



GP33 – Examinations Contingency Plan

Last Review Date	November 2020	Next Review Date	November 2021
Leader of Policy Review	Headteacher, Exams Officer		
Associated Policies	Examinations Policy		

Exam Office
Entries / Exam Day
Contingency Plan
2020/21

Exam Officer: Mrs. A. Topliss &
Mrs Z McAughrey

Centre Exam Provision 2020/2021

The tables below show which Awarding Bodies each department use 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	04/10/20		21/10/21		21/02/21	
			Yr 10	Yr 11	Yr 10	Yr 11	Yr 10	Yr 11
GCSE	WJEC	Art & Design Linear :						
		Fine Art: 3650QS						Y
GCSE	WJEC	Science Double Award						
		Cash In: 3430QD						Y
		Unit 1 (F) – Biol 1 3430U1						Y
		Unit 1 (H) – Biol 1 3430UA						Y
		Unit 2 (F) – Chem 1 3430U2						Y
		Unit 2 (H) – Chem 1 3430UB						Y
		Unit 3(F) – Phys 1 3430U3						Y
		Unit 3 (H) – Phys 1 3430UC						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						
GCSE	WJEC	Science: Biology						
		Cash In: 3400QS						Y
		Unit 1 (F) – 3400U1						Y
		Unit 1 (H) – 3400UA						Y
		Unit 2 (F) – 3400U2						Y
		Unit 2 (H) – 3400UB						Y
		Unit 3 (Prac) – 3400U3						N
GCSE	WJEC	Science: Chemistry						
		Cash In: 3410QS						Y
		Unit 1 (F) – 3410U1						Y
		Unit 1 (H) – 3410UA						Y
		Unit 2 (F) – 3410U2						Y
		Unit 2 (H) – 3410UB						Y
Unit 3 (Prac) – 3410U3						N		
GCSE	WJEC	Science: Physics						
		Cash In: 3420QS						Y
		Unit 1 (F) – 3420U1						Y
		Unit 1 (H) – 3420UA						Y
		Unit 2 (F) – 3420U2						Y
		Unit 2 (H) – 3420UB						Y
Unit 3 (Prac) – 3420U3						N		

Centre Exam Provision 2020/2021

The tables below show which Awarding Bodies each department use 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	04/10/20		21/10/20		21/02/21	
			Yr 10	Yr 11	Yr 10	Yr 11	Yr 10	Yr 11
GCSE	WJEC	Business Studies: New						
		3510QS						Y
GCSE	WJEC	Computer Science: Linear						
		Cash In: 3500QS						Y
		Unit 1 (written paper)						Y
		Unit 2 (on-screen assess)						Y
		Unit 3 (Cont Assess)						N
GCSE	WJEC	ICT: Unitised						
		Cash In: 4330SA						Y
		Unit 1 - 433101						Y
		Unit 2 (Cont Assess) - 433201						Y
		Unit 3 - 433301						Y
		Unit 4 (Cont Assess) - 433401						Y
GCSE	WJEC	D&T Product						
		Cash In: 3603 QS						Y
		D&T Fashion & Textiles						
		Cash In: 3602 QS						N
GCSE	WJEC	Food & Nutrition (Linear)						
		Cash In: 3560						Y
		Unit 1 (written) – 3560P1						Y
		OR Unit 2 (on-screen) – 3560P2						Y
Level 1 / 2 Vocational Award GCSE	WJEC	Constructing the Built Environment						
		Cash In: 9810A1						Y
		Unit 1(exam) -9811 01						Y
		Unit 2 (skills) - 9812 01						Y
		Unit 3 (proj) - 9813 01						Y
GCSE	WJEC	English Language (Linear)						
		Cash In: 3700QS						Y
		English Literature						
		Cash In: 3720QS						Y
		3720U1 (Unit 1 Fdn)						N
		3720UA (Unit 1 Higher)						N
		3720U2 (Unit 2a Fdn)						Y
		3720UB (Unit 2a Higher)						Y
3720U4 (Cswk)						Y		
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		

Centre Exam Provision 2020/2021

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

GCSE & A Levels			Exam Seasons & Entry Deadlines					
			November		January		Summer	
			04/10/20		21/10/20		21/02/21	
Level	AB	Subject	Yr 10	Yr 11	Yr 10	Yr 11	Yr 10	Yr 11
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	
GCSE	WJEC	History (New Spec)						
		Cash In: 3100QS						
		Unit 1C						Y
		Unit 2C (Germany) – 3100UG						Y
		Unit 3A						Y
		Unit 4 (CA)					Y	
GCSE	WJEC	Mathematics (Numeracy)						
		3310PF (Fdn)						Y
		3310PN (Intermediate)						Y
		3310PH (Higher)					Y	
GCSE	WJEC	Mathematics						Y
		3300PF (Fdn)						Y
		3300PN (Intermediate)						Y
		3300PH (Higher)						y
GCSE	WJEC	Additional Maths						
		Cash In: 9550 01						Y
WJEC	Level 2 Entry Level	Certificate in Mathematics-Numeracy (New Spec)					Year 8	
		Cash In: 6300QS					Y	
AQA	Level 1	Maths						N
GCSE	WJEC	Media Studies						
		Cash-In: 3680QS						Y

Centre Exam Provision 2020/2021

The tables below show which Awarding Bodies each department use 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	04/10/20		21/10/20		21/02/21	
			Yr 10	Yr 11	Yr 10	Yr 11	Yr 10	Yr 11
GCSE	WJEC	Music (Linear)						
		Cash In: 3660QS						Y
GCSE	WJEC	P.E. Full Course						
		Cash In: 3550QS						Y
		P.E Short Course						
		Cash In: 3555QT						Y
GCSE	AQA	Psychology						
		Unit 1 8181/1						Y
		Unit 2 8182/2						Y
		Cash in: 8182						Y
GCSE	WJEC	Religious Studies Religion & Philosophical Themes Option B Islam/Christianity						
		3120UB					Y	Y
GCSE	WJEC	Welsh 2nd Language (New Spec)						
		Cash In: 3020QS						
		Unit 1 (Oral – Vis Stim) – 3020U1					N	
		3020U2						Y
		3020U3						Y
		3020U4						Y

Centre Exam Provision 2020/2021

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

A Levels			Summer	
Level	AB	Subject	Entry Deadline: 21/02/21	
			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: Photography		
		2656U1 (AS Unit 1)	Y	
		2656QS (AS Cash In)	Y	
		1656N2 (A2 Unit 2)		Y
		1656N3 (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)		
		1400U3 (Unit 3)		y
		1400U4 (Unit 4)		y
		1400U5 (Unit 5) Practical		N
		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		N
		1410QS (A2 Cash In)		y
GCE	WJEC	Physics (New Spec)		
		2420U1 (Unit 1)	Y	Y
		2420U2 (Unit 2)	Y	Y
		2420QS (cash in)	Y	
		1420U3 (Unit 3)		Y
		1420U4 (Unit 4)		Y
		14205 (Unit 5)		N
		1420QS (A2 Cash In)		Y

Centre Exam Provision 2020/2021

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

A levels			Summer	
			Entry Deadline: 21/02/21	
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-)		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)	N	
		2530U2 (IT2)	N	
		2530QS (AS Cash-In)		
		1530U3 (IT3)		Y
		1530U4 (IT4)		Y
		1530QS (A2 cash in)		Y
GCE	WJEC	D&T Product Design (New Spec)		
		2603U1 (DT1) (exam)	Y	
		2603U2 (DT2) (cswk)	Y	
		2603QS (AS Cash-In)	y	
		1603U3 (DT1) (exam)	y	
		1603U4 (DT2) (cswk)	y	
		1603QS (A2 Cash-In)		y

Centre Exam Provision 2020/2021

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

A Levels			Summer	
Level	AB	Subject	Entry Deadline: 21/02/21	
			Yr 12	Yr 13
GCE	WJEC	D&T Fashion & Textiles		
		2602U1 – Unit 1 Exam	N	
		2602U2 – Unit 2 (Cswk)	N	
		2602QS (AS Cash-In)	N	
		1602U3 – Unit 3 Exam		N
		1602U4 – Unit 4 (Cswk)		N
			N	
GCE	WJEC	English Language		
		2700U1 (Unit 1)	Y	
		2700U2 (Unit 2)	Y	
		2700QS (Cash-In)	Y	
		1700U3 (Unit 3)		Y
		1700U4 (Unit 4)		Y
		1700U5 (Unit 5)		Y
			Y	
GCE	WJEC	English Literature		
		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
			Y	
GCE	WJEC	French		
		2800U1 (Speaking)	Y	
		2800U2 (List, Rad, Writing)	Y	
		2800QS (Cash-In)	Y	
		1800U3 (Speaking)		Y
		1800U4 (List, Read)		Y
		1800U5 (Writing)		Y
			Y	

Centre Exam Provision 2020/2021

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

A Levels			Summer	
Level	AB	Subject	Entry Deadline: 21/02/21	
			Yr 12	Yr 13
GCE	WJEC	German		
		2820U1 (Speaking)	Y	
		2820U2 (List, Read, Writing)	Y	
		2820QS (AS Cash-In)	Y	
		1820U3 (Speaking)		Y
		1820U4 (List, Read)		Y
		1820U5 (Writing)		Y
		1820QS (A Cash-In)		Y
GCE	WJEC	Geography		
		2110U1 (Landscapes)	Y	
		2110U2 (Places)	Y	
		2110QS (AS Cash-In)	Y	
		1110U3 (Global Systems)		Y
		1110U4 (Contemporary Themes)		Y
		1110U5 (Investigation)		Y
1110QS (A Cash In)		Y		
		Geology		
		B480QS (AS Cash In)	Y	
		A480QS (A Cash In)		Y
GCE	WJEC	Government and Politics		
		2160U1 (Unit 1 - Government)	Y	
		2160U2 (Unit 2 - Democracy)	Y	
		2160QS (AS Cash In)	Y	
		1160U3 (Unit 3 – Concepts)		Y
		1160U4 (Unit 4 – USA)		Y
		1160QS (Cash In)		Y

Centre Exam Provision 2020/2021

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

A Levels			Summer	
Level	AB	Subject	Entry Deadline: 21/02/2120	
			Yr 12	Yr 13
GCE	WJEC	Health & Social Care Single Award AS		
		1621 01 (HSC1)	Y	Y
		1622 02 (HSC2)	Y	Y
		2621 01 (AS Cash In)	Y	Y
		Health & Social Care Single Award A2		
		1627 01 (HSC7)		Y
		1629 01 (HSC9)		Y
		3621 01 (A2 Single Cash In)		Y
		Health & Social Care Double Award AS		
		1621 01 (HSC1)	Y	
		1622 01 (HSC2)	Y	
		1623 01 (HSC3)	Y	
		1625 (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		
		2100UD (W & Ec 1880-1980)	Y	
		2100U8 (Weimar 1918-1933)	Y	
		2100QS (AS Cash In)	Y	
		1100UB (Protest)		Y
		1100U8 (Nazi Germany 1933-1945)		Y
		1100UN (Unit 5 cswk)		Y
1100QS (A2 Cash In)		Y		

Centre Exam Provision 2020/2021

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

A Levels			Summer	
Level	AB	Subject	Entry Deadline: 21/02/21	
			Yr 12	Yr 13
GCE	WJEC	Law		
		2150U1 (unit 1 Legal)	Y	
		2150U2 (Unit 2 Law of Tort)	Y	
		2150QS (A2 Cash In)	Y	
		1150U3 (Practice)		Y
		1150U4 (Substantive)		Y
		1150QS (A2 Cash In)		Y
GCE	WJEC	Mathematics		
		2300U1 (Unit 1 Pure A)	Y	
		2300U2 (Unit 2 Statistics A)	Y	
		2300QS (AS Cash In)	Y	
		1300U3 (Unit 3 Pure B)		Y
		1300U4 (Unit 4 Applied B)		Y
		1300QS (A Cash In)		Y
GCE	WJEC	Further Mathematics		
		2305U1 (Further Pure A)	Y	
		2305U2 (Further Stats A)	Y	
		2305U3 (Further Mechanics A)	Y	
		2305QS (AS Cash In)	Y	
		1305U4 (Further Pure B)		Y
		1305U5 (Further Statistics B)		Y
		1305U6 (Further Mechanics B)		Y
		1305QS (A Further Cash In)		Y
GCE	WJEC	Media Studies		
		2680U1 (Unit 1 Investigating)	Y	
		2680U2 (Unit 2 Media Production)	Y	
		2680QS (AS Cash In)	Y	
		1680U3 (Unit 3 Global)		Y
		1680U4 (Unit 4 Cross-Media)		Y
		1680QS (A Cash In)		Y

Centre Exam Provision 2020/2021

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

A Levels			Summer	
			Entry Deadline 21/02/2021	
Level	AB	Subject	Yr 12	Yr 13
GCE	WJEC	Film Studies		
		B670QS (AS)	Y	
		A670QS (A)		Y
GCE	WJEC	Music		
		2660U1 (Unit 1 Performing)	Y	
		2660U2 (Unit 2 Composing)	Y	
		2660U3 (Unit 3 Appraising)	Y	
		2660QS (Cash In)	Y	
		1660U4 (Unit 4 Performing Opt A/B)		Y
		1660U6/U7 (Unit 5 Composing Opt A/B)		Y
		1660U8 (Unit 6 Appraising)		Y
		1660QS (A Cash In)		Y
GCE	WJEC	PE		
		2550U1 (Exploring PE)	Y	
		2550U2 (Performance)	Y	
		2550QS (AS Cash In)	Y	
		1550U3 (Evaluating PE)		Y
		1550U4 (Refining Performance)		Y
		1550QS (A Cash In)		Y
GCE	WJEC	Psychology		
		2290U1 (Unit 1 – Past – Present)	Y	
		2290U2 (Unit 2 – Using Psych Concepts)	Y	
		2290QS (AS Cash In)	Y	
		1290U3 (Implications)		Y
		1290U4 (Research Methods)		Y
		1290QS (A Cash In)		Y
GCE	WJEC	Criminology (Level 3 Applied)		
		4543UB – Certificate	Y	
		4543U1 – Certificate	Y	
		4543QC (Certificate Cash In)	Y	
		4543U3 - Diploma		Y
		4543UD - Diploma		Y
		4543QD (Diploma Cash In)		Y

Centre Exam Provision 2020/2021

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

A Levels			Summer	
Level	AB	Subject	Entry Deadline 21/02/2120	
			Yr 12	Yr 13
GCE	WJEC	Religious Studies		
		2120UE (Unit 1 Opt E Hinduism)	Y	
		2120U2 (Unit 2 Religion, Ethics,Philosophy)	Y	
		2120QS (AS Cash In)	Y	
		1120UE (Unit 3 - Hinduism)		Y
		1120U4 (Unit 4 - Ethics)		Y
		1120U5 (Unit 5 – Philosophy)		Y
		1120QS (A Cash In)		Y
GCE	WJEC	Sociology		
		2200U1 (Acquiring Culture)	Y	
		2200U2 (Sociology)	Y	
		2200QS (AS Cash In)	Y	
		1200U3 (Power and Control)		Y
		1200U4 (Inequality and Applied Methods)		Y
		1200QS (A Cash In)		Y
GCE	WJEC	Welsh 2nd Language		
		2020U1 (Unit 1 Film, Play, Oracy)	Y	
		2020U2 (Unit 2 NEA)	Y	
		2020U3 (Unit 3 Language & Poetry)	Y	
		2020QS (AS Cash In)	Y	
		1020U4 (Unit 4 Drama & Oracy)		Y
		1020U5 (Unit 5 Society)		Y
		1020U6 (Unit 6 Lang & Short story)		Y
		1020QS (A Cash In)		Y
GCE	WJEC	Art: Graphic Communication		
		2654U1 (AS Unit 1)	Y	
		2654QS (AS Cash IN)	Y	
		1644U2 (A2 Unit 2)		Y
		1654U3 (A2 Unit 3)		Y
		1654QS (a2 Cash In)		Y

Centre Exam Provision 2020/2021

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

Welsh Bac				Exam Seasons & Entry Deadlines		
				Registration	January	Summer
				31/10/20	20/11/20	21/02/21
Year	Level	AB	Subject			
10	2	WJEC	9009Q0 (new spec 2015)	Year 10 – Y		
12	3	WJEC	9003Q0 (new spec 2015)	Year 12 - Y		
11	2	WJEC	90S9U1 (Individual Project)			Year 11 - y
10	2	WJEC	90S9U2 (Enterprise & Emp Challenge)			Year 10 - Y
11	2	WJEC	90S9U3 (Global Cit Challenge)			Year 10 – Y Year 11 - Y
10	2	WJEC	90S9U4 (Community Challenge)		Year 11 - Y	
11	2	WJEC	9009Q0 National / Foundation WBQ CASH IN			Year 11 - Y
11	2	WJEC	90S9Q0 National / Foundation Skills Challenge CASH IN			Year 11 - Y
13	3	WJEC	90S3U1 (Individual Project Challenge)			
13	3	WJEC	90S3U2 (Enterprise & Emp Challenge)			
12	3	WJEC	90S3U3 (Global Citizenship Challenge)			
12/ 13	3	WJEC	90S3U4 (Community Challenge)			
13	3	WJEC	9003Q0 Adv Welsh Bacc CASH IN			
13	3	WJEC	90S3Q0 Adv Skills Challenge CASH IN			

Centre Exam Provision 2020/2021

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

BTEC				Exam Seasons & Entry Deadlines						
				Registration 01/11/20	External Exam				Award Claim	Request Results Basedata 31/04/21
					Nov 04/10/20	Jan 21/10/20	March 27/01/21	June 21/03/21		
Year	Level	AB	Subject							
10	2	Pearson	Creative Media Production Award (NQF) HDV82	Y				Y		
10	2	Pearson	Performing Arts (Acting) (NQF) BTX64	Y				Y		
11	2	Pearson	Creative Media Production Award (NQF) HDV82							
11	2	Pearson	Performing Arts (Acting) (NQF) BTX64							
12	3	Pearson	Applied Science (QCF) YC511	Y				Y		
13	3	Pearson	Sport (NQF) VFA21							
13	3	Pearson	Performing Arts Sub Dip (QCF) LK933							
13	3	Pearson	Applied Science (QCF) YC511							
13	3	Pearson	Applied Science (QCF) YC510							
13	3	Pearson	Creative Media Production (Games Development) (QCF) KK961							

Centre Exam Provision 2020/2021

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

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
					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.

Centre Exam Provision 2020/2021

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

Plan Your Entry Procedure

Season :		NOVEMBER		Start Date: 01/11/2020		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	BG19B40 (Nov GCSE)	WJEC/GCSE	16 th September	4th OCTOBER			
Marksheet Set Up By:		16th September					√
Request Entry Info from Staff		16th September					√
Deadline for Return of Entry Info From HoDs		30th September					√
Entries Inputted <small>Date by which this task will be completed</small>		Entries to be inputted by Exams Office by 3 rd October					√
Entry Check Sheets Printed		1st October					√
Distribute Check Sheets to Staff		1st October					√
Deadline for Check Sheet Return		5th October					√
Amend Entries <small>Date by which this task will be completed</small>		16th 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	26 th September	4th October				
Set deadline for any amendments ie change of tier.		12 th 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 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.

Centre Exam Provision 2020/2021

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

Plan Your Entry Procedure

Season : JANUARY			Start Date: 01/01/2021		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	1G20B40 (Jan GCSE)	WJEC/GCSE	16 th September	21st OCTOBER		
EDEXL/KSQ	1B20_15 (BTEC NQF)	EDEXL/KSQ	26 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 tutor groups		7th November				√
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 202019	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 2019	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

Centre Exam Provision 2020/2021

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

Plan Your Entry Procedure

Season : SUMMER				Start Date: 01/04/2021		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	6A20B41 (A level Summer)	WJEC/GCE	11 th November	21st February			
	6G20B40 (GCSE Summer)	WJEC/GCSE	11 th November	21st February			
	6S19B40 (Vocational Level 1 / 2 Summer)	WJEC/GCSE	11 th November	21st February			
	6C19B40 (Entry Level New Spec Maths)	WJEC/GCSE	11 th November	21st February			
	6W19B41 (WBQ Summer)	WJEC/GCE	11 th November	21st February			
AQA	6A19_70 (A Level Summer)	AQA	11 th November	21st February			
	6G19_70 (GCSE Summer)	AQA	11 th November	21st February			
EDEXCEL	EDEXL/KSQ (June BTEC exam season)	Edexcel	11 th November	18th March			
EDEXCEL	BTEC Results file	Request from edexcel online – approval year is year certifying	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:		19 th November					
Request Entry Info from Staff		10 th January - Years 10, 11 ,12 &13					
Deadline for Return of Entry Info From HoDs		28 th January – Years 10, 11 ,12 &13					
Entries Inputted <small>Date by which this task will be completed</small>		Entries to be inputted by Exams Office by 2 nd February - Years 10, 11 ,12 &13					
Entry Check Sheets Printed		14 th February - Years 10, 11 ,12 &13					
Distribute Check Sheets to Staff		24 th February - Years 10, 11 ,12 &13					
Deadline for Check Sheet Return		6 th March - Years 10, 11 ,12 &13					
Amend Entries <small>Date by which this task will be completed</small>		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 7 th February					
Distribute Statement of Entries to Candidates		7 th February – Years 10, 11 ,12 &13 Via tutor groups					
Deadline for return of any amendments from Candidates/Parents		12 th March - Years 10, 11 ,12 &13					
Amend Entries <small>Date by which this task will be completed</small>		16 th March - Years 10, 11 ,12 &13					

Centre Exam Provision 2020/2021

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

Send Entries to AB			
<i>Awarding Body</i>	<i>File Name</i>	<i>Date sent</i>	<i>Amendment Deadline</i>
WJEC	6A20B41 (A level Summer)	14 th February	16th March
WJEC	6G20B40 (GCSE Summer)	14 th February	16th March
WJEC	6S20B40 (Vocational Level 1 / 2 Summer)	14 th February	16th March
WJEC	6W20B41 (WBQ Summer)	14 th February	16th April
AQA	6A20_70 (A Level Summer)	14 th February	16th March
AQA	6G20_70 (GCSE Summer)	14 th February	16th March
EDEXCEL	EDEXL/KSQ (June BTEC exam season)	14 th February	21st April
EDEXCEL	BTEC Results file		-
Set deadline for any amendments ie change of tier.		18 th March final date for all amendments	
Send amendment to AB	WJEC	6A20B41 (A level Summer)	By 16 th March
		6G20B40 (GCSE Summer)	By 16 th March
		6S20B40 (Vocational Level 1 / 2 Summer)	By 16 th March
		6C20B40 (Entry Level New Spec Maths)	By 16 th March
	AQA	6W20B41 (WBQ Summer)	By 16 th March
		6A20_70 (A Level Summer)	By 16 th March
	EDEXCEL	6G20_70 (GCSE Summer)	By 16 th March
		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 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.

Centre Exam Provision 2020/2021

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

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, L41 & classrooms in summer	Craig Hardy/Dave Jones/Emma Manning
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 & Vicky Norman	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 Edexcel CCEA	02920 265 000 0161 953 1180 0844 463 2535 02890 261200	
Additional Notes:		