



GP33 – Examinations Contingency Plan



Last Review Date	November 2017	Next Review Date	November 2018
Leader of Policy Review	Headteacher, Exams Officer		
Associated Policies	Examinations Policy		

Exam Office

Entries / Exam Day

Contingency Plan

2017/18

Exam Officer: Mrs. S. Hammond

Centre Exam Provision 2017/18

The tables below show which Awarding Bodies each department uses for all qualifications, and which seasons there will be entries for external exams/registrations.

GCSE & A Levels			Exam Seasons & Entry Deadlines					
GCSE			November		January		Summer	
Level	AB	Subject	04/10/17		21/10/17		21/02/18	
			Yr 10	Yr 11	Yr 10	Yr 11	Yr 10	Yr 11
GCSE	WJEC	Art & Design Linear :						
		Fine Art: 3651QS						Y
		Graphic Com: 3654QS						Y
GCSE	WJEC	Science Double Award						
		Cash In: 3430QD						Y
		Unit 1 (F) – Biol 1 3430U1					Y	Y
		Unit 1 (H) – Biol 1 3430UA					Y	Y
		Unit 2 (F) – Chem 1 3430U2					Y	Y
		Unit 2 (H) – Chem 1 3430UB					Y	Y
		Unit 3(F) – Phys 1 3430U3					Y	Y
		Unit 3 (H) – Phys 1 3430UC					Y	Y
		Unit 4 (F) – Biol 2 3430U4						Y
		Unit 4 (H) – Biol 2 3430UD						Y
		Unit 5 (F) – Chem 2 3430U5						Y
		Unit 5 (H) – Chem 2 3430UE						Y
		Unit 6 (F) – Phys 2 3430U6						Y
		Unit 6 (H) – Phys 2 3430UF						Y
		Unit 7 (Prac) – 3430U7					Y	
GCSE	WJEC	Science: Biology						
		Cash In: 3400QS						Y
		Unit 1 (F) – 3400U1					Y	Y
		Unit 1 (H) – 3400UA					Y	Y
		Unit 2 (F) – 3400U2						Y
		Unit 2 (H) – 3400UB						Y
		Unit 3 (Prac) – 3400U3					Y	
GCSE	WJEC	Science: Chemistry						
		Cash In: 3410QS						Y
		Unit 1 (F) – 3410U1					Y	Y
		Unit 1 (H) – 3410UA					Y	Y
		Unit 2 (F) – 3410U2						Y
		Unit 2 (H) – 3410UB						Y
		Unit 3 (Prac) – 3410U3					Y	
GCSE	WJEC	Science: Physics						
		Cash In: 3420QS						Y
		Unit 1 (F) – 3420U1					Y	Y
		Unit 1 (H) – 3420UA					Y	Y
		Unit 2 (F) – 3420U2						Y
		Unit 2 (H) – 3420UB						Y
		Unit 3 (Prac) – 3420U3					Y	

GCSE & A Levels			Exam Seasons & Entry Deadlines					
GCSE			November		January		Summer	
Level	AB	Subject	04/10/17		21/10/17		21/02/18	
			Yr 10	Yr 11	Yr 10	Yr 11	Yr 10	Yr 11
GCSE	WJEC	Business Studies: Linear						
		4080SA						Y
GCSE	WJEC	Computer Science: Linear (Legacy)						
		Cash In: 4340SA						Y
		Unit 1 (written paper) 434101						Y
		Unit 2 (on-screen assess) 434201						Y
		Unit 3 (Cont Assess) 434301						Y
GCSE	WJEC	ICT: Unitised						
		Cash In: 4330SA						Y
		Unit 1 - 433101					Y	
		Unit 2 (Cont Assess) - 433201						Y
		Unit 3 - 433301						Y
GCSE	WJEC	Unit 4 (Cont Assess) - 433401						Y
		D&T Product						
		Cash In: 4140SA						Y
		Unit 1 (Exam) - 414101						Y
		Unit 2 (Cswk) - 414201						Y
GCSE	WJEC	(new spec for Year 10 no entries this yr)						
		D&T Textiles						
		Cash In: 4130SA						Y
		Unit 1 (Exam) - 413101						Y
		Unit 2 (Cswk) - 413201						Y
GCSE	WJEC	(new spec for Year 10 no entries this yr)						
		Food & Nutrition (Linear)						
		Cash In:						
		Unit 1 (written) – 3560P1						Y
		OR						
GCSE	WJEC	Unit 2 (on-screen) – 3560P2						
		D&T Graphic Product						
		Cash In: 4100SA						Y
		Unit 1 (exam) - 410101						Y
		Unit 2 (cswk) - 410201						Y
Level 1 / 2 Vocational Award	WJEC	Qual in Engineering						
		Cash In: 9790A1						Y
		Unit 1 (design) - 979101						Y
		Unit 2 (products) - 979201						Y
		Unit 3 (exam) - 979301					Y	Y
Level 1 / 2 Vocational Award	WJEC	Constructing the Built Environment						
		Cash In: 9810A1						Y
		Unit 1(exam) -9811 01					Y	Y
		Unit 2 (skills) - 9812 01						Y
		Unit 3 (proj) - 9813 01						Y
GCSE	WJEC	English Language (Linear)						
		Cash In: 3700QS					Y	Y

GCSE & A Levels			Exam Seasons & Entry Deadlines					
			November		January		Summer	
			04/10/17		21/10/17		21/02/18	
Level	AB	Subject	Yr 10	Yr 11	Yr 10	Yr 11	Yr 10	Yr 11
GCSE	WJEC	English Literature						
		Cash In: 3720QS						Y
		3720U1 (Unit 1 Fdn)				Y		Y
		3720UA (Unit 1 Higher)				Y		Y
		3720U2 (Unit 2a Fdn)						Y
		3720UB (Unit 2a Higher)						Y
		3720U4 (Cswk)						
GCSE	WJEC	French (Linear)						
		Cash In: 3800QS						Y
		Unit 1 Fdn (Speaking) - 3800U1						Y
		Unit 1 High (Speaking) – 3800UA						Y
		Unit 2 Fdn (Listening) - 3800U2						Y
		Unit 2 High (Listening) – 3800UB						Y
		Unit 3 Fdn (Reading) - 3800U3						Y
		Unit 3 High (Reading) – 3800UC						Y
		Unit 4 Fdn (Writing) - 3800U4						Y
Unit 4 High (Writing) – 3800UD						Y		
GCSE	WJEC	German (Linear)						
		Cash In: 3820QS						Y
		Unit 1 Fdn (Speaking) - 3820U1						Y
		Unit 1 High (Speaking) – 3820UA						Y
		Unit 2 Fdn (Listening) - 3820U2						Y
		Unit 2 High (Listening) – 3820UB						Y
		Unit 3 Fdn (Reading) - 3820U3						Y
		Unit 3 High (Reading) – 3820UC						Y
		Unit 4 Fdn (Writing) - 3820U4						Y
Unit 4 High (Writing) – 3820UD						Y		
GCSE	WJEC	Geography (Linear)						
		Cash In: 3110QS						Y
GCSE	WJEC	Health & Social Care Single Award						
		Cash In: 4720SA						Y
		Unit 1 (Cont Assess) - 4721 01						Y
		Unit 2 (exam) - 4722 01				Y	Y	resits
GCSE	WJEC	History Route A (Legacy)						
		Cash In: 4270SA						Y
		Unit 1 (Germany) - 4271 04						resits
		Unit 2 (Russia) - 4272 04						resits
		Unit 3 (USA) - 4373 03						Y
Unit 4 (CA) - 4286 01						Y		
GCSE	WJEC	History (New Spec)						
		Cash In: 3100QS						
		Unit 1C						
		Unit 2C (Germany) – 3100UG					Y	
		Unit 3A						
Unit 4 (CA)								

GCSE & A Levels			Exam Seasons & Entry Deadlines					
GCSE			November		January		Summer	
			04/10/17		21/10/17		21/02/18	
Level	AB	Subject	Yr 10	Yr 11	Yr 10	Yr 11	Yr 10	Yr 11
GCSE	AQA	Law						
		Cash In: 4162						Y
		Unit 1 - 41601						Y
		Unit 2 - 41602						Y
GCSE	WJEC	Mathematics (Numeracy)						
		3310PF (Fdn)					Y	resits
		3310PN (Intermediate)					Y	resits
		3310PH (Higher)					Y	resits
GCSE	WJEC	Mathematics						
		3300PF (Fdn)		Y				resits
		3300PN (Intermediate)		Y				resits
		3300PH (Higher)		Y				resits
Level 2	WJEC	Additional Maths						
		Cash In: 9550 01						Y
Entry Level	WJEC	Certificate in Mathematics-Numeracy (New Spec)						
		Cash In: 6300QS						Year 8
GCSE	WJEC	Media Studies						
		Cash In: 4390SA						Y
		Unit 1 - 4391 01						Y
		Unit 2 (CA) - 4392 01						Y
GCSE	WJEC	Music (Linear)						
		Cash In: 3660QS						Y
GCSE	WJEC	P.E. Full Course						
		Cash In: 3550QS						Y
GCSE	WJEC	P.E Short Course						
		Cash In: 3555QT						Y
GCSE	OCR (move to AQA for 2019)	Psychology						
		Cash In: J611						Y
		Unit 1 - B541						Y
		Unit 2 - B542						Y
		Unit 3 - B543						Y
GCSE	WJEC	Welsh 2nd Language FC						
		Cash In: 4550SA						Y
		4551 01/02 (Unit 1)						resits
		4552 01 (Unit 2 CA)						resits
		4553 01/02 (Unit 3 oral)						Y
4554 01/02 (Unit 4)						Y		
GCSE	WJEC	Welsh 2nd Language SC						
		Cash In: 4559SC						Y
		4551 01/02 (Unit 1)						Y
		4552 01 (Unit 2 CA)						Y

A Levels			Summer	
			Entry Deadline: 21/02/18	
Level	AB	Subject	Yr 12	Yr 13
GCE	WJEC	Art : Fine Art		
		2651U1 (AS Unit 1)	Y	
		2651QS (AS Cash In)	Y	
		1651U2 (A2 Unit 2)		Y
		1651U3 (A2 Unit 3)		Y
		1651QS (A2 Cash In)		Y
GCE	WJEC	Art: Graphic Communication		
		2654U1 (AS Unit 1)	Y	
		2654QS (AS Cash In)	Y	
		1654U2 (A2 Unit 2)		Y
		1654U3 (A2 Unit 3)		Y
		1654QS (A2 Cash In)		Y
GCE	WJEC	Art: Photography		
		2656U1 (AS Unit 1)	Y	
		2656QS (AS Cash In)	Y	
		1656U2 (A2 Unit 2)		Y
		1656U3 (A2 Unit 3)		Y
		1656QS (A2 Cash In)		Y
GCE	WJEC	Biology (New Spec)		
		2400U1 (unit 1)	Y	
		2400U2 (unit 2)	Y	
		2400QS (AS Cash In)	Y	
		1400U3 (Unit 3)		Y
		1400U4 (Unit 4)		Y
		1400U5 (Unit 5) Practical		Y
		1400QS (A2 Cash In)		Y
GCE	WJEC	Chemistry (New Spec)		
		2410U1 (unit 1)	Y	
		2410U2 (unit 2)	Y	
		2410QS (AS Cash In)	Y	
		1410U3 (Unit 3)		Y
		1410U4 (Unit 4)		Y
		1410 U5 (Unit 5) Practical		Y
		1410QS (A2 Cash In)		Y
GCE	WJEC	Physics (New Spec)		
		2420U1 (Unit 1)	Y	
		2420U2 (Unit 2)	Y	
		2420QS (cash in)	Y	
		1420U3 (Unit 3)		Y
		1420U4 (Unit 4)		Y
		14205 (Unit 5)		Y
		1420QS (A2 Cash In)		Y

A Levels			Summer	
			Entry Deadline: 21/02/18	
Level	AB	Subject	Yr 12	Yr 13
GCE	WJEC	Business (New Spec)		
		2510U1 (Opportunities)	Y	
		2510U2 (Functions)	Y	
		2510QS (AS Cash In)	Y	
		1510U3 (Analysis & Strategy)		Y
		1510U4 (Changing world)		Y
		1510QS (A2 Cash In)		Y
GCE	WJEC	Economics (New Spec)		
		2520U1 (Principles)	Y	
		2520U2 (Economics in action)	Y	
		2520QS (AS Cash In)	Y	
		1520U3 (Behaviour)		Y
		1520U4 (Models and Policies)		Y
		1520QS (A2 Cash In)		Y
GCE	WJEC	Computer Science (New Spec)		
		2500U1 (Fundamentals)	Y	
		2500U2 (Prac Programming)	Y	
		2500QS (AS Cash In)	Y	
		1500U3		Y
		1500U4		Y
		1500U5		Y
		1500QS (A2 Cash In)		Y
GCE	WJEC	ICT (New Spec)		
		2530U1 (IT1)	Y	
		2530U2 (IT2)	Y	
		2530QS (AS Cash in)	Y	
		ICT (Legacy)		
		1243 01 (IT3)		Y
1244 01 (IT4)		Y		
		3241 01 (cash in)		Y
GCE	WJEC	D&T Product Design (New Spec)		
		2603U1 (DT1) (exam)	Y	
		2603U2 (DT2) (cswk)	Y	
		2603QS (AS cash in)	Y	
		D&T Product Design (Legacy)		
		1113 01 (DT3) (exam)		Y
1114 01 (DT4) (cswk)		Y		
		3111 01 (A2 cash in)		Y
GCE	WJEC	English Language (NewSpec)		
		2700U1 (Unit 1)	Y	
		2700U2 (Unit 2)	Y	
		2700QS (AS Cash In)	Y	
		1700U3 (Unit 3)		Y
		1700U4 (Unit 4)		Y
		1700U5 (Unit 5)		Y
		1700QS (A2 Cash In)		Y

A Levels			Summer	
			Entry Deadline: 21/02/18	
Level	AB	Subject	Yr 12	Yr 13
GCE	WJEC	English Literature (New Spec)		
		2720U1 (Unit 1)	Y	
		2720U2 (Unit 2)	Y	
		2720QS (AS Cash In)	Y	
		1720U3 (Unit 3)		Y
		1720U4 (Unit 4)		Y
		1720U5 (Unit 5)		Y
		1720QS (A2 Cash In)		Y
GCE	WJEC	French (New Spec)		
		2800U1 (Speaking)	Y	
		2800U2 (List, Read, Writing)	Y	
		2800QS (AS Cash In)	Y	
		1800U3 (Speaking)		Y
		1800U4 (List, Read)		Y
		1800U5 (Writing)		
		1800QS (A2 cash in)		Y
GCE	WJEC	German (New Spec)		
		2820U1 (Speaking)	Y	
		2820U2 (List, Read, Writing)	Y	
		2820QS (AS Cash In)	Y	
		1820U3 (Speaking)		Y
		1820U4 (List, Read)		Y
		1820U5 (Writing)		
		1820QS (A2 cash in)		Y
GCE	WJEC	Geography (New Spec) AS		
		2110U1 (Landscapes)	Y	
		2110U2 (Places)	Y	
		2110QS (AS Cash In)	Y	
		1110U3 (Global Systems)		Y
		1110U4 (Contemporary Themes)		Y
		1110U5 (Investigation)		Y
		1110QS (A2 Cash In)		Y
GCE	EDUQAS	Geology (New Spec)		
		B480QS (AS Cash in)	Y	
GCE	WJEC	Government and Politics (New Spec)		
		2160U1 (Unit 1 - Government)	Y	
		2160U2 (Unit 2 - Democracy)	Y	
		2160QS (AS cash in)	Y	
		Government and Politics (Legacy)		
		1403 01 (GP3b - ideologies)		Y
		1404 01 (GP4 - USA)		Y
3401 01 (A2 cash in)		Y		

A Levels			Summer	
			Entry Deadline: 21/02/18	
Level	AB	Subject	Yr 12	Yr 13
GCE	WJEC	Health & Social Care Single Award AS		
		1621 01 (HSC1)	Y	
		1622 01 (HSC2)	Y	
		2621 01 (AS cash in)	Y	
		Health & Social Care Single Award A2		
		1627 01 (HSC7)		Y
		1629 01 (HSC9)		Y
3621 01 (A2 single cash in)		Y		
GCE	WJEC	Health & Social Care Double Award AS		
		1621 01 (HSC1)	Y	
		1622 01 (HSC2)	Y	
		1623 01 (HSC3)	Y	
		1625 01 (HSC5)	Y	
		2622 01 (AS double cash in)	Y	
		Health & Social Care Double Award A2		
		1627 01 (HSC7)		Y
		1628 01 (HSC8)		Y
		1629 01 (HSC9)		Y
		1631 01 (HSC11)		Y
3622 01 (A2 Double cash in)		Y		
GCE	WJEC	History (New Spec)		
		2100UD (W & E c.1880-1980)	Y	
		2100U8 (Weimar 1918 -1933)	Y	
		2100QS (AS Cash In)	Y	
		1100UB (Protest and Rebellion)		Y
		1100U8 (Nazi Germany 1933-45)		Y
		1100UN (Unit 5 cswk)		Y
1100QS (A2 Cash In)		Y		
GCE	WJEC	Law (New Spec)		
		2150U1 (Unit 1 Nature of Law)		
		2150U2 (Unit 2 Law of Tort)		
		2150QS (AS Cash In)		
		Law (Legacy)		
		1253 02 (LA3 – criminal law)		Y
		1254 02 (LA4 – criminal law)		Y
3251 01 (A2 cash in)		Y		
GCE	WJEC	Mathematics (New Spec)		
		2300U1 (Pure Maths A)	Y	
		2300U2 (Applied Maths A)	Y	
		2300QS (AS Cash In)	Y	
		1300U3 (Pure Matsh B)		Summer 2019
		1300U4 (Applied Maths B)		Summer 2019
1300QS (A2 Cash In)				

A Levels			Summer	
			Entry Deadline: 21/02/18	
Level	AB	Subject	Yr 12	Yr 13
GCE	OCR	Mathematics (MEI) (Legacy)		
		4753A (C3 – New coursework)		Y
		4754 (C4 – Applications)		Y
		4761 (M1 – Mechanics 1)		Y
		7895 (A2 cash in)		Y
		Further Mathematics (MEI) (Legacy)		
		4767 (S2)		Y
		4762 (M2)		Y
		4756 (FP2)		Y
		4768 (S3)		Y
		4763 (M3)		Y
		3896 (AS cash in)		Y
7896 (A2 cash in)		Y		
GCE	WJEC	Further Mathematics (New Spec)		
		2305U1 (Unit 1 Pure Maths A)	Y	
		2305U2 (Unit 2 Statistics A)	Y	
		2305U3 (Unit 3 Mechanics A)	Y	
		2305QS (AS Cash In)	Y	
GCE	WJEC	Media Studies (New Spec)		
		2680U1 (Unit 1 – Investigating Media)	Y	
		2680U2 (Unit 2 – Media Production)	Y	
		2680QS (AS cash in)	Y	
		Media Studies (Legacy)		
		1293 01 (MS3)		Y
		1294 01 (MS4)		Y
3291 01 (A2 cash in)		Y		
GCE	WJEC	Film Studies (Legacy)		
		1181 01 (FM1)	Y	
		1182 01 (FM2)	Y	
		2181 01 (AS Cash in)	Y	
		1183 01 (FM3)		Y
		1184 01 (FM4)		Y
3181 01 (A2 Cash in)		Y		
GCE	WJEC	Music (New Spec)		
		2660U1 (Unit 1 Performing)	Y	
		2660U2 (Unit 2 Composing)	Y	
		2660U3 (Unit 3 Appraising)	Y	
		2660QS (AS Cash In)	Y	
		1660U4 /U5 (Unit 4 – Performing Opt A/B)		Y
		1660U6/U7 (Unit 5 – Composing Opt A/B)		Y
1660U8 (Unit 6 - Appraising)		Y		
1660QS (A2 Cash in)		Y		

Level	AB	Subject	Entry Deadline: 21/02/18	
			Yr 12	Yr 13
GCE GCE	WJEC OCR	P.E (New Spec)		
		2550U1 (Exploring P.E)	Y	
		2550U2 (Performance)	Y	
		2550QS (AS Cash In)	Y	
		1550U3 (Evaluating P.E)		Y
		1550U4 (Refining Performance)		Y
		1550QS (A2 Cash In)		Y
GCE	WJEC	Psychology (New Spec)		
		2290U1 (unit 1- Past to present)	Y	
		2290U2 (unit 2 - Using Psych Concepts)	Y	
		2290QS (AS Cash in)	Y	
		1290U3 (Implications)		Y
		1290U4 (Research Methods)		Y
		1290QS (A2 Cash In)		Y
GCE	WJEC	Religious Studies (New Spec)		
		2120UE (Unit 1 Opt E Hinduism)	Y	
		2120U2 (Unit 2 Religion, Ethics, Philosoph)	Y	
		2120QS (AS Cash In)	Y	
		1120UE (Unit 3 - Hinduism)		Y
		1120U4 (Unit 4 - Ethics)		Y
1120U5 (Unit 5 – Philosophy)		Y		
		1120QS (A2 cash in)		Y
GCE	WJEC	Sociology (New Spec)		
		2200U1 (Acquiring Culture)	Y	
		2200U2 (Sociological Enquiry)	Y	
		2200QS (cash in)	Y	
		1200U3 (Power and Control)		Y
		1200U4 (Inequality and Applied Methods)		Y
		1200QS (A2 Cash In)		Y
GCE	WJEC	Welsh 2nd Language (New Spec)		
		2020U1 (Unit 1 Ffilm a Llafaredd)	Y	
		2020U2 (Unit 2 Aseiad Diarholiad)	Y	
		2020U3 (Unit 3 Defynddio Iaith)	Y	
		2020QS (AS Cash in)	Y	
		1020U4 (Unit 4 – Drama & Oracy)		Y
		1020U5 (Unit 5 – Society & Translang)		Y
		1020U6 (Unit 6 – Use of Lang & Short Story)		Y
		1020QS (A2 Cash in)		Y

				01/11/17	Nov 04/10/17	Jan 21/10/17	March 27/01/18	June 21/03/18	Claim	Results Basedata 31/04/18
Year	Level	AB	Subject							
10	2	Pearson	Creative Media Production Award (NQF) HDV82	Y				Y	July 2019	
10	2	Pearson	Performing Arts (Acting) (NQF) BTX64	Y				Y	July 2019	
11	2	Pearson	Creative Media Production Award (NQF) HDV82	Registered 2016/2017		Y		Y	July 2018	
11	2	Pearson	Performing Arts (Acting) (NQF) BTX64	Registered 2016/2017				Y	July 2018	
12	3	Pearson	Applied Science (QCF) YC511	Y					July 2019	
13	3	Pearson	Sport (NQF) VFA21	Registered 2016/2017				Y	July 2018	
13	3	Pearson	Performing Arts Sub Dip (QCF) LK933	Registered 2016/2017					July 2018	Y
13	3	Pearson	Applied Science (QCF) YC511	Registered 2016/2017					July 2018	Y
13	3	Pearson	Applied Science (QCF) YC510	Registered 2016/2017					July 2018	Y
13	3	Pearson	Creative Media Production (Games Development) (QCF) KK961	Registered 2016/2017					July 2018	

Basedata Files Required for Each Season

November	October/November Registrations	January	February	March	June
WJEC GCSE	WBQ	WJEC GCSE		Entry Level	WJEC GCSE
BTEC Exam	BTEC	BTEC Exam		BTEC Exam	AQA GCSE
		WBQ			EDEXCEL GCSE
					OCR GCSE
					WJEC GCE
					AQA GCE
					WBQ
					BTEC Exam
					BTEC Results

Each season/qualification has a Basedata file on the Awarding Body website. These files contain all requirements for entries.

The process for making the entries is set out below.

Plan Your Entry Procedure

Season : NOVEMBER		Start Date: 01/11/2017		AB Deadline Where applicable	Completed √
				Set a date for each action or deadline	
Basedata Download					
<i>Awarding Body</i>	<i>Basedata Files</i>	<i>Where to import basedata in SIMS Exams</i>	<i>Basedata available to download from website on</i>	Entry Deadline	
WJEC	BG17B40 (Nov GCSE)	WJEC/GCSE	1 st September	4th OCTOBER	
Marksheet Set Up By:		18th September			√
Request Entry Info from Staff		18th September			√
Deadline for Return of Entry Info From HoDs		29th September			√
Entries Inputted <small>Date by which this task will be completed</small>		Entries to be inputted by Exams Office by 3rd October			√
Entry Check Sheets Printed		6th October			√
Distribute Check Sheets to Staff		6th October			√
Deadline for Check Sheet Return		13th October			√
Amend Entries <small>Date by which this task will be completed</small>		13th October			√
Print Statement of Entries for Candidates		5th October			√
Distribute Statement of Entries to Candidates (how)		6th October via registration group tutors			√
Deadline for return of any amendments from Candidates/Parents		12th October			√
Amend Entries <small>Date by which this task will be completed</small>		13th October			√
Send Entries to AB					
<i>Awarding Body</i>	<i>File Name</i>	<i>Date sent</i>	<i>Amendment Deadline</i>		
WJEC/GCSE	Nov GCSE	2 nd October	16th October		
Set deadline for any amendments ie change of tier.		12th October			
Send amendment to AB		WJEC/GCSE	Nov GCSE	By 16 th October	

Other issues to consider:

Does your centre have a withdrawal policy for candidates i.e. non/low attendance, non completion of coursework/controlled assessment. At what point are these decisions made? Inform SMT of AB amendment deadline and encourage decisions to be made before this so not to incur entry fees. You may wish to draw up a letter officially informing parents/guardians of these withdrawals and the reason. (this should have already been discussed with the parent/guardian by the tutors)

You may wish to send home a covering letter with the Statement of Entry (SoE) informing Parents/Guardians of your deadline for their amendments. (They may need to query a tier or ask for their child to be withdrawn from a subject.)

Some centres like to include a reply slip with this letter to be returned to the EO (via form tutors) acknowledging the SoE has been received.

Plan Your Entry Procedure

Season : JANUARY		Start Date: 01/01/2018		AB Deadline Where applicable	Completed √
				Set a date for each action or deadline	
Basedata Download					
<i>Awarding Body</i>	<i>Basedata Files</i>	<i>Where to import basedata in SIMS Exams</i>	<i>Basedata available to download from website on</i>	Entry Deadline	
WJEC/GCSE	1G17B40 (Jan GCSE)	WJEC/GCSE	11 th September	21st OCTOBER	
EDEXL/KSQ	1B17_15 (BTEC NQF)	EDEXL/KSQ	11 th September	21st OCTOBER	
Marksheet Set Up By:		3rd October			√
Request Entry Info from Staff		3rd October			√
Deadline for Return of Entry Info From HoDs		16th October			√
Entries Inputted <small>Date by which this task will be completed</small>		Entries to be inputted by Exams Office by 17 th October			√
Entry Check Sheets Printed		31st October			√
Distribute Check Sheets to Staff		1st November			√
Deadline for Check Sheet Return		8th November			√
Amend Entries <small>Date by which this task will be completed</small>		10th November			√
Print Statement of Entries for Candidates		6th November			√
Distribute Statement of Entries to Candidates (how)		7th November via registration group tutors			√
Deadline for return of any amendments from Candidates/Parents		9th November			√
Amend Entries <small>Date by which this task will be completed</small>		10th November			√
Send Entries to AB					
<i>Awarding Body</i>	<i>File Name</i>	<i>Date sent</i>	<i>Amendment Deadline</i>		
WJEC/GCSE	Jan GCSE 2018	20 th October	11th NOVEMBER		
EDEXL/KSQ	BTEC NQF	20 th October	22nd NOVEMBER		
Set deadline for any amendments ie change of tier.		9th NOVEMBER			
Send amendment to AB		WJEC/GCSE	Jan GCSE 2018	By 10 th November	
		EDEXL/KSQ	BTEC NQF	By 19 th November	

Other issues to consider:

Does your centre have a withdrawal policy for candidates i.e. non/low attendance, non completion of coursework/controlled assessment. At what point are these decisions made? Inform SMT of AB amendment deadline and encourage decisions to be made before this so not to incur entry fees.

You may wish to draw up a letter officially informing parents/guardians of these withdrawals and the reason. (this should have already been discussed with the parent/guardian by the tutors)

You may wish to send home a covering letter with the Statement of Entry (SoE) informing Parents/Guardians of your deadline for their amendments. (They made need to query a tier or ask for their child to be withdrawn from a subject.)

Some centres like to include a reply slip with this letter to be returned to the EO (via form tutors) acknowledging the SoE has been received.

Plan Your Entry Procedure

Season : FEBRUARY		Start Date: 01/02/2017		AB Deadline <i>Where applicable</i>	Completed √
				Set a date for each action or deadline	
Basedata Download					
<i>Awarding Body</i>	<i>Basedata Files</i>	<i>Where to import basedata in SIMS Exams</i>	<i>Basedata available to download from website on</i>	Entry Deadline	
Marksheet Set Up By:					
Distribute Marksheets to Staff					
Deadline for Return of Marksheets					
Entries Inputted <small>Date by which this task will be completed</small>					
Entry Check Sheets Printed					
Distribute Check Sheets to Staff					
Deadline for Check Sheet Return					
Amend Entries <small>Date by which this task will be completed</small>					
Print Statement of Entries for Candidates					
Distribute Statement of Entries to Candidates (how)					
Deadline for return of any amendments from Candidates/Parents					
Amend Entries <small>Date by which this task will be completed</small>					
Send Entries to AB					
<i>Awarding Body</i>	<i>File Name</i>	<i>Date sent</i>	<i>Amendment Deadline</i>		
Set deadline for any amendments ie change of tier.					
Send amendment to AB					

Other issues to consider:

Does your centre have a withdrawal policy for candidates i.e. non/low attendance, non completion of coursework/controlled assessment. At what point are these decisions made? Inform SMT of AB amendment deadline and encourage decisions to be made before this so not to incur entry fees. You may wish to draw up a letter officially informing parents/guardians of these withdrawals and the reason. (this should have already been discussed with the parent/guardian by the tutors)

You may wish to send home a covering letter with the Statement of Entry (SoE) informing Parents/Guardians of your deadline for their amendments. (They made need to query a tier or ask for their child to be withdrawn from a subject.)

Some centres like to include a reply slip with this letter to be returned to the EO (via form tutors) acknowledging the SoE has been received.

Plan Your Entry Procedure

Season : MARCH		Start Date: 01/03/2018		AB Deadline <i>Where applicable</i>	Completed √
				Set a date for each action or deadline	
Basedata Download					
<i>Awarding Body</i>	<i>Basedata Files</i>	<i>Where to import basedata in SIMS Exams</i>	<i>Basedata available to download from website on</i>	Entry Deadline	
Marksheet Set Up By:					
Request Entry Info from Staff					
Deadline for Return of Entry Info From HoDs					
Entries Inputted <small>Date by which this task will be completed</small>					
Entry Check Sheets Printed					
Distribute Check Sheets to Staff					
Deadline for Check Sheet Return					
Amend Entries <small>Date by which this task will be completed</small>					
Print Statement of Entries for Candidates					
Distribute Statement of Entries to Candidates (how)					
Deadline for return of any amendments from Candidates/Parents					
Amend Entries <small>Date by which this task will be completed</small>					
Send Entries to AB					
<i>Awarding Body</i>	<i>File Name</i>	<i>Date sent</i>	<i>Amendment Deadline</i>		
Set deadline for any amendments ie change of tier.					
Send amendment to AB					

Other issues to consider:

Does your centre have a withdrawal policy for candidates i.e. non/low attendance, non completion of coursework/controlled assessment. At what point are these decisions made? Inform SMT of AB amendment deadline and encourage decisions to be made before this so not to incur entry fees. You may wish to draw up a letter officially informing parents/guardians of these withdrawals and the reason. (this should have already been discussed with the parent/guardian by the tutors)

You may wish to send home a covering letter with the Statement of Entry (SoE) informing Parents/Guardians of your deadline for their amendments. (They made need to query a tier or ask for their child to be withdrawn from a subject.)

Some centres like to include a reply slip with this letter to be returned to the EO (via form tutors) acknowledging the SoE has been received

Plan Your Entry Procedure

Season : SUMMER Start Date: 01/04/2018			AB Deadline Where applicable	Completed √
Set a date for each action or deadline				
Basedata Download				
Awarding Body	Basedata Files	Where to import basedata in SIMS Exams	Basedata available to download from website on	Entry Deadline
WJEC	6A18B41 (A level Summer)	WJEC/GCE	14 th November	21st February
	6G18B40 (GCSE Summer)	WJEC/GCSE	14 th November	21st February
	6S18B40 (Vocational Level 1 / 2 Summer)	WJEC/GCSE	14 th November	21st February
	6C18B40 (Entry Level New Spec Maths)	WJEC/GCSE	14 th November	21st February
	6W18B41 (WBQ Summer)	WJEC/GCE	14 th November	21st February
AQA	6A18_70 (A Level Summer)	AQA	14 th November	21st February
	6G18_70 (GCSE Summer)	AQA	14 th November	21st February
OCR	6a18_01 (GCSE & Cam Nat)	OCR	14 th November	21st February
	6b18_01 (A Level Summer)	OCR	14 th November	21st February
EDEXCEL	EDEXL/KSQ (June BTEC exam season)	Edexcel	14 th November	21st March
EDEXCEL	BTEC Results file	Request from edexcel online – approval year is year certificating	On request in April (must return completed file before 31 st July)	Make sure matches quals being claimed by candidates through edexcel on line
Marksheet Set Up By: 22 nd December				
Request Entry Info from Staff 4 th January - Years 10, 11 ,12 &13				
Deadline for Return of Entry Info From HoDs 26 th January – Years 10, 11 ,12 &13				
Entries Inputted Date by which this task will be completed 2 nd February - Years 10, 11 ,12 &13				
Entry Check Sheets Printed 26 th February - Years 10, 11 ,12 &13				
Distribute Check Sheets to Staff 27 th February - Years 10, 11 ,12 &13				
Deadline for Check Sheet Return 9 th March - Years 10, 11 ,12 &13				
Amend Entries Date by which this task will be completed 16 th March - Years 10, 11 ,12 &13				
Print Statement of Entries for Candidates Yr 10, 11, 12 & Yr 13 SoEs and Provisional Timetables prior to parents evening on 21 st February				
Distribute Statement of Entries to Candidates (how) 20 th February – Years 10, 11 ,12 &13				
Deadline for return of any amendments from Candidates/Parents 12 th March - Years 10, 11 ,12 &13				
Amend Entries Date by which this task will be completed 16 th March - Years 10, 11 ,12 &13				
Send Entries to AB				
Awarding Body	File Name	Date sent	Amendment Deadline	

WJEC	6A18B41 (A level Summer)		18th March
WJEC	6G18B40 (GCSE Summer)		18th March
WJEC	6S18B40 (Vocational Level 1 / 2 Summer)		18th March
WJEC	6W18B41 (WBQ Summer)		15th April
AQA	6A18_70 (A Level Summer)		21st April
AQA	6G18_70 (GCSE Summer)		21st April
OCR	6a18_01 (GCSE & Cam Nat)		21st March
OCR	6b18_01 (A Level Summer)		21st March
EDEXCEL	EDEXL/KSQ (June BTEC exam season)		21st April
EDEXCEL	BTEC Results file		-

Set deadline for any amendments ie change of tier.

16th March final date for all amendments

Send amendment to AB	WJEC	6A18B41 (A level Summer)	By 16 th March
		6G18B40 (GCSE Summer)	By 16 th March
		6S18B40 (Vocational Level 1 / 2 Summer)	By 16 th March
		6C18B40 (Entry Level New Spec Maths)	By 16 th March
		6W18B41 (WBQ Summer)	By 16 th March
	AQA	6A18_70 (A Level Summer)	By 16 th March
		6G18_70 (GCSE Summer)	By 16 th March
	OCR	6a18_01 (GCSE & Cam Nat)	By 16 th March
		6b18_01 (A Level Summer)	By 16 th March
	EDEXCEL	EDEXL/KSQ (June BTEC exam season)	By 16 th March
BTEC Results file			

Other issues to consider:

Does your centre have a withdrawal policy for candidates i.e. non/low attendance, non completion of coursework/controlled assessment. At what point are these decisions made? Inform SMT of AB amendment deadline and encourage decisions to be made before this so not to incur entry fees.

You may wish to draw up a letter officially informing parents/guardians of these withdrawals and the reason. (this should have already been discussed with the parent/guardian by the tutors)

You may wish to send home a covering letter with the Statement of Entry (SoE) informing Parents/Guardians of your deadline for their amendments. (They may need to query a tier or ask for their child to be withdrawn from a subject.)

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Exams Day Contingency Plan

<i>Exam Item</i>	<i>Location / Holders Name</i>	<i>Responsibility</i>
Keys to Secure Storage for exam papers and exam stationery	Exams Office	
Exams Office - Centre Timetable / Rooming Timetable	Exams Office & L40 for invigilators	
Seating Plans	A3 seating posters to go on back of Hall and each exam room being used	
Exam Desk Labels/Cards	Exams Office	
Setting out of Exams Room	Hall, Gym, L40, S3, L28 & classrooms in summer	Stuart Geary
Notices – Warning to candidates / No Mobile Phones. ICE Booklet. Clocks.	Exams Office – put up at the beginning of each exam season	Exams Office
Attendance Registers	Exams Office (with Labels)	Exams Office
Invigilator Timetable	Exams Office & L40	Exams Office
Register of Invigilators and contact details	Exams Office	
Register of Access Arrangements	Exams Office	
Access Arrangements Script Cover Sheets	Exams Office – elmasvh drive – access arrangements - cover sheets	Exams Office
Script Envelopes	Exams Office – Exam Cupboard	
Examiner Address Labels	Exams Office – Exam Cupboard	
AB stationery booklet	Exams Office – Exam Cupboard	
Exam clash chart and candidate quarantine details	Exams Office & Lynne Norris	Exams Office
Collection of Scripts	Lead Invigilators responsible for bringing to Exams Office	Lead invigilators
Collation of Scripts	Lead invigilators / Exams Office	Lead invigilators / Exams Office
Completion of Proof of Posting Form	Front Office	Front Office
Postage of Scripts	Front Office	Front Office
Awarding Body Tel. Numbers: WJEC AQA OCR Edexcel CCEA	02920 265 000 0161 953 1180 01223 553 998 0844 463 2535 02890 261200	

Additional Notes:

