



# GP33 – Examinations Contingency Plan



<b>Last Review Date</b>	November 2022	<b>Next Review Date</b>	November 2023
<b>Leader of Policy Review</b>	Headteacher, Exams Officer		
<b>Associated Policies</b>	Examinations Policy		

Exam Office

Entries / Exam Day

Contingency Plan

2022/2023

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

Centre Exam Provision 2022-2023

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	04/10/22		21/01/23		21/02/23	
			Yr 10	Yr 11	Yr 10	Yr 11	Yr 10	Yr 11
GCSE	WJEC	<b>Art &amp; Design Linear :</b>						
		<b>Fine Art: 3651QS</b>						√
GCSE	WJEC	<b>Science Double Award</b>						
		<b>Cash In: 3430QD</b>						√
		Unit 1 (F) – Biol 1 3430U1					√	
		Unit 1 (H) – Biol 1 3430UA					√	
		Unit 2 (F) – Chem 1 3430U2					√	
		Unit 2 (H) – Chem 1 3430UB					√	
		Unit 3(F) – Phys 1 3430U3					√	
		Unit 3 (H) – Phys 1 3430UC					√	
		Unit 4 (F) – Biol 2 3430U4						√
		Unit 4 (H) – Biol 2 3430UD						√
		Unit 5 (F) – Chem 2 3430U5						√
		Unit 5 (H) – Chem 2 3430UE						√
		Unit 6 (F) – Phys 2 3430U6						√
		Unit 6 (H) – Phys 2 3430UF						√
		Unit 7 (Prac) – 3430U7				√		
GCSE	WJEC	<b>Science: Biology</b>						
		<b>Cash In: 3400QS</b>						√
		Unit 1 (F) – 3400U1					√	
		Unit 1 (H) – 3400UA					√	
		Unit 2 (F) – 3400U2						√
		Unit 2 (H) – 3400UB						√
		Unit 3 (Prac) – 3400U3					√	
GCSE	WJEC	<b>Science: Chemistry</b>						
		<b>Cash In: 3410QS</b>						√
		Unit 1 (F) – 3410U1					√	
		Unit 1 (H) – 3410UA					√	
		Unit 2 (F) – 3410U2						√
		Unit 2 (H) – 3410UB						√
		Unit 3 (Prac) – 3410U3				√		
GCSE	WJEC	<b>Science: Physics</b>						
		<b>Cash In: 3420QS</b>						√
		Unit 1 (F) – 3420U1					√	
		Unit 1 (H) – 3420UA					√	
		Unit 2 (F) – 3420U2						√
		Unit 2 (H) – 3420UB						√
		Unit 3 (Prac) – 3420U3				√		

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Level	AB	Subject	04/10/22		21/01/223		21/02/23	
			Yr 10	Yr 11	Yr 10	Yr 11	Yr 10	Yr 11
GCSE	WJEC	<b>Business Studies: New</b>						
		<b>3510QS</b>						√
GCSE	WJEC	<b>Computer Science: Linear</b>						
		<b>Cash In: 3500QS</b>						√
		Unit 1 (written paper)						√
		Unit 2 (on-screen assess)						√
		Unit 3 (Cont Assess)					√	
GCSE	WJEC	<b>Digital Technology: Linear</b>						
		<b>Cash In: 3540QS</b>						√
		Unit 1 (on Screen exam)						√
		Unit 2 NEA						√
		Unit 3 NEA					√	
Level 1 / 2 Vocational Award GCSE	WJEC	<b>D&amp;T Engineering</b>						
		<b>Cash in 9790A1</b>						√
		Unit 1(exam) -9791 01						√
		Unit 2 (skills) - 9792 01						√
		Unit 3 (proj) - 9793 01					√	
GCSE	WJEC	<b>D&amp;T Food</b>						
		<b>Cash In: 3560 P1</b>						√
		Unit 1 3560 P1						√
		Unit 2 3560 P2					√	
GCSE	WJEC	<b>D&amp;T Product</b>						
		<b>Cash In: 3603 QS</b>						√
Level 1 / 2 Vocational Award GCSE	WJEC	<b>Constructing the Built Environment</b>						
		<b>Cash In: 9810A1</b>						√
		Unit 1(exam) -9811 01						√
		Unit 2 (skills) - 9812 01						√
		Unit 3 (proj) - 9813 01					√	
GCSE	WJEC	<b>English Language (Linear)</b>						
		<b>Cash In: 3700QS</b>						√
		<b>English Literature</b>						
		<b>Cash In: 3720QS</b>						√
		3720U1 (Unit 1 Fdn)			√	√	√	√
		3720UA (Unit 1 Higher)			√	√	√	√
		3720U2 (Unit 2a Fdn)						√
3720UB (Unit 2a Higher)						√		
		3720U4 (Cswk)					√	
GCSE	WJEC	<b>French (Linear)</b>						
		<b>Cash In: 3800QS</b>						√
		Unit 1 Fdn (Speaking) 3800U1						√
		Unit 1 High (Speaking) 3800UA						√
		Unit 2 Fdn (Listening) 3800U2						√
		Unit 2 High (Listening) 3800UB						√
		Unit 3 Fdn (Reading) 3800U3						√
		Unit 3 High (Reading) 3800UC						√
		Unit 4 Fdn (Writing) 3800U4						√
		Unit 4 High (Writing) 3800UD					√	

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GCSE & A Levels			Exam Seasons & Entry Deadlines					
			November		January		Summer	
			04/10/22		21/01/23		21/02/23	
Level	AB	Subject	Yr 10	Yr 11	Yr 10	Yr 11	Yr 10	Yr 11
GCSE	WJEC	<b>German (Linear)</b>						
		<b>Cash In: 3820QS</b>						√
		Unit 1 Fdn (Speaking) - 3820U1						√
		Unit 1 High (Speaking) – 3820UA						√
		Unit 2 Fdn (Listening) - 3820U2						√
		Unit 2 High (Listening) – 3820UB						√
		Unit 3 Fdn ( Reading) - 3820U3						√
		Unit 3 High ( Reading) – 3820UC						√
		Unit 4 Fdn (Writing) - 3820U4						√
		Unit 4 High (Writing) – 3820UD						√
GCSE	WJEC	<b>Geography (Linear)</b>						
		<b>Cash In: 3110QS</b>						√
GCSE	WJEC	<b>Health &amp; Social Care</b>						
		<b>Cash In: 3570QS</b>						√
		Unit 1 3570UB					√	√
		Unit 2 3570U2						√
GCSE	WJEC	<b>History (New Spec)</b>						
		<b>Cash In: 3100QS</b>						√
		Unit 1C 3100UC						√
		Unit 2C (Germany) – 3100UG					√	√
		Unit 3A 3100UJ					√	√
		Unit 4 (CA)						√
GCSE	WJEC	<b>Mathematics (Numeracy)</b>						
		3310PF (Fdn)		√				√
		3310PN (Intermediate)		√				√
		3310PH (Higher)						√
GCSE	WJEC	<b>Mathematics</b>						
		3300PF (Fdn)						√
		3300PN (Intermediate)						√
		3300PH (Higher)						√
GCSE	WJEC	<b>Additional Maths</b>						
		Cash In: 9550 01						√
WJEC	Level 2 Entry Level	<b>Certificate in Mathematics- Numeracy (New Spec)</b>						
		<b>Cash In: 6300QS</b>						<b><u>YEAR 8</u></b>
GCSE	WJEC	<b>Media Studies</b>						
		<b>Cash-In: 3680QS</b>						√

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Level	AB	Subject	04/10/22		21/01/23		21/02/23	
			Yr 10	Yr 11	Yr 10	Yr 11	Yr 10	Yr 11
GCSE	WJEC	<b>Music (Linear)</b>						
		Cash In: 3660QS						√
GCSE	WJEC	<b>P.E. Full Course</b>						
		Cash In: 3550QS						√
GCSE	WJEC	<b>Religious Studies</b>						
		Religion & Philosophical Themes					√	√
		Option B Islam/Christianity 3120UB					√	
GCSE	WJEC	Spanish 3810QS					√	
		Cash in: 38100QS						
		3810UA (Unit 1)						√
		3810UB (Unit 2)						√
		3810UC (Unit 3)						√
GCSE	WJEC	3810UD (Unit 4)						√
		<b>Welsh 2<sup>nd</sup> Language (New Spec)</b>						
		Cash In: 3020QS						√
		Unit 1 (Oral – Vis Stim) – 3020U1					√	√
		3020U2						√
GCSE	WJEC	3020U3						√
		3020U4						√

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A Levels			Summer	
Level	AB	Subject	Entry Deadline: 21/02/23	
			Yr 12	Yr 13
GCE	WJEC	<b>Art : Fine Art</b>		
		2651U1 (AS Unit 1)	√	
		2651QS (AS Cash In)	√	
		1651U2 (A2 Unit 2)		√
		1651U3 (A2 Unit 3)		√
		1651QS (A2 Cash In)		√
GCE	WJEC	<b>Art: Photography</b>		
		2656U1 (AS Unit 1)	√	
		2656QS (AS Cash In)	√	
		1656U2 (A2 Unit 2)		√
		1656U3 (A2 Unit 3)		√
		1656QS (A2 Cash In)		
GCE	WJEC	<b>Biology (New Spec)</b>		
		2400U1 (unit 1)	√	
		2400U2 (unit 2)	√	
		2400QS (AS Cash In)	√	
		1400U3 (Unit 3)		√
		1400U4 (Unit 4)		√
		1400U5 (Unit 5) Practical		√
		1400QS (A2 Cash In)		√
GCE	WJEC	<b>Chemistry (New Spec)</b>		
		2410U1 (unit 1)	√	
		2410U2 (unit 2)	√	
		2410QS (AS Cash In)	√	
		1410U3 (Unit 3)		√
		1410U4 (Unit 4)		√
		1410 U5 (Unit 5) Practical		√
		1410QS (A2 Cash In)		√
GCE	WJEC	<b>Physics (New Spec)</b>		
		2420U1 (Unit 1)	√	
		2420U2 (Unit 2)	√	
		2420QS (cash in)	√	
		1420U3 (Unit 3)		√
		1420U4 (Unit 4)		√
		14205 (Unit 5)		√
		1420QS (A2 Cash In)		√

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A levels			Summer	
			Entry Deadline: 21/02/23	
Level	AB	Subject	Yr 12	Yr 13
GCE	WJEC	<b>Business (new spec)</b>		
		2510U1 (Opportunities)	√	
		2510U2 (Functions)	√	√
		2510QS (AS Cash-In)	√	
		1510U3 (Analysis & Strategy)		√
		1510U4 (Changing world)		√
		1510QS (A2 Cash-)		√
GCE	WJEC	<b>Economics (New Spec)</b>		
		2520U1 (Principles)	√	
		2520U2 (Economics in action)	√	
		2520QS (AS Cash-In)	√	
		1520U3 (Behaviour)		√
		1520U4 (Models and Policies)		√
		1520QS (A2 Cash In)		√
GCE	WJEC	<b>Computer Science (New Spec)</b>		
		2500U1 (Fundamentals)	√	
		2500U2 (Prac Programming)	√	√
		2500QS (AS Cash-In)	√	
		1500U3		√
		1500U4		√
		1500U5		√
		1500QS (A2 Cash-In)		√
GCE	WJEC	<b>ICT (New Spec)</b>		
		2530U1 (IT1)		
		2530U2 (IT2)		
		2530QS (AS Cash-In)		
		1530U3 (IT3)		√
		1530U4 (IT4)		√
		1530QS (A2 cash in)		√
GCE	WJEC	<b>D&amp;T Product Design (New Spec)</b>		
		2603U1 (DT1) (exam)	√	
		2603U2 (DT2) (cswk)	√	
		2603QS (AS Cash-In)	√	
		1603U3 (DT1) (exam)		√
		1603U4 (DT2) (cswk)		√
		1603QS (A2 Cash-In)		√

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A Levels			Summer	
Level	AB	Subject	Entry Deadline: 21/02/23	
			Yr 12	Yr 13
GCE	WJEC	<b>Digital Technology</b>		
		2540U1 – Unit 1 Exam	√	
		2540U2 – Unit 2	√	
		2540QS (AS Cash-In)	√	
		1540U3 – Unit 3 Exam		
		1540U4 – Unit 4 (Cswk)		
		1540QS – (A Cash-In)		
GCE	WJEC	<b>English Language</b>		
		2700U1 (Unit 1)	√	
		2700U2 (Unit 2)	√	
		2700QS (Cash-In)	√	
		1700U3 (Unit 3)		√
		1700U4 (Unit 4)		√
		1700U5 (Unit 5)		√
		1700QS (Cash-In)	√	
GCE	WJEC	<b>English Literature</b>		
		2720U1 (Unit 1)	√	
		2720U2 (Unit 2)	√	
		2720QS (AS Cash-In)	√	
		1720U3 (Unit 3)		√
		1720U4 (Unit 4)		√
		1720U5 (Unit 5)		√
		1720QS (A Cash-In)	√	
GCE	WJEC	<b>French</b>		
		2800U1 (Speaking)	√	
		2800U2 (List, Rad, Writing)	√	
		2800QS (Cash-In)	√	
		1800U3 (Speaking)		√
		1800U4 (List, Read)		√
		1800U5 (Writing)		√
		1800QS (Cash-In)	√	



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A Levels			Summer	
Level	AB	Subject	Entry Deadline: 21/02/23	
			Yr 12	Yr 13
GCE	WJEC	<b>German</b>		
		2820U1 (Speaking)	√	
		2820U2 (List, Read, Writing)	√	
		2820QS (AS Cash-In)	√	
		1820U3 (Speaking)		√
		1820U4 (List, Read)		√
		1820U5 (Writing)		√
		1820QS (A Cash-In)		√
GCE	WJEC	<b>Geography</b>		
		2110U1 (Landscapes)	√	
		2110U2 (Places)	√	
		2110QS (AS Cash-In)	√	
		1110U3 (Global Systems)		√
		1110U4 (Contemporary Themes)		√
		1110U5 (Investigation)		√
1110QS (A Cash In)		√		
		<b>Geology</b>		
		B480QS (AS Cash In)	N	
		A480QS (A Cash In)		√
GCE	WJEC	<b>Government and Politics</b>		
		2160U1 (Unit 1 - Government)	√	
		2160U2 (Unit 2 - Democracy)	√	
		2160QS (AS Cash In)	√	
		1160U3 (Unit 3 – Concepts)		√
		1160U4 (Unit 4 – USA)		√
		1160QS (Cash In)		√

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<b>A Levels</b>			<b>Summer</b>	
<b>Level</b>	<b>AB</b>	<b>Subject</b>	<b>Entry Deadline: 21/02/2023</b>	
			<b>Yr 12</b>	<b>Yr 13</b>
GCE	WJEC	<b>Health &amp; Social Care AS</b>		
		2570QS Cash In	√	
		2570U1 Unit 1	√	
		2570U2 Unit 2	√	
		<b>Health &amp; Social Care A2</b>		
		1570U5 Unit 5		√
		1570U6 Unit 6		√
		1570QS Cash In		√
		<b>Health &amp; Social Certificate</b>		
		4973U1 Unit 1	√	
		4973UB Unit 2	√	
		<b>4973U3 Unit 3</b>	√	
		<b>4973QC Cash In</b>	√	
		<b>Health &amp; Social Diploma</b>		
		4973U4 Unit 4		√
4973UD Unit 5		√		
4973QD Cash In		√		
GCE	WJEC	<b>History</b>		
		2100UD (W & Ec 1880-1980)	√	
		2100U8 (Weimar 1918-1933)	√	
		2100QS (AS Cash In)	√	
		1100UB (Protest)		√
		1100U8 (Nazi Germany 1933-1945)		√
		1100UN (Unit 5 cswk)		√
1100QS (A2 Cash In)		√		

GCE	WJEC	<b>Law</b>		
		2150U1 (unit 1 Legal)	√	
		2150U2 (Unit 2 Law of Tort)	√	
		2150QS (A2 Cash In)	√	
		1150U3 (Practice)		√
		1150U4 (Substantive)		√
		1150QS (A2 Cash In)		√

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A Levels			Summer	
Level	AB	Subject	Entry Deadline: 21/02/23	
			Yr 12	Yr 13
GCE	WJEC	<b>Mathematics</b>		
		2300U1 (Unit 1 Pure A)	√	
		2300U2 (Unit 2 Statistics A)	√	
		2300QS (AS Cash In)	√	
		1300U3 (Unit 3 Pure B)		√
		1300U4 (Unit 4 Applied B)		√
		1300QS (A Cash In)		√
GCE	WJEC	<b>Further Mathematics</b>		
		2305U1 (Further Pure A)	√	
		2305U2 (Further Stats A)	√	
		2305U3 (Further Mechanics A)	√	
		2305QS (AS Cash In)	√	
		1305U4 (Further Pure B)		√
		1305U5 (Further Statistics B)		√
GCE	WJEC	1305U6 (Further Mechanics B)		√
		1305QS (A Further Cash In)		√
		<b>Media Studies</b>		
		2680U1 (Unit 1 Investigating)	√	
		2680U2 (Unit 2 Media Production)	√	
		2680QS (AS Cash In)	√	
		1680U3 (Unit 3 Global)		√
		1680U4 (Unit 4 Cross-Media)		√
		1680QS (A Cash In)		√
GCE	WJEC	<b>Medical Science</b>		
		4463QCMedical Science Certificate	N	
			N	
			N	
		4463QDMedical Science Diploma		
				√
				√
		√		

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A Levels			Summer	
			Entry Deadline 21/02/2023	
Level	AB	Subject	Yr 12	Yr 13
GCE	WJEC	<b>Film Studies</b>		
		B670QS (AS)	√	
		A670QS (A)		√
GCE	WJEC	<b>Music</b>		
		2660U1 (Unit 1 Performing)	√	
		2660U2 (Unit 2 Composing)	√	
		2660U3 (Unit 3 Appraising)	√	
		2660QS (Cash In)	√	
		1660U4 (Unit 4 Performing Opt A/B)		√
		1660U6/U7 (Unit 5 Composing Opt A/B)		√
		1660U8 (Unit 6 Appraising)		√
		1660QS (A Cash In)		√
GCE	WJEC	<b>PE</b>		
		2550U1 (Exploring PE)	√	
		2550U2 (Performance)	√	
		2550QS (AS Cash In)	√	
		1550U3 (Evaluating PE)		√
		1550U4 (Refining Performance)		√
		1550QS (A Cash In)		√
GCE	WJEC	<b>Psychology</b>		
		2290U1 (Unit 1 – Past – Present)	√	
		2290U2 (Unit 2 – Using Psych Concepts)	√	
		2290QS (AS Cash In)	√	
		1290U3 (Implications)		√
		1290U4 (Research Methods)		√
		1290QS (A Cash In)		√
GCE	WJEC	<b>Criminology (Level 3 Applied)</b>		
		4543U1 Unit 1	√	
		4543UB Unit 2	√	
		4543QC (Certificate Cash In)	√	
		4543U3 Unit 3		√
		4543UD Unit 4		√
		4543QD (Diploma Cash In)		√

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A Levels			Summer	
Level	AB	Subject	Entry Deadline 21/02/2023	
			Yr 12	Yr 13
GCE	WJEC	<b>Religious Studies</b>		
		2120UE (Unit 1 Opt E Hinduism)	√	
		2120U2 (Unit 2 Religion, Ethics,Philosophy)	√	
		2120QS (AS Cash In)	√	
		1120UE (Unit 3 - Hinduism		√
		1120U4 (Unit 4 - Ethics)		√
		1120U5 (Unit 5 – Philosophy)		√
		1120QS (A Cash In)		√
GCE	WJEC	<b>Sociology</b>		
		2200U1 (Acquiring Culture)	√	
		2200U2 (Sociology)	√	
		2200QS (AS Cash In)	√	
		1200U3 (Power and Control)		√
		1200U4 (Inequality and Applied Methods)		√
		1200QS (A Cash In)		√
GCE	WJEC	<b>Welsh 2<sup>nd</sup> Language</b>		
		2020U1 (Unit 1 Film, Play, Oracy)	√	
		2020U2 (Unit 2 NEA)	√	
		2020U3 (Unit 3 Language & Poetry)	√	
		2020QS (AS Cash In)	√	
		1020U4 (Unit 4 Drama & Oracy)		N
		1020U5 (Unit 5 Society)		N
		1020U6 (Unit 6 Lang & Short story)		N
		1020QS (A Cash In)		N
GCE	WJEC	<b>Art: Graphic Communication</b>		
		2654U1 (AS Unit 1)	√	
		2654QS (AS Cash IN)	√	
		1644U2 (A2 Unit 2)		√
		1654U3 (A2 Unit 3)		√
		1654QS (a2 Cash In)		√

Centre Exam Provision 2022-2023

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

<b>Welsh Bac</b>				<b>Exam Seasons &amp; Entry Deadlines</b>		
				<b>Registration</b>	<b>January</b>	<b>Summer</b>
				<b>31/10/22</b>	<b>20/11/22</b>	<b>21/02/23</b>
<b>Year</b>	<b>Level</b>	<b>AB</b>	<b>Subject</b>			
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 2022-2023

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 01/11/22	External Exam				Award Claim	Request Results Basedata 30/04/23
					Nov 04/10/22	Jan 21/01/23	March 27/01/23	June 21/03/23		
Year	Level	AB	Subject							
10	2	Pearson	Creative Media Production Award (NQF) HDV82	√				√		
10	2	Pearson	Performing Arts (Acting) (NQF) BTX64	√				√		
11	2	Pearson	Creative Media Production Award (NQF) HDV82				√			
11	2	Pearson	Performing Arts (Acting) (NQF) BTX64				√			
12	3	Pearson	Sport (NQF) VFA21	√				√		
12	3	Pearson	Performing Arts Sub Dip (QCF) UXJ31	√				√		
13	3	Pearson	Performing Arts Sub Dip (QCF) UXJ31				√			
12	3	Pearson	Human Biology BNBM3A	√				√		

Centre Exam Provision 2022-2023

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

<b>Basedata Files Required for Each Season</b>					
<b>November</b>	<b>October/November Registrations</b>	<b>January</b>	<b>February</b>	<b>March</b>	<b>June</b>
WJEC GCSE	WBQ	WJEC GCSE		Entry Level	WJEC GCSE
BTEC Exam	BTEC	BTEC Exam		BTEC Exam	WJEC GCE
		WBQ			WBQ
		WJEC L3			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 2022-2023

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

<b>Season :</b>		<b>NOVEMBER</b>		<b>Start Date: 01/11/2022</b>		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>	<b>Entry Deadline</b>			
WJEC	BG21B40 (Nov GCSE)	WJEC/GCSE	16 <sup>th</sup> September	<b>4<sup>th</sup> OCTOBER</b>			
Marksheet Set Up By:		<b>16<sup>th</sup> September</b>				√	
Request Entry Info from Staff		<b>16<sup>th</sup> September</b>				√	
Deadline for Return of Entry Info From HoDs		<b>30<sup>th</sup> September</b>				√	
Entries Inputted <small>Date by which this task will be completed</small>		Entries to be inputted by Exams Office by 3 <sup>rd</sup> October				√	
Entry Check Sheets Printed		<b>1<sup>st</sup> October</b>				√	
Distribute Check Sheets to Staff		<b>1<sup>st</sup> October</b>				√	
Deadline for Check Sheet Return		<b>5<sup>th</sup> October</b>				√	
Amend Entries <small>Date by which this task will be completed</small>		<b>16<sup>th</sup> October</b>				√	
Print Statement of Entries for Candidates		<b>5<sup>th</sup> October</b>				√	
Distribute Statement of Entries to Candidates (how)		<b>6<sup>th</sup> October</b> via registration group tutors				√	
Deadline for return of any amendments from Candidates/Parents		<b>12<sup>th</sup> October</b>				√	
Amend Entries <small>Date by which this task will be completed</small>		<b>13<sup>th</sup> October</b>				√	
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 <sup>th</sup> September	<b>4<sup>th</sup> October</b>				
Set deadline for any amendments ie change of tier.		12 <sup>th</sup> October					
Send amendment to AB		WJEC/GCSE	Nov GCSE	By 16 <sup>th</sup> 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 2022-2023

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

<b>Season :</b> <b>JANUARY</b>				<b>Start Date: 01/01/2023</b>		AB Deadline <i>Where applicable</i>	<b>Completed</b> √
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>	<b>Entry Deadline</b>			
WJEC/GCSE /GCE	1W22B41 (Jan GCSE/GCE)	WJEC/GCSE	16 <sup>th</sup> September	<b>21<sup>st</sup> OCTOBER</b>			
EDEXL/KSQ	1B22B41 (BTEC NQF)	EDEXL/KSQ	26 <sup>th</sup> September	<b>21<sup>st</sup> OCTOBER</b>			
Marksheet Set Up By:		<b>3<sup>rd</sup> October</b>				√	
Request Entry Info from Staff		<b>3<sup>rd</sup> October</b>				√	
Deadline for Return of Entry Info From HoDs		<b>16<sup>th</sup> October</b>				√	
Entries Inputted <small>Date by which this task will be completed</small>		Entries to be inputted by Exams Office by 17 <sup>th</sup> October				√	
Entry Check Sheets Printed		<b>31<sup>st</sup> October</b>				√	
Distribute Check Sheets to Staff		<b>1<sup>st</sup> November</b>				√	
Deadline for Check Sheet Return		<b>8<sup>th</sup> November</b>				√	
Amend Entries <small>Date by which this task will be completed</small>		<b>10<sup>th</sup> November</b>				√	
Print Statement of Entries for Candidates		<b>6<sup>th</sup> November</b>				√	
Distribute Statement of Entries to Candidates tutor groups		<b>7<sup>th</sup> November</b>				√	
Deadline for return of any amendments from Candidates/Parents		<b>9<sup>th</sup> November</b>				√	
Amend Entries <small>Date by which this task will be completed</small>		<b>10<sup>th</sup> November</b>				√	
Send Entries to AB							
<i>Awarding Body</i>	<i>File Name</i>	<i>Date sent</i>	<i>Amendment Deadline</i>				
WJEC/GCSE	Jan GCSE 2023	20 <sup>th</sup> October	<b>11<sup>th</sup> NOVEMBER</b>				
EDEXL/KSQ	BTEC NQF	20 <sup>th</sup> October	<b>22<sup>nd</sup> NOVEMBER</b>				
Set deadline for any amendments ie change of tier.		<b>9<sup>th</sup> NOVEMBER</b>					
Send amendment to AB		WJEC/GCSE	Jan GCSE 2023	By 10 <sup>th</sup> November			
		EDEXL/KSQ	BTEC NQF	By 19 <sup>th</sup> 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)

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Centre Exam Provision 2022-2023

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

<b>Season :</b> <b>SUMMER</b>				<b>Start Date: 01/04/2023</b>		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	(A level Summer)	WJEC/GCE	3 <sup>rd</sup> December	<b>21<sup>st</sup> February</b>			
	(GCSE Summer)	WJEC/GCSE	3 <sup>rd</sup> December	<b>21<sup>st</sup> February</b>			
	(Vocational Level 1 / 2 Summer)	WJEC/GCSE	3 <sup>rd</sup> December	<b>21<sup>st</sup> February</b>			
	(Entry Level New Spec Maths)	WJEC/GCSE	3 <sup>rd</sup> December	<b>21<sup>st</sup> February</b>			
	(WBQ Summer)	WJEC/GCE	3 <sup>rd</sup> December	<b>21<sup>st</sup> February</b>			
EDEXCEL	EDEXL/KSQ (June BTEC exam season)	Edexcel	3 <sup>rd</sup> December	<b>18<sup>th</sup> March</b>			
EDEXCEL	BTEC Results file	Request from edexcel online – approval year is year certificating	On request in April (must return completed file before 31 <sup>st</sup> July)	<b>Make sure matches quals being claimed by candidates through edexcel on line</b>			
Marksheet Set Up By:		10 <sup>th</sup> December		√			
Request Entry Info from Staff		24 <sup>th</sup> January - Years 10, 11 ,12 &13		√			
Deadline for Return of Entry Info From HoDs		24 <sup>th</sup> 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 21 <sup>st</sup> February - Years 10, 11 ,12 &13					
Entry Check Sheets Printed		14 <sup>th</sup> February - Years 10, 11 ,12 &13					
Distribute Check Sheets to Staff		24 <sup>th</sup> February - Years 10, 11 ,12 &13					
Deadline for Check Sheet Return		11 <sup>th</sup> March - Years 10, 11 ,12 &13					
Amend Entries <small>Date by which this task will be completed</small>		18 <sup>th</sup> 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 9 <sup>th</sup> February					
Distribute Statement of Entries to Candidates		7 <sup>th</sup> February – Years 10, 11 ,12 &13 Via tutor groups					
Deadline for return of any amendments from Candidates/Parents		11 <sup>th</sup> March - Years 10, 11 ,12 &13					
Amend Entries <small>Date by which this task will be completed</small>		18 <sup>th</sup> March - Years 10, 11 ,12 &13					

Centre Exam Provision 2022-2023

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	(A level Summer)	14 <sup>th</sup> February	<b>18<sup>th</sup> March</b>
WJEC	(GCSE Summer)	14 <sup>th</sup> February	<b>18<sup>th</sup> March</b>
WJEC	(Vocational Level 1 / 2 Summer)	14 <sup>th</sup> February	<b>18<sup>th</sup> March</b>
WJEC	(WBQ Summer)	14 <sup>th</sup> February	<b>18<sup>th</sup> April</b>
AQA	(A Level Summer)	14 <sup>th</sup> February	<b>18<sup>th</sup> March</b>
AQA	(GCSE Summer)	14 <sup>th</sup> February	<b>18<sup>th</sup> March</b>
EDEXCEL	EDEXL/KSQ (June BTEC exam season)	14 <sup>th</sup> February	<b>21<sup>st</sup> April</b>
EDEXCEL	BTEC Results file		-
Set deadline for any amendments ie change of tier.		18 <sup>th</sup> March final date for all amendments	
Send amendment to AB	WJEC	(A level Summer)	By 18 <sup>th</sup> March
		(GCSE Summer)	By 18 <sup>th</sup> March
		(Vocational Level 1 / 2 Summer)	By 18 <sup>th</sup> March
		(Entry Level New Spec Maths)	By 18 <sup>th</sup> March
		(WBQ Summer)	By 18 <sup>th</sup> March
	EDEXCEL	EDEXL/KSQ (June BTEC exam season)	By 18 <sup>th</sup> March
		BTEC Results file	

Other issues to consider:

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Centre Exam Provision 2022-2023

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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, L41 & classrooms in summer	Craig Hardy/Dave Jones/ <b>TBC</b>
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	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 Edexcel CCEA	02920 265 000 0844 463 2535 02890 261200	
Additional Notes:		