

Centre results explained

Exams Officer guidance

for all exam series in May/June 2011 – March 2012



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We issue results to the head of the centre through which the entries were made. You must communicate all results to candidates, including private candidates. Any further distribution or use of results documentation is at your discretion.

1 General information

1.1 Contacting us about exam results

For information about:

- your centre's results
- missing documentation
- missing results

contact Exams Office Support:

telephone: **0844 209 6614**

fax: **0161 455 5485**

e-mail: **eos@aqa.org.uk**

Ask AQA at **aqa.org.uk**

Please note: these contact details are not for parents or candidates.

- For non-EAR queries:

fax the AQA *Query about Examination Results* form to the number at the bottom of the form.

- For post-results services:

we recommend submitting all applications (except for private candidates, see section 9) for Enquiries about Results and Access to Scripts through our secure online service, e-AQA.

1.2 Using e-AQA results and post-results services

Registered users of e-AQA can view and print:

- an individual candidate's results, including exams taken in previous series at your centre
- an individual candidate's results for a specific series at your centre
- candidate results by entry code for the series (subject results)
- cumulative statistics by entry code (subject awards only) for a specific series at your centre.

You will also be able to print a full cohort of individual, provisional results slips, a centre broadsheet of provisional results, a cumulative record of unit results and a component marks report.

Where there are discrepancies, please refer to e-AQA where the most up-to-date results information is displayed.

e-AQA also offers a range of post-results services. Registered centres can:

- submit requests for Enquiries about Results or Access to Scripts online
- view and print a list of all submitted requests, track the progress of requests and outcomes of EARs
- view and download past question papers, mark schemes and Reports on the Examination.

For availability of our question papers and mark schemes please see the '*What's available when*' section of our website.

To register for e-AQA you need to select a Centre Administrator. For further registration information, contact the e-AQA helpdesk on **0844 209 6614** or e-mail **e-aqahelpdesk@aqa.org.uk**

1.3 Enhanced Results Analysis

On restricted release of results day (Wednesday) registered e-AQA users, who have early view of e-AQA results, can access our Enhanced Results Analysis (ERA) service via the e-AQA extranet homepage. For further information follow the links to the ERA demonstration video at **aqa.org.uk/era**. If you have any questions or need help, please call Exams Office Support.

Please remember that teachers may have access to ERA from results publication day (Thursday). New profiles now exist to control access to both systems. Use the *Manage Access Rights* screen to give colleagues at your centre the correct access.

2 Summary of Key Dates by series (May/June 2011)

Activity	Series						
	6G11 June 2011 GCSE/GCSE Applied/ELC/ Level 1 & Level 2 /FCSE	6A11 June 2011 GCE/GCE Applied/Diploma PL3/FMQ/ Extended Project/ Functional Skills	6B11 June 2011 AQA Baccalaureate	6V11 June 2011 GCSE/GCSE Applied/ Diploma PL 1 & 2/ VRQ	6K11 June 2011 Key & Basic Skills	6M11 June 2011 GCSE Maths & Science	
Last date to request priority copies of scripts (Level 3 qualifications only)	N/A	26 Aug 2011	N/A	N/A	26 Aug 2011	N/A	
Last date for centres to receive priority copies of scripts (Level 3 qualifications only)	N/A	10 Sep 2011	N/A	N/A	10 Sep 2011	N/A	
Final date for enquiries about results applications	20 Sep 2011	20 Sep 2011	20 Sep 2011	20 Sep 2011	20 Sep 2011	20 Sep 2011	
Last date to apply for late subject award (GCE and GCSE exams)	20 Sep 2011	20 Sep 2011	N/A	20 Sep 2011	20 Sep 2011	N/A	
Last date to request return of exam scripts to support teaching and learning	4 Oct 2011	4 Oct 2011	N/A	4 Oct 2011	4 Oct 2011	4 Oct 2011	
Requests for exam scripts to support teaching and learning despatched during the period	21 Sep – 15 Nov 2011	21 Sep – 15 Nov 2011	N/A	21 Sep – 15 Nov 2011	21 Sep – 15 Nov 2011	21 Sep – 15 Nov 2011	
Date by which certificates are issued	31 Oct 2011	31 Oct 2011	31 Oct 2011	31 Oct 2011	31 Oct 2011	N/A	
Last date to receive exam scripts to support teaching and learning	16 Nov 2011	16 Nov 2011	N/A	16 Nov 2011	16 Nov 2011	16 Nov 2011	
Earliest date for confidential disposal of unwanted scripts by centres	23 Nov 2011	23 Nov 2011	N/A	23 Nov 2011	23 Nov 2011	23 Nov 2011	

Summary of Key Dates by series (Nov 2011 to March 2012)

Activity	Series			
	BG11 Nov 2011 GCSE/Extended Project/Functional Skills/Basic Skills	1A12 Jan 2012 GCE/Diploma PL/ Level 1 & Level 2 Project/GCSE/Applied GCSE/VRQ/Functional Skills	1K12 Jan 2012 Basic Skills	3G12 Mar 2012 GCSE Maths & Science/Functional Skills/Basic Skills
Last date to request priority copies of scripts (Level 3 qualifications only)	N/A	16 Mar 2012	N/A	N/A
Last date for centres to receive priority copies of scripts (Level 3 qualifications only)	N/A	26 Mar 2012	N/A	N/A
Final date for enquiries about results applications	9 Feb 2012	17 Apr 2012	N/A	17 May 2012
Last date to apply for late subject award (GCE and GCSE exams)	N/A	17 Apr 2012	N/A	N/A
Last date to request return of exam scripts to support teaching and learning	28 Feb 2012	28 Apr 2012	N/A	31 May 2012
Requests for exam scripts to support teaching and learning despatched during the period	10 Feb – 5 Apr 2012	18 Apr – 7 Jun 2012	N/A	18 May – 11 Jul 2012
Date by which certificates are issued	28 Feb 2012	31 May 2012	12 Apr 2012	25 May 2012
Last date to receive exam scripts to support teaching and learning	6 April 2012	8 Jun 2012	N/A	12 July 2012
Earliest date for confidential disposal of unwanted scripts by centres	10 April 2012	13 Jun 2012	N/A	16 July 2012

3 Summary of results documentation

3.1 Results documentation

- Candidate Statement of Provisional Results (CSoPRs): via e-AQA
- Centre Broadsheet of Provisional Results (subject awards): via e-AQA
- Component Marks Report: via e-AQA
- Centre Cumulative Record of Unit Results: via e-AQA

With *Print results slips*, you can print off:

- individual Candidate Statement of Provisional Results (CSoPR) for unit and subject awards
- your centre broadsheet of provisional results
- centre cumulative record of unit results
- component marks reports

in pdf format. They are removed after seven days because they are static documents and can become out of date once processing queries/re-marks have been completed.

- *'Catch-up' CSoPRs*: via e-AQA

A 'catch-up' file will be produced to show any mark or grade changes that may have occurred after the EDI file of results was produced. We will notify you by e-mail if your centre has a 'catch-up' file. This file will appear next to the 'original' file on e-AQA and will contain a covering letter, a list of candidates whose marks and grades have changed and a new results slip which replaces the original slip provided.

- *Candidate results by series*: via e-AQA

This shows the subject grades awarded to a candidate in a particular series plus any results for units from previous series.

- *Candidate results history*: via e-AQA

This shows a candidate's result for a particular subject across series and the units used towards the overall grade.

- *Centre results statistics*: via e-AQA and ERA

This enables you to analyse your candidates' exam results in groups.

- *Component marks*: via e-AQA and ERA

This shows all your candidate results for a particular subject. Results can be downloaded through Enhanced Results Analysis (ERA) into a spreadsheet.

- *Centre record of unit results*: via ERA

This is for all specifications where the award comprises aggregated units or module tests.

- *Subject results*: via e-AQA

This shows all your candidate results for a particular subject. Results can be downloaded through Enhanced Results Analysis (ERA) into a spreadsheet.

- You can use your MIS system to collate EDI results into a broadsheet of provisional results.

3.2 Other results materials available for download (see section 7):

- AQA *Query about Examination Results* form (for non-EAR queries) is available from the *Administration/Post-Results Services* section of aqa.org.uk.
- AQA *Moderation of Centre-assessed Units/Components* leaflet is available from the *Support/Results Statistics/Moderation* section of aqa.org.uk

Information on post-results services is published in the Joint Council for Qualifications (JCQ) *Post-Results Services* booklet each June. You can download the booklet and accompanying forms from the JCQ CD which was circulated to all centres in May 2011. The information is also available at www.jcq.org.uk

The following AQA Post-Results leaflets can be found in the *Administration//Post-Results Services* section of aqa.org.uk:

- *EAR/01 Post-results for exams January to June 2011 – Information for Exams Officers*
- *EAR/02 Post-results fees for exam series: September 2010 to August 2011*
- *EAR/03 Post-results for exams January to June 2011 – Outcome letters: how they look and how to access them via e-AQA.*

Please note: The EAR leaflets are current for the June 2011 exam series. From November 2011, revised leaflets for 2011/12 will be published.

4 Description of results

4.1 Symbols used in results documentation

- No result (X)** indicates a result is not being issued because of absence from all parts of the exam or because of a decision not to issue a result for another reason. The subject will not appear on a certificate.
- Pending (Q)** indicates that no result has been issued as the marks for one or more components of the exam are not available.
- #** indicates that the candidate was absent from part of the exam in the subject and was awarded a zero mark for this part. The result was awarded on the components actually taken. This symbol will not be visible on the EDI file. All results information can be viewed on e-AQA.
- +** indicates that a candidate was exempt from part of the assessment.

4.2 Grades and levels available

For each qualification, subjects are printed in order of subject code and grades are printed with the grade letter repeated in lower case, in brackets.

Grade boundaries are determined carefully and are based on performance criteria. All grade boundaries are checked and reviewed and every care has been taken to ensure the accuracy of results issued. If we discover any discrepancy after the issue of results, we will inform you as soon as possible.

The following table shows the grades and levels available for each qualification individually. It does not represent any equivalence of achievement across qualifications.

Candidates who fail to achieve the minimum standard for an award, as indicated in the table, will be reported as Unclassified and will not get a certificate. This does not apply to the AQA Baccalaureate Enrichment where a result will be reported as 'F' and for VRQ where the result will be reported as Refer.

Grading and levels reported (highest to lowest)

(see section 7.4 for Diploma Awards)

Principal Learning Foundation Level 1 [†]	A*(a*)	A(a)	B(b)																	
Principal Learning Higher Level 2 [†]	A*(a*)	A(a)	B(b)	C(c)																
Principal Learning Advanced Level 3 [†]	A*(a*)	A(a)	B(b)	C(c)	D(d)	E(e)														
FSMQ Advanced, Intermediate or Foundation Level	A(a)	B(b)	C(c)	D(d)	E(e)															
GCE AS Single Award	A(a)	B(b)	C(c)	D(d)	E(e)															
GCE Advanced Single Award	A*(a*)	A(a)	B(b)	C(c)	D(d)	E(e)														
GCE AS Double Award	AA(aa)	AB(ab)	BB(bb)	BC(bc)	CC(cc)	CD(cd)	DD(dd)	DE(de)	EE(ee)											
GCE Advanced with AS (Additional)	A*A(a*a)	AA(aa)	AB(ab)	BB(bb)	BC(bc)	CC(cc)	CD(cd)	DD(dd)	DE(de)	EE(ee)										
GCE Advanced Double Award	A*A*(a*a*)	A*(a*)	AA(aa)	AB(ab)	BB(bb)	BC(bc)	CC(cc)	CD(cd)	DD(dd)	DE(de)	EE(ee)									
GCSE full or short course ^{†††}	A*(a*)	A(a)	B(b)	C(c)	D(d)	E(e)	F(f)	G(g)												
GCSE (Double Award) ^{††}	A*A*(a*a*)	A*(a*)	AA(aa)	AB(ab)	BB(bb)	BC(bc)	CC(cc)	CD(cd)	DD(dd)	DE(de)	EE(ee)	FF(ff)	FG(fg)	GG(gg)						
Project Qualification (Foundation) Level 1 [†]	A*(a*)	A(a)	B(b)																	
Project Qualification (Higher) Level 2 [†]	A*(a*)	A(a)	B(b)	C(c)																
Project Qualification (Extended Project) Level 3 [†]	A*(a*)	A(a)	B(b)	C(c)	D(d)	E(e)														
AQA Bacc Enrichment	Completion of Enrichment is recorded as P			Below standard is recorded as F																
AQA Bacc Award	Distinction (D)	Merit (M)	Pass (P)																	
FCSE ^{†††} full or short course	Distinction (Level 6)	Merit (Level 5)	Pass (Level 4)																	
VRQ Counselling	Pass	Below standard is recorded as Refer																		
Key Skills	Level 3 ** (Pass)	Level 2 (Pass)	Level 1 (Pass)																	
Basic Skills	Level 2 (Pass)	Level 1 (Pass)	Entry 1																	
ELC	Entry 3	Entry 2	Entry 1																	
Level 1 and Level 2 Certificate	Level 2	Level 1	Entry 1																	
QCF Award and Certificate in Personal and Social Education, Entry 1, 2 & 3 and Level 1 & 2	Entry 1	Entry 2	Entry 3																	
Functional Skills (English, Information and Communication Technology and Mathematics)	Level 2 (Pass)	Level 1 (Pass)	Entry 1																	

** Overall awards in Key Skills are available in January, March and June only.

[†] Grades are issued on behalf of AQA-City&Guilds. ^{††}The results in these subjects have the same status as GCSE grades in two other single subject specifications. ^{†††}FCSE and GCSE (short course) are designed to cover not less than half the specification content of the corresponding full FCSE or GCSE subject course of study and the same grading standards are applied. The FCSE and GCSE (short course) are, therefore, broadly equivalent to half the corresponding full FCSE and GCSE.

5 Your e-results documents explained

5.1 Broadsheet of Provisional Results

This is a matrix of certificated subject awards with subject titles as column headings. Results are shown by grade letter (including U, Q, X) or level and are listed in candidate number order. Grade A* is shown as * on the matrix and in full on the *Candidate Statement of Provisional Results* and certificates.

5.2 Centre Cumulative Record of Units Results

You receive a Centre Cumulative Record of Unit Results for each modular specification for which you have entries. For each candidate, this matrix shows the unit code and associated information. Results are shown in candidate number order:

- as a mark on the Uniform Mark Scale (UMS)
- on the points scale for Project qualifications* and Principal Learning
- as a letter Q or X.

Where a student has claimed a subject award in the current series, the aggregated score and associated grade or level are also shown.

5.3 Component Marks Report

This gives the following information for the current series:

For each component/unit or test:

- the maximum scaled mark for each component/unit/module
- the mean mark
- the standard deviation for the total AQA entry
- the scaled minimum mark for each grade/ level.

In addition to this:

- for internally assessed components, the mark after moderation is shown as 'Mod'
- for each Key Skills portfolio, both the raw level from the school/college and the moderated level are given.
- Individual component marks within units (including proxy component grades in Key Skills where original achievement has been reported elsewhere) are shown with the relevant unit result or separately under 'Components'.

Most units have a single component. The maximum scaled mark for the component is the maximum number of marks available for the exam paper/coursework/portfolio.

Unit results are reported in uniform marks.

*The points scale is used for aggregation purposes when a student uses a Project qualification as part of a Diploma.

5.4 Candidate Statement of Provisional Results (CSoPRs)

The CSoPR shows subject titles in alphabetical order with the overall subject award.

The component units are also listed in alphabetical order under the subject title.

Where appropriate, UMS scores and related grades for the component units are shown on the CSoPR.

Overall subject/unit awards may be shown as a level or grade.

There is also a cumulative record of each candidate's additional unit results from current/previous exam series. This record lists units your centre has entered, in alphabetical order, within each exam series.

Where Q results were reported in previous series, the candidate records may have been updated:

- to indicate the level achieved

or

- to the status X No Result.

Results reported in previous series as U# are updated to X.

Results in the current series are shown in bold.

The pdf version of the CSoPR does not have any security provision and **must not** be sent electronically to candidates or guardians. Awarding body branded statements of results are no longer available. Users (eg employers, further/higher education institutions) will become increasingly familiar with centre-endorsed results, ie results printed out on school/college letterhead or stamped. Where there is doubt, users can ask to see a candidate's certificate to verify a result.

CSoPRs are not certificates and we reserve the right to correct the information given on these statements, sent out before the issue of certificates.

5.5 Feedback documentation

Centres entered for Basic Skills will continue to receive hard copies of the feedback documentation (Basic Skills) on results publication day.

6 Information about subject and unit results

6.1 Certification rules

Grades achieved in current exams will appear on certificates. We cannot change a grade once a certificate has been issued.

In modular specifications (ie all A-levels, most GCSEs and Diploma Principal Learning) candidates can take units in different exam series and re-take them (subject to restrictions in GCSE). Generally, the best result for each unit counts towards certification, but in GCSE Mathematics B (4307) the terminal module result in the current series automatically counts, even if it is lower than a previous result, and a terminal requirement applies in most other GCSEs (except the Sciences).

For details on aggregation rules in A-levels and the new GCSEs, please see:

- *GCE Entry, Aggregation and Certification – Procedures and Rules*
- *Rules for new GCSE Specifications – terminal requirements, re-sits and cashing-in*

available at www.jcq.org.uk

6.2 Results reported as UMS scores

A nationally-agreed Uniform Mark Scale (UMS) is used to report the unit/module results and the subject results in modular specifications. Following each exam series, examiners meet to set grade boundaries for each unit. These are used to convert candidates' raw marks into uniform marks. The aims of this process are to ensure that the uniform marks issued represent equivalent standards of performance between series, given that there may be slight variations in the difficulty of unit exams from one series to another, and that the subject awards are at the appropriate standard.

For further information about the use of uniform marks, we publish a booklet *Uniform marks in A-level and GCSE exams and points in the Diploma*, available from the *Support/Results Statistics/UMS (uniform mark scale)* section of aqa.org.uk.

Also available on this page are details of the minimum uniform mark for each grade in all A-level and modular GCSE subjects and units. This information is also shown for A-level subjects and units in sections 6.3 and 6.4 below.

We publish *additional grids* for certain subjects showing raw mark grade boundaries and providing information about unit/module results.

6.3 GCE (including Applied subjects) results

For GCE awards, the uniform mark grade boundaries are given in the tables below and can be found in the *Support/Results Statistics/UMS (uniform mark scale)* section of aqa.org.uk

GCE six unit specifications – Mathematics subjects, Music, Sciences (including Electronics) and single award in Applied subjects

Grade	AS subject award	A-level subject award
	(Maximum UMS = 300)	(Maximum UMS = 600)
A*	A* is not available for AS	See paragraph below
A	240	480
B	210	420
C	180	360
D	150	300
E	120	240

For six unit GCE specifications (including single award in Applied subjects, Pure Mathematics and Statistics – not Mathematics or Further Mathematics), an A* will be awarded where a grade A has been achieved and the candidate has also obtained a minimum total of 270 uniform marks for the A2 units.

For Mathematics, an A* will be awarded where a grade A has been achieved and the candidate has also obtained a minimum total of 180 uniform marks for MPC3 and MPC4.

For Further Mathematics, an A* will be awarded where a grade A has been achieved and the candidate has also obtained a minimum total of 270 uniform marks for the three best A2 units.

GCE four unit specifications

Grade	AS subject award	A-Level subject award
	(Maximum UMS = 200)	(Maximum UMS = 400)
A*	A* is not available for AS	See paragraph below
A	160	320
B	140	280
C	120	240
D	100	200
E	80	160

For four unit GCE specifications, an A* will be awarded where a grade A has been achieved and the candidate has also obtained a minimum total of 180 uniform marks for the A2 units.

GCE two unit specifications

Grade	AS subject award (Maximum UMS = 100)	A-Level subject award (Maximum UMS = 200)
A*	A* is not available for AS	See paragraph below
A	80	160
B	70	140
C	60	120
D	50	100
E	40	80

For two unit GCE specifications, an A* will be awarded where a grade A has been achieved and the candidate has also obtained a minimum of 90 uniform marks for the A2 unit.

For GCE double awards, the uniform mark grade boundaries are given in the tables below and can be found in the *Support/Results Statistics/UMS (uniform mark scale)* section of aqa.org.uk

GCE Double award in Applied subjects

Grade	AS double subject award (six unit) (Max UMS mark = 600)	Advanced double subject award (12 unit) (Max UMS mark = 1200)
A*A*		See paragraph below
A*A		See paragraph below
AA	480	960
AB	450	900
BB	420	840
BC	390	780
CC	360	720
CD	330	660
DD	300	600
DE	270	540
EE	240	480

An A*A* will be awarded where a grade AA has been achieved and the candidate has also obtained a minimum total of 540 uniform marks for the six A2 units.

An A*A will be awarded where a grade AA has been achieved and the candidate has also obtained a minimum total of 270 uniform marks for the three best A2 units.

The pair of grades will be reported on the basis of all 12 units and not two separate sets of six units.

GCE Advanced with Advanced Subsidiary (additional) subject award

Grade	Advanced with Advanced Subsidiary (additional) subject award (nine unit)
	(Maximum UMS = 900)
A*A	See paragraph below
AA	720
AB	675
BB	630
BC	585
CC	540
CD	495
DD	450
DE	405
EE	360

An A*A will be awarded where a grade AA has been achieved and the candidate has also obtained a minimum total of 270 uniform marks for the three A2 units.

6.4 GCE unit results

For GCE units the maximum uniform mark depends on the weighting of the unit in the scheme of assessment. The uniform mark grade boundaries are given in the tables below and can be found in the *Support/Results Statistics/UMS (uniform mark scale)* section of aqa.org.uk

Six unit specifications – Mathematics subjects, Music, Sciences (including Electronics), also Applied subjects

	Grade boundaries in terms of uniform marks according to weighting of unit					
Weighting as % of total AS assessment	20%	30%	33.3%	35%	40%	46.7%
Weighting as % of total Advanced assessment	10%	15%	16.7%	17.5%	20%	23.3%
Max UMS Mark	60	90	100	105	120	140
A	48	72	80	84	96	112
B	42	63	70	74	84	98
C	36	54	60	63	72	84
D	30	45	50	53	60	70
E	24	36	40	42	48	56

Four unit specifications – most subjects

	Grade boundaries in terms of uniform marks according to weighting of unit				
Weighting as % of total AS assessment	30%	40%	50%	60%	70%
Weighting as % of total Advanced assessment	15%	20%	25%	30%	35%
Max UMS	60	80	100	120	140
A	48	64	80	96	112
B	42	56	70	84	98
C	36	48	60	72	84
D	30	40	50	60	70
E	24	32	40	48	56

Two unit specifications (certain Modern Foreign Languages)

	Grade boundaries in terms of uniform marks according to weighting of unit
Weighting as % of total AS assessment	100%
Weighting as % of total Advanced assessment	50%
Max UMS	100
A	80
B	70
C	60
D	50
E	40

6.5 Modular GCSEs

All new GCSE specifications, as well as outgoing Mathematics B and Sciences, are modular (also known as unitised). Details of the uniform mark grade boundaries for each subject and unit are available in the *Support/Results Statistics/UMS (uniform mark scale)* section of aqa.org.uk. In tiered GCSE units grades are reported only in the range available for the tier. For example, if 24-31 uniform marks correspond to grade F, a Foundation tier candidate with 27 uniform marks will be reported as grade F for that unit but a Higher tier candidate will be reported as U.

GCSE Mathematics specification B (4307)

For regulatory reasons, the overall grade awarded in GCSE Mathematics B (4307) is restricted by the Module 5 tier of entry.

- A candidate entered for the Module 5 Foundation tier cannot receive a grade outside the range C – G.
- A candidate entered for the Module 5 Higher tier cannot receive a grade outside the range A* - E.

This remains the case even if the candidate's total uniform mark appears to imply a different grade. A candidate entered for the Module 5 Higher tier, therefore, with a total uniform mark of 230, receives an ungraded result not a grade F.

6.6 Points for each grade in Principal Learning and the Project Qualification

Diploma Principal Learning uses a nationally-agreed points system to report the result of each unit. The same system is used for the Project Qualification, taken as part of a Diploma. As in the case of UMS, the points system is used to show how a unit's raw marks relate to common standards across the qualification. Conversion of raw marks to points in Principal Learning and the Project Qualification is slightly different from the conversion of raw marks to uniform marks in GCE and modular GCSE.

The maximum points score available for a Principal Learning unit and the Project Qualification (when taken as part of a Diploma) depends on the level and number of guided learning hours (glh). The minimum points score per grade for:

- the units
- the Project Qualification
- the Principal Learning qualification overall
- the Diploma overall

are shown below.

Level 3 (Advanced) units

glh	30	60	90	Extended Project (120)
Max points score	7	14	21	28
A*	6	12	18	24
A	5	10	15	20
B	4	8	12	16
C	3	6	9	12
D	2	4	6	8
E	1	2	3	4
U	0	0	0	0

Level 3 (Advanced) Principal Learning and Diploma award

	Principal Learning	Diploma
Max points score	126	154
A*	108	132
A	90	110
B	72	88
C	54	66
D	36	44
E	18	22

Level 2 (Higher) units

glh	30	60	Higher Project (60)
Max points score	5	10	10
A*	4	8	8
A	3	6	6
B	2	4	4
C	1	2	2
U	0	0	0

Level 2 (Higher) Principal Learning and Diploma award

	Principal Learning	Diploma
Max points score	70	80
A*	56	64
A	42	48
B	28	32
C	14	16

Level 1 (Foundation) units

glh	30	60	Foundation Project (60)
Max points score	4	8	8
A*	3	6	6
A	2	4	4
B	1	2	2
U	0	0	0

Level 1 (Foundation) Principal Learning and Diploma award

	Principal Learning	Diploma
Max points score	32	40
A*	24	30
A	16	20
B	8	10

7 Other results materials

7.1 AQA Query about Examination Results form (for non-EAR queries)

This *form* enables you to fax the following queries directly to our processing sections:

- a missing or incomplete result for a candidate
- an X result for a candidate when you are not aware of a reason.

Contact details are shown on the form.

Please do **not** use this form to request EAR services or for missing documentation. If you have any enquiries, please contact Exams Office Support.

We will deal with all queries as quickly as possible. We will prioritise queries where responsibility for the problem rests with us rather than your centre and/or where a university place depends on the outcome.

7.2 JCQ application form for Access to Scripts

The Joint Council for Qualifications (JCQ) *Post-Results Services* booklet is sent out on CD to all centres by JCQ in May. This booklet is available for you to refer to, up to and including the March 2012 exam series. It describes the post-results services available.

Copies of the JCQ order forms for:

- priority copy scripts (if applicable)
- scripts to support teaching and learning – Access to Scripts service

are available from the Secure Key Materials section of e-AQA.

Please note: these forms are for use **only** if you are unable to use our online ordering system and for private candidates.

7.3 Late requests for GCE and GCSE subject awards

Candidates who have taken the required units but were not entered for certification may request late aggregation of a subject grade through their centre. Those wishing to re-grade an award must have taken or re-taken at least one unit since their last subject award.

The *AQA Late Award form* is available from the *Secure Key Materials* section of e-AQA. Please contact Exams Office Support for further assistance. The form should be sent to our Centre Support office in Guildford (fax: 01483 453 605 or 01483 303 968) to arrive no later than the deadline given in the *Summary of Key Dates by series* section of this booklet (or two weeks after notification of the outcome of an Enquiry about Results). During this period we will make no charge for this service.

Any requests to aggregate for an exam series after the last date to apply for a late subject award will be accepted only as an exceptional case, where there are extenuating circumstances and a letter of explanation is submitted by the Examinations Officer. Decisions are made on a case-by-case basis. In such cases, any approved requests would require the return of certificates for other awards in the same series. A fee of £40.15* will be incurred for each subject award to be aggregated.

* Please note: from September 2011, revised fees for November 2011, January and March 2012 will be published in the *Administration/ Library* section of aqa.org.uk

7.4 Diploma results

Foundation Diploma Level 1 [†]	A*(a*)	A(a)	B(b)			
Higher Diploma Level 2 [†]	A*(a*)	A(a)	B(b)	C (c)		
Advanced Diploma Level 3 [†]	A*(a*)	A(a)	B(b)	C (c)	D(d)	E(e)
Progression Diploma Level 3 [†]	A*(a*)	A(a)	B(b)	C (c)	D(d)	E(e)

[†] Grades are issued on behalf of AQA-City&Guilds

Aggregating Diploma results

Centres have access to results information via the Diploma Aggregation Service (DAS) on results publication day.

Results for the Diploma's constituent qualifications appear in the qualifications section of each candidate's learner account in DAS. Results are recorded here by component awarding bodies (CABs). If results are missing from the DAS, please contact the relevant CAB.

The completion status report shows what percentage of each Diploma element has been completed.

After a result is posted into a learner account, you will receive an automatic notification in DAS.

If an intention to claim a Diploma has been set, DAS will automatically:

- aggregate the results
- calculate a grade
- send a claim request through to us as the Diploma awarding body (DAB).

We will verify the grade before awarding the Diploma and issue a transcript on e-AQA.

If an intention to claim a Diploma has not been set, the Diploma will have to be claimed manually.

As soon as a candidate has met all Diploma requirements, DAS will aggregate the results and calculate a trial grade. You will then have to decide whether to accept this grade. If you do, you can claim the Diploma using the 'claim' button in the learner account. If you are unhappy with the trial grade, your candidate may wish to re-sit one or more of the components.

7.5 Late requests for Diploma awards

Candidates who have achieved sufficient unit results for an award but have not claimed certification may do so retrospectively through their centre. You must submit this claim through your DAB (see 7.4 Diploma results).

8 Certificates

Any subject for which a candidate receives a U, Q or X result will not appear on the certificate.

We prepare all certificates from the entry information you submit for candidates for the current exam series. We cannot accept responsibility for errors in this information eg the spelling of candidate names or the centre name. When you receive your certificates, please check these details carefully. If you find any incorrect information, please send the necessary alterations immediately to our Candidate Support Records section at your assigned AQA office (Guildford or Manchester).

Please also check that you have given us a date of birth for all candidates. We cannot issue a certificate for a candidate without this information.

We will despatch certificates to arrive by the series date given in the *Summary of Key Dates by series* section of this booklet.

9 Access to Scripts services

Arrangements for access to marked exam scripts are outlined in the Joint Council for Qualifications booklet on *Post-Results Services*. Access to marked exam scripts is available in all qualifications apart from Key Skills where it is available at Level 3 only. Access to Scripts services are **not** available for Basic Skills.

Scripts for some AQA externally assessed units are excluded from Access to Scripts but you may request the Candidate Record Form/Marking Grid instead. The Speaking Test Marking Schedules can be requested for GCE French, German and Spanish specifications. For information on the return of recordings please see section 9.1 of this booklet. The Detailed Mark Sheets can also be requested for GCSE Bengali, Modern Hebrew, Panjabi and Polish specifications. The information is available in the *Administration/Post-Results Services/Access to Scripts* section of aqa.org.uk

Marked scripts are made available mainly to support teaching and learning. By seeing how candidates' responses were assessed, teachers can decide how to help candidates answer questions effectively in future exams.

9.1 Services available

Priority copy service

This provides a copy of the script so that centres or individual candidates can decide whether to make an Enquiry about Results (EAR). This priority copy service is available for GCE, GCE in Applied subjects and Diploma Principal Learning at Levels 3 and 4 only and Key Skills at Level 3 only.

Scripts to support teaching and learning

This service is available for GCE, GCE in Applied subjects, Diploma Principal Learning Levels 1, 2 and 3, Key Skills Level 3, FSMQ, GCSE, GCSE in vocational subjects, Functional Skills and VRQ.

Return of recordings

From summer 2011, you can request the return of your recordings along with the Marking Schedule for Centre Conducted/Visiting Examiner Speaking Test (STMS).

The recordings and breakdown of marks will be returned for the full group – individual recordings cannot be returned. To meet data protection legislation, anyone requesting recordings must have obtained written permission from all students. A proforma will be available at aqa.org.uk, by results day, on which requests **must** be submitted.

Please note: Recordings will be returned no later than the end of November each year, following the end of the Post Results period (20 September).

Costs for the service will be:

£20 **per centre** for GCE Teacher conducted speaking tests

£30 **per centre** for GCE Visiting Examiner conducted speaking tests.

9.2 Making a request

Please use our secure online service, e-AQA, to place orders for Access to Scripts (see section 1.2). Related question papers and mark schemes are available at e-AQA. Please do not make simultaneous requests for EAR and Access to Scripts. If we receive orders for both services, the EAR will take priority and the script will become available only when the EAR procedures are complete. We will not release scripts in subjects/components where you have made an EAR until all procedures relating to the enquiry are complete. This may mean that part of an order for Access to Scripts is delayed until issues relating to the EAR have been resolved.

Requests submitted using an order form rather than online can be faxed to Exams Office Support. The forms are available on Secure Key Materials at aqa.org.uk

All requests should be submitted to us by the JCQ deadline date (see the current JCQ *Post-Results Services* booklet). Please also refer to the *Summary of Key Dates by series* section of this booklet.

Requests received after the deadline date will **not** be accepted.

Private candidates

e-AQA does not show the entry records of private candidates. You cannot apply for post-results services for private candidates through e-AQA. To submit a request for a private candidate, please use the appropriate JCQ request form.

9.3 Cancelling requests

Requests made via e-AQA can be cancelled on-line if the status is showing as 'submitted.' Once the status has changed to 'accepted' you will have to put the details in writing on centre headed paper and fax to Exams Office Support.

9.4 Fees

Fees for Access to Scripts are charged per component, per candidate and include the cost of post and packing for:

- priority copy script
- scripts to support teaching and learning
- individual Candidate Record Form or Marking Grid.

You may request Candidate Record Forms/Marking Grids for externally assessed coursework either as a priority copy or as an exam script to support teaching and learning at a charge of £4.00 per CRF/Marking Grid. This charge covers the cost of administration, post and packing. It may be helpful to request a sample of forms rather than the whole set if your request relates to concerns about the original assessment.

We will invoice registered centres for the number of scripts ordered.

Please note: Access to Scripts services are offered by all awarding bodies separately from Enquiries about Results (EARs). Charges for Access to Scripts cover the direct, administrative costs of these services **only**. We will **not** refund the Access to Scripts fee if a subsequent EAR marking review results in grade changes.

9.5 Requesting scripts as part of Enquiries about Results

You may request a copy of the script when you make a post-exam Enquiry about Results (EAR). To obtain a copy of the script, please select the 'copy of script' option when you submit an EAR request. You cannot amend your order to include a copy of the script at a later stage.

Please note:

- you cannot make an EAR once you have received scripts to support teaching and learning
- the deadlines for submission of applications for EARs are in the *Summary of Key Dates by series* section of this booklet
- information about requests from private candidates is in section 9.2 of this booklet.

If you have any further queries about post-results services, please contact Exams Office Support.

9.6 Acknowledgement of requests for Access to Scripts services

You can print out confirmation of your order for the return of scripts when you submit your request through e-AQA. Requests made via e-AQA can be viewed online. If you are unsure whether a request was submitted, you can log in and check your centre's details.

Requests submitted by fax or post will not show on e-AQA. We acknowledge these requests by post within two weeks of receipt.

9.7 Script despatch

If you have any problems when you receive your priority copy scripts order, report this to us within **two weeks** of receipt as we cannot handle these queries at a later stage.

If you have not received all your Access to Scripts by the date given in the *Summary of Key Dates by series* section of this booklet or have any other queries, please contact Exams Office Support.

Please be aware that, as noted in the *JCQ Post-Results Services* booklet:

'Awarding Bodies will destroy all scripts remaining after those required for Enquiries about Results, appeals and research purposes have been extracted.'

Our qualifications are administered in different offices, so you may receive your order in more than one parcel.

Step 1

Log onto e-AQA at aqa.org.uk



Step 2

Click **Exams officer services** tab then click **Results**



Step 3

Click **Print results slips**



Step 4

Click **download file**



Step 1

Log onto e-AQA at aqa.org.uk



Step 2

Click **Exams officer services** tab then click **Results**



Step 3

Click **Candidate results by series**



Step 4

Select an academic year

Step 5

Select a series



Step 6

Enter your candidate's details then click **show candidates**

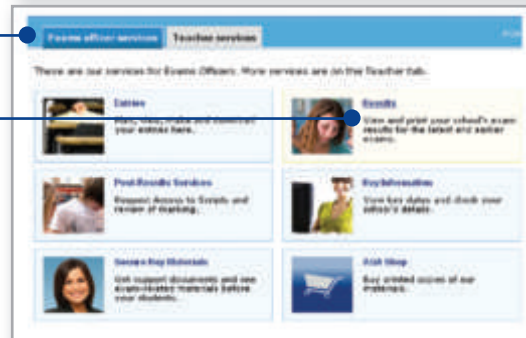
Step 1

Log onto e-AQA at aqa.org.uk



Step 2

Click the **Exams officer services** tab then click **Results**



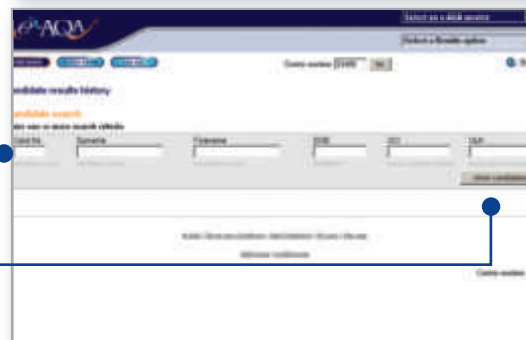
Step 3

Click **Candidate results history**



Step 4

Enter your candidate's details



Step 5

Click **show candidates**

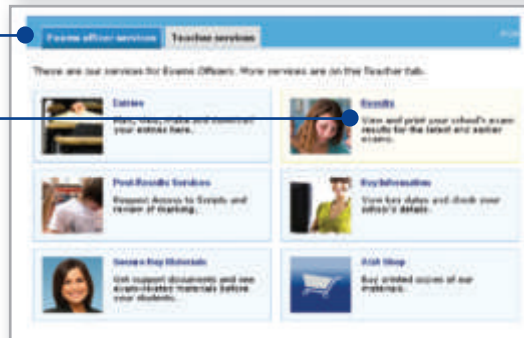
Step 1

Log onto e-AQA at aqa.org.uk



Step 2

Click the **Exams officer services** tab then click **Results**



Step 3

Click **Results statistics**



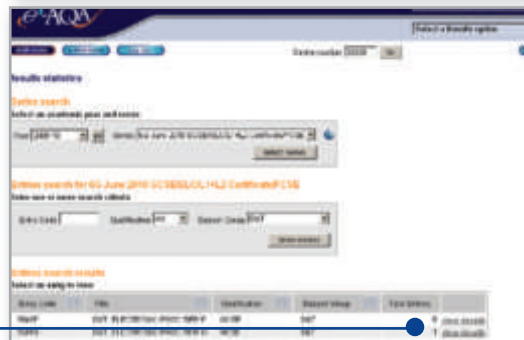
Step 4

Select an academic year and series



Step 5

Key in your entry code or select a subject



Step 6

Click view details

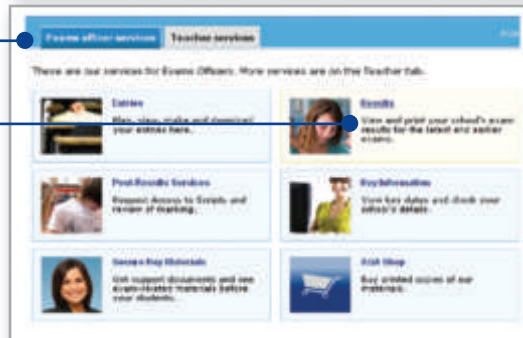
Step 1

Log onto e-AQA at aqa.org.uk



Step 2

Click the **Exams officer services** tab then click **Results**



Step 2

Click **Enhanced Results Analysis**



Step 4

Click **Download results**



Step 5

In the search box select:
Qualification – for example GCSE
Session/Year – when candidates sat the exam
Subject group – your specific subject
Entry code – for example 3702H
Component – select **All**



Click **Download all**

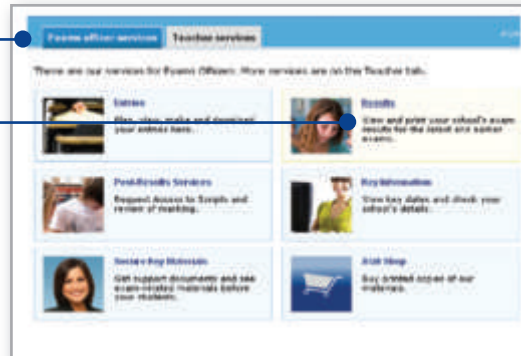
Step 1

Log onto e-AQA at aqa.org.uk



Step 2

Click the **Exams officer services** tab then click **Results**



Step 3

Click **Enhanced Results Analysis**



Step 4

Click **Download results**



Step 5

In the search box select:

- Qualification** – for example GCSE
- Session/year** – when the candidates sat the exam
- Subject group** – your specific subject
- Entry code** – for example 3702H
- Component** – for example 3702/1H

click **include question marks** to view your candidates' marks at question level



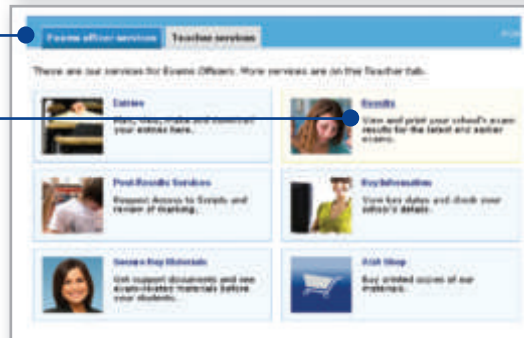
Step 1

Log onto e-AQA at aqa.org.uk



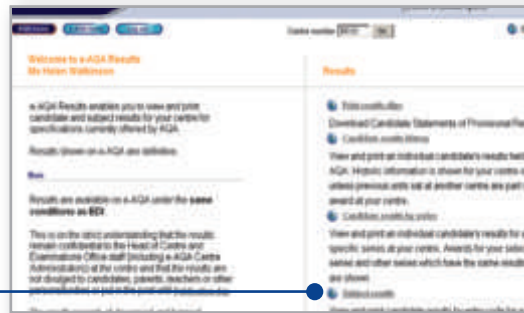
Step 2

Click the **Exams officer services** tab then click **Results**



Step 3

Click **Subject results**



Step 4

Select an academic year and series



Step 5

Key in an entry code or select your subject

