credit.
5. Where a centre receives its Unit Award Statements from a supporting local authority or consortium rather than from AQA, no Unit Award Statement fee is payable to AQA. However, the local authority or consortium may make its own charge for this service.
6. An annual charge is made for each inactive student. An inactive student is one who has been registered to participate in the Scheme but has not achieved a unit in the current or any previous academic year. The inactive student fee may be avoided by not registering students before they have achieved their first unit (see section 6.2).

3.3 Submission of units for validation

1. A charge is made for each new unit submitted for validation.
2. No charge is made for the minor amendment of an existing unit.

3.4 Replacement Certificates

1. A charge is normally made for the issue of replacement Unit Award Statements and Letters of Credit, unless the need for a replacement arises from an AQA error.
2. Where more than five Unit Award Statements or Letters of Credit are requested for a student the maximum charge will be five times the normal replacement certificate charge.

3.5 Additional Charges

1. Each year, AQA organises training meetings for new or inexperienced Co-ordinators at existing centres. No charge is made for attendance at these. However, AQA does make a charge for attendance at other training meetings, eg unit writing workshops.
2. AQA reserves the right to charge at cost for an initial visit made to a centre which is not ready to submit assessments and for cancelled visits where less than two weeks' notice is given (including, where appropriate, the cost of supply cover for an Assessor where this could not be cancelled).
3. Where AQA provides any additional service to a centre, either in response to a centre request or because this is deemed necessary to ensure the proper operation of the Scheme in a centre, AQA reserves the right to charge at cost for this.

3.6 Invoicing

1. Student and certificate fees are invoiced in retrospect, after the end of each academic year. Where necessary, a centre may request an invoice on account. A reconciliation would then be carried out after the end of the academic year.
2. Other fees and charges are invoiced at the time the service is provided.

4. Role of the Co-ordinator

It is the role of the Co-ordinator to

1. disseminate information following training to all colleagues who will be using the Scheme;
2. notify AQA of the units the centre is using;
3. ensure colleagues have produced all materials required by the evidence, eg worksheets, checklists, and also a Summary Sheet for each unit they wish to use;
4. verify assessments made by unit teachers;
5. liaise with the Assessor over timing of the initial visit and postal assessments;
6. receive, check and distribute Unit Award Statements and Letters of Credit;
7. arrange for new units to be pre-validated before submission to AQA following the procedure outlined in the Guide to Writing Units Section 13;
8. offer assistance and guidance to new colleagues wishing to use the Scheme;
9. ensure colleagues in the centre are aware of any developments in the Scheme or changes to procedures;
10. let AQA know of any changes to centre details.

5. Notifying AQA of units to be assessed

5.1 New centres

Units to be assessed at the initial visit

1. You should use the Unit Advice Form sent in your registration pack to notify AQA of the first units to be assessed. Please follow the instructions at the top of the Form.
2. Once students have finished or are near to completing their very first units, you should complete the Unit Advice Form with the codes and titles of the units which you will present to the Assessor on the initial assessment visit.
3. Submit the top two copies to AQA and we will send you details of your Assessor. We will also send the Assessor your details and copies of the units you wish to be looked at on the visit.
4. Liaise with the Assessor to organise the visit.

5.2 All centres

Keeping unit registrations up to date

1. Every September, you will receive for information a printed Unit Advice Form listing all units you have told us your centre is using.
2. You should only return this if you wish to cross off units that you are no longer using in your centre.
3. In order to keep unit registrations up to date make sure unit teachers inform you of all units they are using.
4. You **must** inform AQA of any **additional** units you are using prior to their assessment. Failure to do so will cause a delay in the processing of your assessments.
5. Send the code and full title of each unit by e-mail, fax, written note or use the Notification of Additional Units Form which is on the disk sent to all centres on registration.

6. Registering students

1. You should register students at the time of assessment using the A3 3-part Assessment Form or the Excel spreadsheet Assessment Form (see section 6.10 below). You will be sent blank A3 Assessment Forms at the beginning of the academic year unless you are using the Excel spreadsheet Assessment Form.
2. A student should be registered once they have completed their first unit and the work has been internally assessed and verified in the centre (see section 8.2.2). This can happen at any time of the year.
3. All students must be given a **unique four digit number** and should be registered for a Letter of Credit year, ie the year they will leave the Scheme. However, if you are not sure how long students will be with you, we recommend that you register students on an annual basis, registering them for the current Letter of Credit year and then re-registering any student who is still at the centre when they achieve their first unit the following year.
4. Students should be added to the Assessment Form in numerical order and in capital letters if you are using handwriting in the format SURNAME: FIRST NAME(S). Students entered for different Letter of Credit year groups must be registered on separate forms.
5. Student registrations should not be submitted unless you are making recommendations for the award of units to the students concerned.
6. All students must be registered with a date of birth. Where you are unable to provide one a default of 11.11.11 will be used. Please note that this date will appear on the student's certificates.

7. When entering the codes of the units the student has completed use the full unit code within a single column, headed with the same full code. An example of a completed Form is given in Appendix 1 on page 21.
8. If you wish to delete a recommendation before submitting an Assessment Form then please cross through each recommendation using a cross as shown in Appendix 1.
9. When we process an AQA printed Assessment Form, a new set of forms for that Letter of Credit year is issued ready for you to use for your next assessment.

These forms will show the details of all students previously registered. On receipt you should check them closely to ensure names are spelt correctly and dates of birth are accurate. Let us know of any errors immediately in writing.

10. New students can be added, in numerical order, to the bottom of the new set of forms at the time of the next assessment.
11. Additional sets of Assessment Forms are available on request.
12. An Excel version of the spreadsheet Assessment Form (see Appendix 2 on pages 22 and 23) is available on the disk. If you are using this format please read the *Brief notes for users* that can also be found on the disk to ensure that you are following requirements.

If you are using the Excel spreadsheet Assessment Form and do still wish to receive replacement AQA printed A3 Assessment Forms please let us know.

7. Withdrawing students

1. You can notify us at any time of a student(s) you wish to withdraw from the Scheme. Notification must be given in writing (letter, fax or e-mail to unitawardscheme@aqa.org.uk) or by crossing through the student on the Assessment Form. If student(s) have achieved units a Letter of Credit will be issued unless your centre has notified us in writing that Letters of Credit are not required (see section 11.2). Student(s) who have not achieved a unit will be deleted from our records.
2. Students will not appear on the AQA printed Assessment Form once a Letter of Credit has been issued.
3. Student numbers should be unique to a student in a given Letter of Credit year. If a student leaves you should not reallocate their number to a different student.

8. Preparing recommendations for the award of units

8.1 Role of the unit teacher

It is the role of the unit teacher to

1. prepare a Summary Sheet for each unit he/she is using;
(This will list all the students on one axis by student number and full name and the outcomes on the other. It enables the teacher to keep track of which outcomes have been achieved. Examples of a blank Summary Sheet are given on the disk and further information is provided in the leaflet *Secondary Evidence: Teacher Completed Checklists and Written Records*.)
2. prepare a checklist if required by the evidence of the unit;
(This may be incorporated into the Summary Sheet and should be itemised if required by the unit. Examples of a blank teacher checklist are given on the disk and further information is provided in the leaflet mentioned in 1 above).
3. teach the unit;
4. complete the teacher checklist and/or Summary Sheet by dating the columns as outcomes are achieved;
5. ensure that each portfolio/folder of evidence carries the student's full name and number;
6. check the evidence presented to ensure that it reflects individual student achievement and is complete and appropriate;
7. annotate work to show that the outcomes have been achieved;
8. check that all student produced evidence is 'flagged', ie make it clear within the evidence where the evidence for each outcome is to be found;
9. ensure that any additional student work or other items which are not specified as evidence are not included in the material presented to the Co-ordinator;
10. present the evidence for assessment by unit and by student number order within each unit. (A checklist for use by unit teachers when submitting recommendations is given on the disk.)

8.2 Role of the Co-ordinator

It is the role of the Co-ordinator, when carrying out an internal assessment, to

1. ensure that AQA is informed of all units in use in the centre (see section 5);
2. verify assessments made by unit teachers, ie check the evidence to ensure that it is appropriate and that all outcomes have been achieved by the students;
3. ensure that all evidence is appropriately flagged and the unit code and title are clearly given;

4. ensure that the student's full name and number appear on the front of each folder/portfolio of evidence;
5. sign and date the Summary Sheet to confirm the validity of the assessment;
6. complete the Assessment Form to show the centre's recommendations and sign and date the top copy of each set of forms for all Letter of Credit years;
7. liaise with the centre's Assessor over arrangements for the initial visit (new centres only) and subsequent postal assessments;
8. retain records and samples of evidence (when on monitored status) for annual monitoring by the Assessor.

8.3 Role of the Assessor

It is the role of the Assessor to

1. inspect evidence and ensure that assessments are appropriately recorded on teacher completed checklists, teacher written records, Summary Sheets and Assessment Forms;
2. judge, on the basis of the evidence presented, whether the outcomes specified have been achieved;
3. confirm the acceptability of the Co-ordinator's recommendations for the successful completion of units;
4. provide AQA with a report for the centre following each visit and postal assessment.

9. Submitting recommendations for the award of units

9.1 New centres - initial assessment visit

1. If you are a new centre, have students who have completed a range of units and have submitted a Unit Advice Form (see section 5.1 above) an Assessor will be allocated.
2. The Assessor will send a letter of introduction and the onus is then on the Co-ordinator to contact the Assessor to arrange a mutually convenient date for the initial assessment visit.
3. A suitable room should be available where the Assessor can work without distraction. As the visit is intended to be used not only for the approval of recommendations but also as training, the Co-ordinator must be present for the duration of the visit.
4. At the visit the Co-ordinator must present the following materials to the Assessor:
 - the top two copies of the Assessment Form showing the recommendations made and signed by the Co-ordinator
 - a copy of each validated unit included on these forms
 - a copy of the Summary Sheet for each unit included on these forms, signed by the teacher and the Co-ordinator
 - the evidence relating to all students for all units.
5. The Assessor will inspect the evidence for all students and all units. The Assessor will not sample on this occasion.
6. If the Assessor needs to discuss the evidence presented with the individual teachers concerned, a request will be made through the Co-ordinator.
7. The Assessor will also discuss aspects of the Scheme which may not have arisen during consideration of the evidence presented but which may arise on future postal assessments.
8. The Assessor will confirm the recommendations by signing the Assessment Forms and will send the top two copies with a report for the centre to AQA. The third copy should be retained by the centre. If a centre is using the Excel spreadsheet Assessment Form the Assessor will take away two copies.
9. Unit Award Statements and a copy of the Assessor's report will be sent to the Co-ordinator.
10. If for any reason the visit has to be cancelled, the centre should contact the Assessor directly. If this proves impossible, then the centre Co-ordinator must contact AQA. It is very important that steps are taken promptly to cancel an unnecessary visit (see section 3.5.2).

9.2 New centres - postal assessment

1. Following the initial assessment visit, at least two full postal assessments will be carried out by the Assessor. A flow chart showing the postal assessment process for new centres is given in Appendix 3 on page 24.
2. It is the responsibility of the Centre Co-ordinator to contact his/her Assessor to arrange approximate dates for these assessments when a reasonable amount of work is ready.
3. At the agreed time, the Co-ordinator will send to the Assessor:
 - the top two copies of the Assessment Forms showing the recommendations made and signed by the Co-ordinator
 - a copy of each validated unit included on these forms
 - a photocopy of the Summary Sheet for each unit included on these forms, signed by the teacher and the Co-ordinator. (Each Summary Sheet should be attached to the appropriate unit.)

Once the Assessor has determined the size of the assessment it may be agreed that all the evidence can also be sent at this stage.

4. If the Assessor feels that sampling is appropriate for one or more of the units, and we have agreed to this, the Co-ordinator will be sent an *Evidence Request Form* specifying the students to be included in the sample. The evidence should arrive with the Assessor by the date given on the form. This will normally be two weeks from the date the form is completed by the Assessor.
5. At the beginning of the autumn term we will provide a sack for posting evidence. Further sacks are available on request. A Certificate of Posting or its equivalent should be obtained but delivery requiring a signature should be avoided. The Centre Co-ordinator should liaise with the Assessor over specific arrangements, including the address to which the material should be sent, to ensure that material is received safely.
6. There are some items of evidence, eg a student produced artefact, which may be difficult to store and certainly difficult to post. **In such circumstances, evidence should be photographed.** Where evidence may be required for another purpose, eg for a student's Entry Level portfolio, **photocopied work may be submitted** to the Unit Award Scheme Assessor. However, the need to take photocopies may be avoided by completing Unit Award Scheme assessments before the work is required elsewhere.
7. During the postal assessment the Assessor will contact the Co-ordinator if there are issues to resolve, such as incomplete evidence. It is important that the Centre Co-ordinator remains contactable until the postal assessment is complete. Recommendations which cannot be confirmed by the Assessor will be crossed through on the Assessment Form. Information about this will be given in the letter the Assessor will send to the centre when returning the Summary Sheets and evidence. Further details will be included in the Assessor's report we send to the centre. In such cases, the Co-ordinator should keep all material relating to the unit concerned so that if and when the problem has been rectified, the recommendations can be put forward again.

8. All the recommendations confirmed by the Assessor will be processed by AQA and Unit Award Statements issued to the centre. The Centre Co-ordinator will also be sent a copy of the Assessor's report on the postal assessment.
9. After at least two full postal assessments, the Assessor can recommend that a centre moves to monitored status. We will write to you to confirm that your centre has been awarded monitored status. If a centre is not ready to move to monitored status at this stage a further postal assessment will take place after which a recommendation to move to monitored status may be made. If there are still problems with the operation of the Scheme in the centre, AQA reserves the right to charge for any remedial action it deems necessary, including additional assessments or further training.

9.3 Monitored centres

1. Once monitored status has been achieved, a centre may submit internally verified recommendations for the award of units direct to AQA for processing at any time of the year and as frequently as it wishes.
2. However, one set of recommendations each year is sent for approval to the centre's nominated Assessor, rather than directly to AQA. It is a requirement that **all** the evidence relating to this set of recommendations is available for monitoring. This should normally be the **first set of recommendations made by the centre in the academic year**. Where possible, the first set of recommendations should reflect a significant assessment in relation to the centre's normal use of the Scheme. If you have a small assessment and are not sure if it is a suitable size for monitoring please contact AQA for advice. Monitored centres are asked to complete a *Notification of time of first assessment* form at the beginning of the academic year and send it to their Assessor by 31 October. Details of the arrangements are provided below and a flow chart showing the assessment process for monitored centres is given in Appendix 4 on page 25.
3. To recommend students for the award of units, the Co-ordinator should submit (to either AQA or your Assessor, as appropriate) two copies of the completed Assessment Forms (top and second copy) or spreadsheet Assessment Forms. The top form in each set of forms for a Letter of Credit year must be signed and dated by the Co-ordinator. This is to confirm that you have internally verified all recommendations shown, that they have been transferred accurately from the individual unit Summary Sheets and also that you have notified AQA of all units on the forms which are being recommended for the first time. The recommendations made will **not** be accepted if the forms are unsigned or are signed by someone other than the recognised Co-ordinator.
4. For recommendations sent directly to AQA, the Centre Co-ordinator must retain a copy of each Assessment Form, together with all related Summary Sheets and a **sample** of evidence. The sample of evidence will consist of all the evidence of the achievement of two students for each unit which has been internally assessed. It is likely that the same unit may be included on Assessment Forms submitted at different points in the year. In such cases, it is not necessary to keep evidence for two students for each occasion the unit is assessed; evidence for two students only is sufficient.

We strongly recommend that this sample is taken (by taking photocopies if appropriate) at the time the Assessment Forms are being completed and the evidence is being verified. The sample must be retained until the next annual monitoring by your Assessor.

5. For the one set of recommendations (usually the first of the year) sent to the centre's Assessor, it is a requirement that **all** the evidence relating to the recommendations is retained, so that the Assessor can make his/her own selection of evidence.
6. There are some items of evidence, eg a student produced artefact, which may be difficult to store and certainly difficult to post. **In such circumstances, evidence should be photographed.** Where evidence may be required for another purpose, eg for a student's Entry Level portfolio, **photocopied work may be submitted** to the Unit Award Scheme Assessor. It is emphasised that it is only necessary to photocopy/photograph work which is retained as a sample (in respect of assessments sent directly to AQA) or requested by the Assessor. However, the need to take photocopies may be avoided by completing Unit Award Scheme assessments before the work is required elsewhere.
7. The Assessor needs to know when you are likely to be making your first recommendations of the academic year (see section 9.3.2). We will therefore send a form to monitored centres at the beginning of the autumn term together with notification of your Assessor for the current academic year. The form should be completed and returned to the centre's Assessor by 31 October. The Assessor will then confirm the timing of the monitoring in writing or will contact you to rearrange if not convenient.
8. **It is the responsibility of the Co-ordinator to contact the Assessor two weeks before the agreed time of monitoring to confirm arrangements. If at the agreed time you are not ready for a monitoring then contact the Assessor to make alternative arrangements.**
9. When the monitoring takes place the Co-ordinator will send **to the Assessor** the following items:
 - the top two copies of the relevant Assessment Forms showing the recommendations made and signed by the Co-ordinator
 - a copy of each validated unit included on these forms
 - a photocopy of the Summary Sheet for each unit included on these forms, signed by the teacher and the Co-ordinator. (Each Summary Sheet should be attached to the appropriate unit.)

No evidence should be sent to the Assessor at this stage and the Co-ordinator must not send a copy of the Assessment Form to AQA at the same time.
10. The Assessor will then complete and send to the Centre Co-ordinator a *Materials Request Form* which will give details of the sample of evidence he/she wishes to see. The Assessor will specify by student number the required evidence from the current Assessment Form and by unit code samples you have retained from any previous Assessment Forms you have submitted directly to AQA since the last postal assessment or monitoring took place. Normally no more than 20 units in total will be selected from across the different Assessment Forms (including the current Assessment Form). For each unit selected, the Assessor will normally ask for evidence in respect of two students only, **making a total maximum of 40 sets of**

evidence, and copies of all related Summary Sheets and units not previously provided. However, AQA reserves the right in certain circumstances to request a larger number of units or a larger number of students from the current assessment.

11. To limit the need for photocopying/photography, you are advised to ensure that assessments are monitored at a time of year when evidence is not required for any other purpose, eg Entry Level moderation.
12. At the beginning of the autumn term we will provide a sack for posting evidence. Further sacks are available on request. A Certificate of Posting or its equivalent should be obtained but delivery requiring a signature should not be used. It is recommended that the Centre Co-ordinator liaises with the Assessor over specific arrangements to ensure that material is received safely.
13. On receipt of the above material, the Assessor will inspect all the evidence and records. If necessary, the Assessor will contact the Centre Co-ordinator to resolve any minor problems. It is important that the Centre Co-ordinator remains contactable until the monitoring is complete. If the Assessor is unable to confirm recommendations made in respect of some or all students for a particular unit, he/she will inform the Co-ordinator of this when returning the evidence. In such cases, the Co-ordinator should keep all material relating to the unit concerned so that if and when the problem has been rectified, the recommendations can be put forward again.
14. Both copies of the current Assessment Form will be sent by the Assessor to us for processing. The Co-ordinator will then be sent Unit Award Statements relating to the current assessment and the Assessor's report on the postal monitoring. If the postal monitoring reveals significant problems, AQA reserves the right to withdraw monitored status from the centre and to charge the centre for any additional postal assessments and/or visit/training that might need to be arranged.

10. Special consideration and queries on results

1. There may be occasions when the specified evidence of a student's achievement has been produced but cannot be made available to the Centre Co-ordinator and/or the AQA Assessor when required. This situation may arise from fire, theft or other unusual circumstances.
2. Provided that the unit teacher can confirm that all the required evidence for the unit was appropriately produced and the Centre Co-ordinator and head of centre are prepared to endorse the recommendations made, a request for special consideration may be submitted.
3. Such a request should be made in writing to AQA and should be received **before** the related Assessment Form is submitted. Details must be provided of the circumstances involved.
4. If at the time of the annual monitoring the Centre Co-ordinator is unable to provide the samples requested by the Assessor, the head of the centre should write to the Unit Award Scheme department with the appropriate details and ask for special consideration.
5. If a centre wishes to query an Assessor's decision to disallow unit recommendations on an Assessment Form, the Centre Co-ordinator should contact the Unit Award Scheme department to explain the centre's concerns. AQA staff will investigate the matter and respond appropriately. If the centre is unhappy with the response, the head of centre may ask formally for the matter to be referred to the Chief Assessor. This request should be made in writing, setting out clearly the grounds on which the centre disagrees with the decision(s) made.

11. Certification

11.1 Unit Award Statement

1. A Unit Award Statement is normally issued within 15 working days of AQA or the centre's issuing authority receiving formal notification of a student's successful completion of a unit.
2. The Statement will give the student's name, date of birth and the certificate name of the centre the student attended when the unit was achieved. It will also list the outcomes achieved, using the form of words shown on the unit.
3. You should check Statements on receipt and report any errors or any you believe are missing as soon as possible.

11.2 Letter of Credit

1. A Letter of Credit is issued to all students when they leave the Scheme. It summarises the student's achievement by listing the titles of all the units gained.
2. Letters of Credit for students registered for the current Letter of Credit year will normally be issued and delivered to you at the end of September, unless you have confirmed to us, in writing, that you do not wish to receive them.
3. The final date for receipt of Assessment Forms for a particular Letter of Credit will be the third Friday in August in that year. All centres will be notified of the date earlier in the summer term. Students who have been credited with units on Assessment Forms received after this date will be re-registered for the following Letter of Credit year after consultation with the centre.
4. If you wish to receive Letters of Credit before September you should complete the Request for early issue of Letters of Credit form on the disk and return it to us. You should allow at least four weeks from receipt of this form by AQA to the date by which you require the Letters of Credit. The form should only be used when requesting Letters of Credit for a whole year group.

Please also ensure that all credits for the students concerned have been processed, ie Unit Award Statements have been received, **before** Letters of Credit are requested. We cannot be responsible for incomplete Letters of Credit being issued when a premature request has been made. In these circumstances a charge (in line with the current year's fees) will be made if you wish us to re-run the Letters of Credit.

5. Requests for Letters of Credit for individual students who leave the Scheme can be made at any time in writing (letter, fax or e-mail to unitawardscheme@aqa.org.uk).
6. If you do not wish to receive Letters of Credit for the current year or any year in the future for your students please confirm this in writing (letter, fax or e-mail to unitawardscheme@aqa.org.uk). Once you have indicated you do not wish to receive Letters of Credit for your students you need not let us know again unless you wish to change that arrangement.
7. You should check Letters of Credit on receipt and report any errors or any you believe are missing as soon as possible.

11.3 Replacement certificates

1. If a Unit Award Statement or a Letter of Credit is lost then a replacement can be requested. Requests must be sent in writing to the Unit Award Scheme Department.
2. Where the student's details are incorrect on a certificate, replacement certificates can be obtained by returning the certificate together with details of the change.
3. It is important that centres notify AQA of the need for replacement certificates as soon as possible. This enables us to produce them more efficiently and, where replacements are required in bulk, may avoid the centre incurring additional charges (see section 3.4).

12. Changing the Centre Co-ordinator

1. The Centre Co-ordinator's role within the operation of the Scheme is a crucial one which carries with it significant responsibility. **It is therefore essential that when there is to be a change of Co-ordinator, the new Co-ordinator has received sufficient training and guidance** to enable him/her to carry out the necessary roles in an appropriate manner.
2. It is recommended that all centres take steps to provide suitable training and guidance to one or more members of staff who could then take on the role of Co-ordinator if the current post-holder was, for any reason, unable to continue.
3. Training and guidance could be provided in different ways, including any of the following:
 - working in tandem with the outgoing Co-ordinator
 - attending an AQA organised meeting for Co-ordinators (see section 13)
 - in the case of LA/consortium supported centres, receiving training from the LA/Consortium Co-ordinator.
4. Whenever there is a change of Co-ordinator or a centre wishes to notify us of a joint Co-ordinator, the head of centre must confirm that appropriate training and guidance have been received by the incoming Co-ordinator. A Notification of Change of Co-ordinator form is provided for this purpose on the disk. The completed form should be submitted to AQA as soon as possible. Until the appropriate confirmation has been received, AQA will not be able to consider recommendations made by a new Co-ordinator for the award of units and reserves the right to return units submitted for validation.
5. If the new Co-ordinator requires help with their first assessment we can arrange for an Assessor to visit the centre to do this. The centre will be charged the current initial visit fee for the visit. Please contact the Unit Award Scheme if you require further information about this service.

13. Meetings for new and inexperienced Centre Co-ordinators

1. The Unit Award Scheme arranges autumn and spring training meetings on the operation of the Scheme for new and inexperienced Unit Award Scheme Co-ordinators at locations across England and in Northern Ireland (autumn only). Details are sent to Co-ordinators at the beginning of the autumn term for the autumn meetings and at the end of the autumn term for the spring meetings.
2. Places at meetings are limited to one person per centre and priority is always given to centres where the training is required in order for them to be able to carry on using the Scheme.

14. Support materials and forms

A disk is enclosed with this booklet and contains the following support materials and forms.

Administrative Procedures and Assessment Arrangements

Administrative Procedures and Assessment Arrangements (pdf)

Checklist for use (by unit teacher and/or Co-ordinator) when submitting recommendations for an individual unit (pdf)

Excel spreadsheet Assessment Form

Brief notes for users of the spreadsheet Assessment Form (pdf)

Sample spreadsheet Assessment Form (pdf)

Spreadsheet Assessment Form (Excel)

Miscellaneous Forms

Notification of additional units

Notification of change of Co-ordinator

Notification of time of first assessment (for use by monitored centres only)

Request for early issue of Letters of Credit

Summary Sheets and Teacher Checklists

Summary Sheet (landscape)

Summary Sheet (portrait)

Teacher checklist (landscape)

Teacher checklist (portrait)

Unit Writing

Checklist for unit writers and pre-validating committees (pdf)

Guide to Writing and Submitting Units (pdf)

Submitting new and minor amendment units for validation (pdf)

Unit writing template

The above are all Word documents except where indicated in brackets following the document name.

Centre Number: 80000
 Centre Name: The Progressive Centre
 Name of UAS Co-ordinator: Mary Brown
 Year of Issue of Letter of Credit: 2011

**UNIT AWARD SCHEME
 ASSESSMENT FORM**

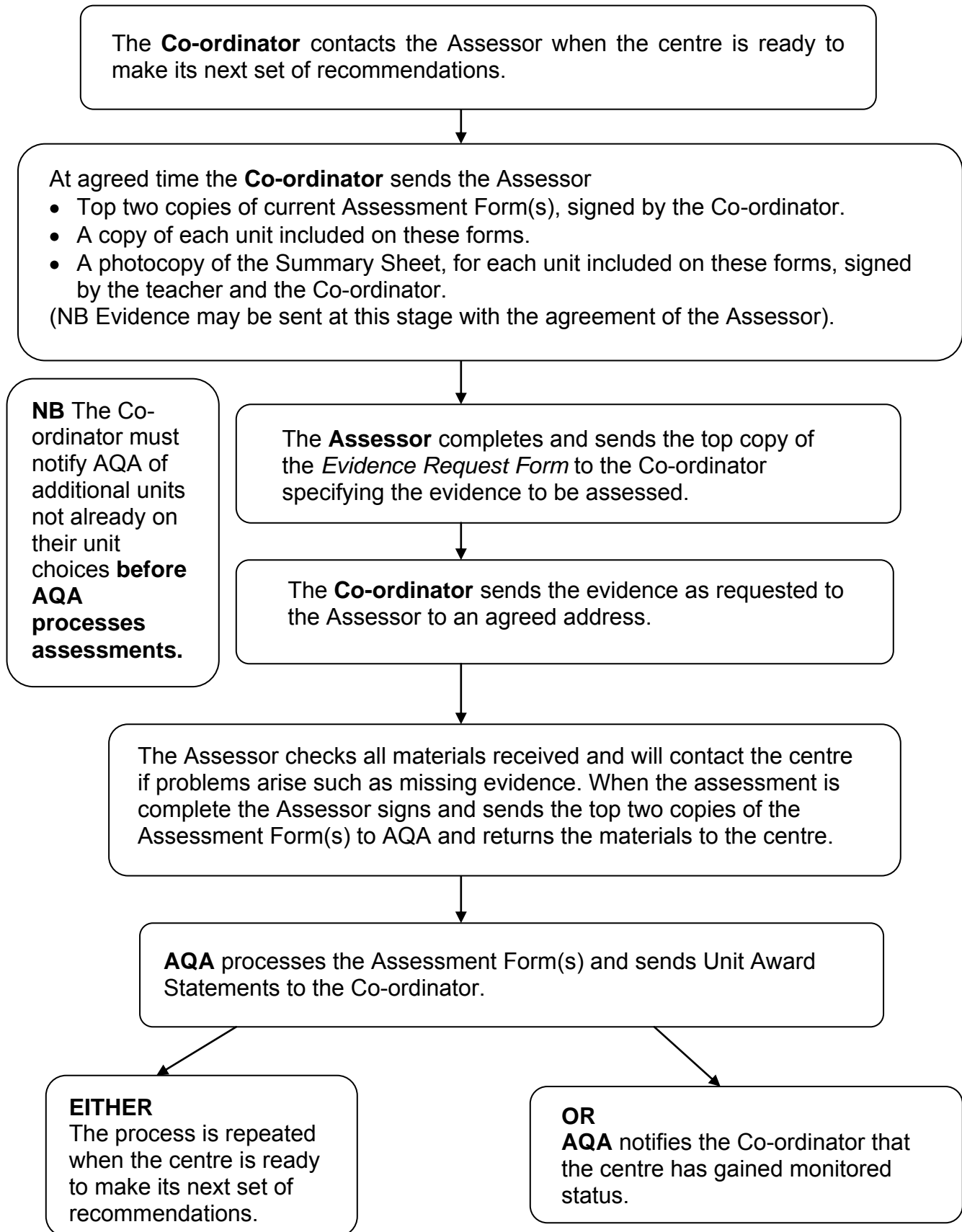
If you have used all the unit columns on page 1,
 you need to start a new page for any remaining units.
 Only those students who have completed the units entered
 on page 2 and any subsequent pages need to be shown there.

Student No	Surname: Forenames (maximum 35 characters)	M or F	DOB dd/mm/yy	Student No	Please give <u>full</u> Unit Award Scheme unit code at head of each column and repeat full unit code for all recommendations						
					Unit	Unit	Unit	Unit	Unit	Unit	
					PSE021	PSE022	13257				
1105	Brown: Latoya	F	26/08/92	1105	PSE021						
1106	Lopez: Maria	F	15/05/93	1106		PSE022					
	NEW STUDENTS										
1104	Dixon: Fiona	F	01/03/94	1104			13257				
1107	Carter: Joanna	F	11/08/92	1107			13257				
1115	Young: Jake	M	06/07/94	1115			13257				
Shaded area for AQA Assessor use only. Signed:											
Date:											

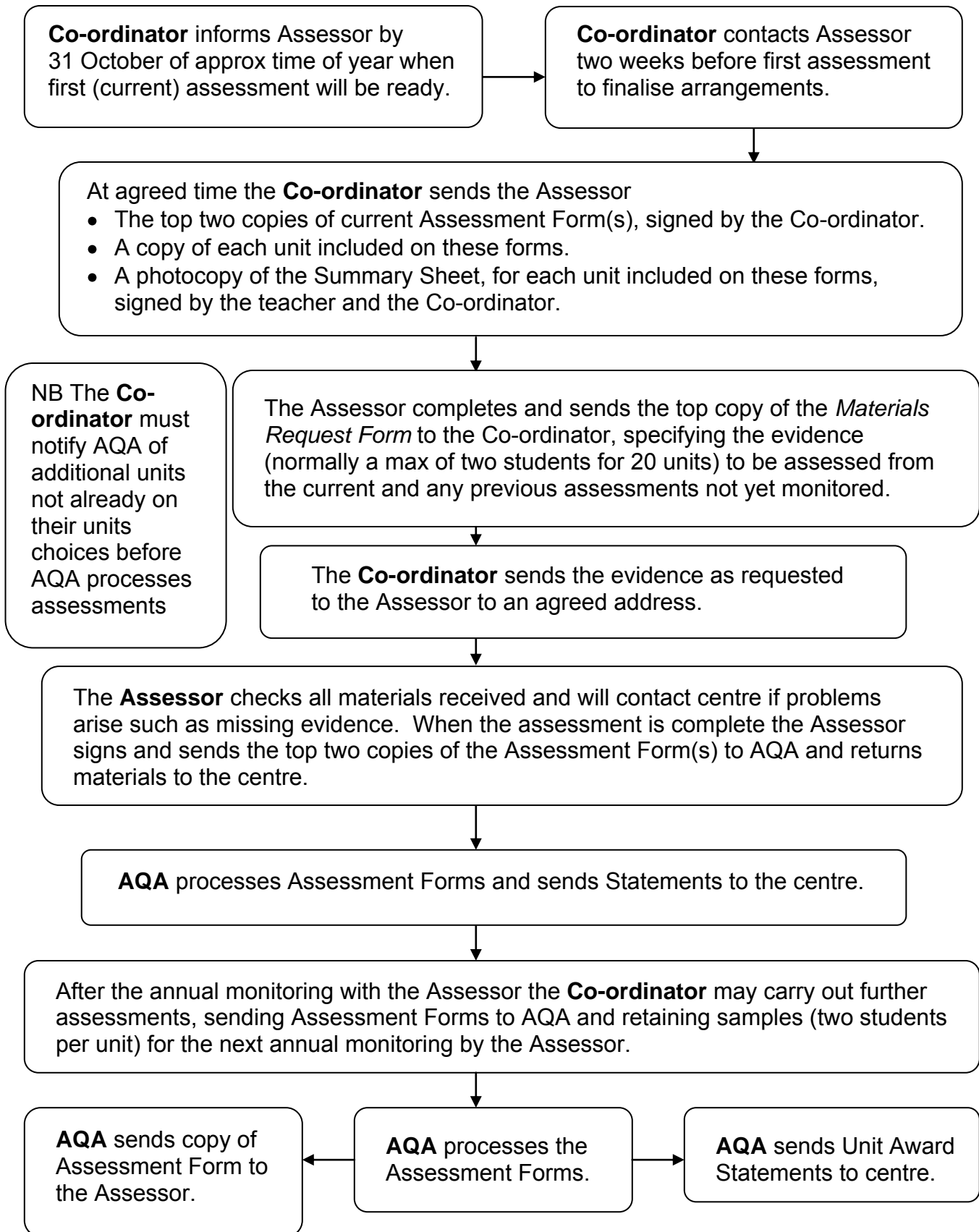
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For further guidance, please refer also to the *Brief notes for users of the spreadsheet Assessment Form*, which can be found on the *Support Materials and Forms* disk.

Following the initial visit, at least two full postal assessments will be carried out with the Assessor before a centre can move to monitored status



Centres must submit their first assessment of the academic year (for students registered for the current year onwards) through their Assessor. This assessment is designated as the current assessment.



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