

# GCE examinations

## Entry, Aggregation and Certification

### Procedures and Rules

(including transfer of credit arrangements for GCE AS candidates transferring between specifications or awarding bodies midway through A-level courses)

Effective from 1 September 2011 to 31 August 2012

Produced on behalf of:



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## Introduction

This document sets out the rules and principal administrative requirements for GCE (General Certificate of Education) qualifications including GCE in applied subjects.

**It does not apply to the rules and administrative requirements for GCSE, Entry Level Certificates, Functional Skills qualifications, Principal Learning units within Diploma qualifications and Project qualifications.**

It is designed for use by those responsible in schools and colleges for the administration of GCE examinations. The aim is to explain and provide a commentary on the main activities and terms involved, and to offer guidance on the application of the rules for GCE qualifications.

With regard to **GCE in applied subjects**, students generally take three units for an Advanced Subsidiary Applied GCE Single Award, which is a free-standing qualification and may be awarded separately. They may choose to take a further three units to complete the full Advanced Applied GCE Single Award. Double award qualifications are also available. A double award AS qualification consists of six units and a double award A-level qualification consists of twelve units. There is also a nine unit award, Advanced GCE with Advanced Subsidiary GCE (Additional).

In other GCE specifications, students generally take two units for an Advanced Subsidiary GCE (AS) qualification, which is a free standing qualification and may be awarded separately. Students may choose to take a further two units to complete the full Advanced GCE (A-level) qualification.

Exceptions to this rule are Mathematics, Further Mathematics, Pure Mathematics, Statistics, Biology, Human Biology, Chemistry, Physics, Electronics, Geology, Welsh First Language, Welsh Second Language and Music which consist of three-unit AS and six-unit A-level qualifications. Additionally, lesser taught languages (Arabic, Bengali, Biblical Hebrew, Dutch, Gujarati, Japanese, Modern Greek, Modern Hebrew, Panjabi, Persian, Polish, Portuguese and Turkish) consist of one-unit AS and two-unit A-level qualifications.

Chinese is a three-unit qualification (two AS and one A2 unit) and carries 200 uniform marks.

**A list of dates for key activities is provided in Appendix 1, page 13, for easy reference.**

## 1. Making Entries

**Key issue: Entries can lead either to unit results or to results in the qualification.**

### (i) Entries for individual units

An entry is required for each unit to be attempted in any given examination series. This is necessary so that each student is provided with the correct examination paper(s) and receives the correct result(s) at the end of the process. See **Appendix 1, page 13**, for final entry dates.

Entries should be made by the student's school or college for the unit(s) for which the student has been prepared. Units can be taken in any order.

When entries are made for units, there is no requirement for the student to declare the level or title of the qualification which he/she is intending to complete. Some units, for example in GCE Mathematics, are common to more than one title.

### (ii) Entries for the Qualification ('cashing in' or aggregation)

Once the student has gained or has entered for the appropriate set of units, an entry may then be made for the qualification award. This is known as 'cashing in' or aggregation, and is the indication to the awarding body that the student wishes to complete the qualification and receive certification.

**Cashing in or aggregation is not automatic. It can only be applied for when the student has entered for, or gained the appropriate set of units for his/her chosen qualification.**

Applying to cash in or aggregate **does not** indicate an entry for any particular unit or combination of units. **Specific entries must still be made for any units in which the student wishes to be assessed, with a separate entry for the overall qualification.**

Cashing in or aggregation is normally applied for at the same time that entries are made for the student's final units. It may also be applied for in the period immediately following receipt of unit results. Candidates who have sufficient unit results for an award but have not cashed in or aggregated may do so retrospectively through their centre. Please see **Appendix 1, page 13**, for submission dates. The centre must submit the request to the relevant awarding body by the published deadline for the series concerned. Each awarding body will publish its own administrative guidelines, which will detail the method of submitting requests and any fee for this service.

**N.B:** The Department for Education (DfE) now expects all maintained schools and colleges in England to 'cash-in' or aggregate students' AS units at the end of a one-year AS course (or halfway through a two-year A-level course). Further information may be obtained from:  
<http://www.dcsf.gov.uk/14-19/index.cfm?qo=site.home&sid=3&pid=233&lid=698&ctype=Text&ptype=Single>

## 2. Receiving Results

**Key issue: Unit results are reported as uniform marks and unit grades; qualification results are reported as grades.**

For all GCE units (including Applied GCE units), grade boundaries are determined at awarding meetings in terms of the raw marks for the unit. These raw mark grade boundaries are then translated on to a uniform mark scale (UMS) which has fixed grade boundaries.

A student's unit results are reported as uniform marks. Applied GCE units are normally reported on a 100-point scale. The maximum uniform mark for other GCE units depends on the weighting of the unit and normally varies between 60 and 140.

The uniform mark allows a grade equivalent to be calculated for each unit, which may also be shown on the results slip. Uniform mark scales are given in **Appendix 2, page 14**.

Results slips will include for each unit, as a minimum, the unit title, the candidate's UMS mark for the unit and the examination series in which the unit was taken. Information enabling UMS marks to be equated to GCE grades will also be provided.

If a student has applied to cash in or aggregate, a qualification result will also be issued. The result will be reported as a grade which is calculated by adding up the best uniform marks for each unit required.

**Students will be awarded Grade A\* if they achieve Grade A for the full A-level** (i.e. at least 160, 320 or 480 uniform marks in the 2, 4 or 6 unit A-levels respectively) **and 90% or more of the available uniform marks from their A2 units** (i.e. 90, 180 or 270 uniform marks for the A2 units in the 2, 4 or 6 unit A-levels respectively). Special rules apply to Mathematics and Applied GCE specifications – please see **Appendix 2, page 14**.

Certificates will show for each subject, as a minimum, the subject title, the qualification, the subject grade and the examination series in which the award was made.

### 3. Re-sits

**Key issue: Any unit can be re-sat irrespective of whether the qualification is to be cashed in.**

If a student has claimed AS certification, he/she may still re-sit one or more AS units in addition to A2 units prior to cashing in for an A-level award.

Figure 1 shows a possible scenario for a student who started a two-year GCE course in September 2010.

**Figure 1 – re-sits and aggregation**

January 2011	June 2011	January 2012	June 2012
Unit 1	Unit 1	Unit 2	Unit 3
	Unit 2	Unit 3	Unit 4
	AS award claimed		
			A-level award claimed

The table above depicts a student who completes a four-unit GCE qualification over four examination series.

The student takes Unit 1 in January 2011. In June 2011 the student re-sits Unit 1 and enters for Unit 2. The student claims an AS award in June 2011, which uses the better of the two scores for Unit 1.

The student re-sits Unit 2 as well as entering for Unit 3 in January 2012. In June 2012 the student re-sits Unit 3, as well as taking Unit 4. The student claims an A-level award in June 2012.

When the A-level award is claimed in June 2012, the best of the attempts at each unit will be considered, and the award will be made up as follows:

- Unit 1 – the better result from the two attempts
- Unit 2 – the better result from the two attempts
- Unit 3 – the better result from the two attempts
- Unit 4 – June 2012

The student may claim a new AS award in January or June 2012, as unit results obtained prior to the previous certification will be available for re-use. If the student claims a new AS award in January or June 2012, it will be made up as follows:

- Unit 1 – the better result from the two attempts
- Unit 2 – the better result from the two attempts

If the student is not satisfied with the A-level award claimed in June 2012, he/she can re-sit one or more units (AS and/or A2 units, subject to availability) and request A-level certification again in January 2013 or a later series.

#### 4. Cashing in awards – the options and actions

This section considers the options and actions available to a student who wishes either to finish his/her qualification **or** intends to take the qualification further.

##### (i) Options and actions for the student intending to finish the qualification

**This information applies to a student who has completed the units for a GCE AS or Advanced qualification and who has no intention of proceeding to a further award.**

- If the student is satisfied with his/her grade (cashing in being applied for at the time the entry was made) no further action is necessary.
- If cashing in was not applied for at the time of entry, it can be applied for retrospectively after the issue of results and by the published date for late subject awards:  
**20 September 2011 for the June 2011 examination series**  
**17 April 2012 for the January 2012 examination series**  
**20 September 2012 for the June 2012 examination series**
- If the student is not satisfied with his/her grade and wishes to improve it, one or more of the units may be re-sat and certification requested again in a future examination series. Where a unit consists of more than one option, the candidate may take a new optional unit. The best result for each unit will count towards the new award.

##### (ii) Options and actions for the student intending to take the qualification further

**This information applies to a student who has completed the units for a GCE AS or Advanced qualification and who wishes to take that qualification further.**

- The student can proceed to a further qualification whether or not the first award is cashed in or aggregated. Individual units may be re-sat at a future series and count towards the further qualification.
- If the student is satisfied with his/her grade (cashing in being applied for at the time the entry was made) no further action is necessary.
- If cashing in was not applied for at the time of entry, it can be applied for retrospectively after the issue of results and by the published date for late subject awards:  
**20 September 2011 for the June 2011 examination series**  
**17 April 2012 for the January 2012 examination series**  
**20 September 2012 for the June 2012 examination series**
- If the student is not satisfied with his/her grade and wishes to improve it, one or more of the units may be re-sat and certification requested again in a future examination series. Where a unit consists of more than one option, the candidate may take a new optional unit. The best result for each unit will count towards the new award.

Figures 2a and 2b on **page 6** summarise the courses of action available to a student who applied to cash in when entries were made and to a student who did not apply to cash in at that stage. Each box represents a stage of the process, and each arrow represents a choice that can be made at that stage.

Figure 2a Options for those who have requested to cash in – follow any route through

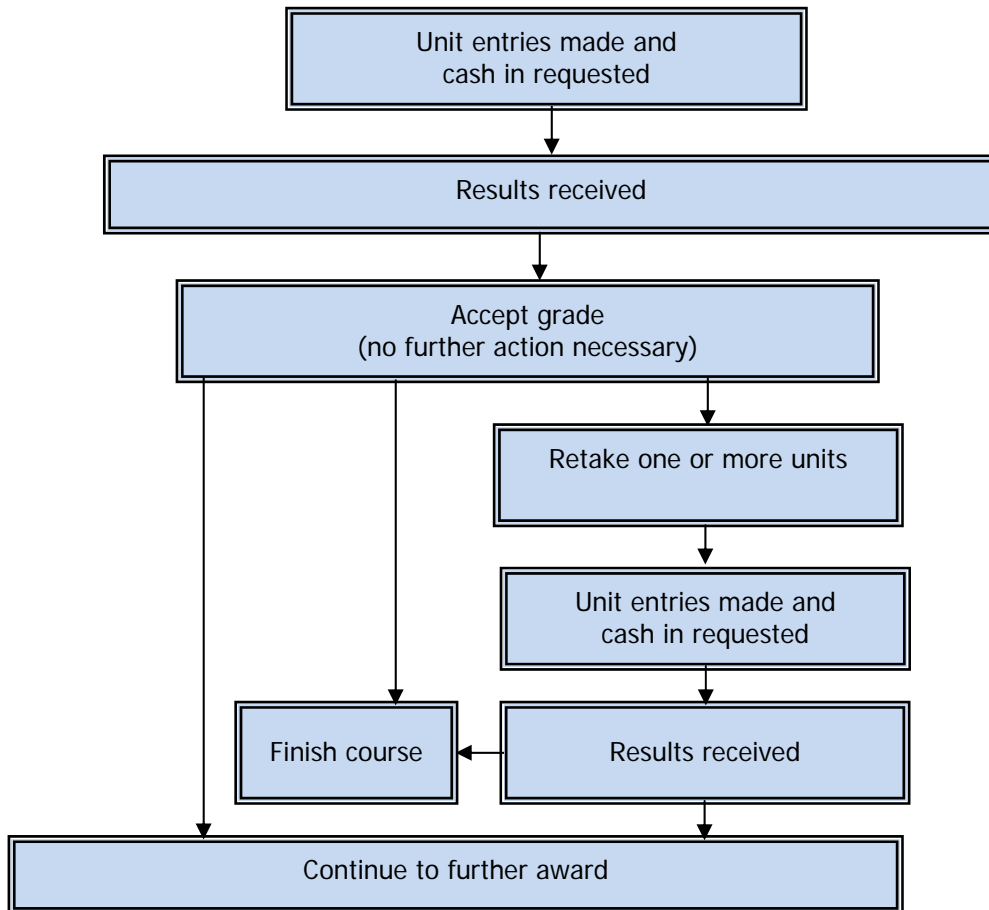
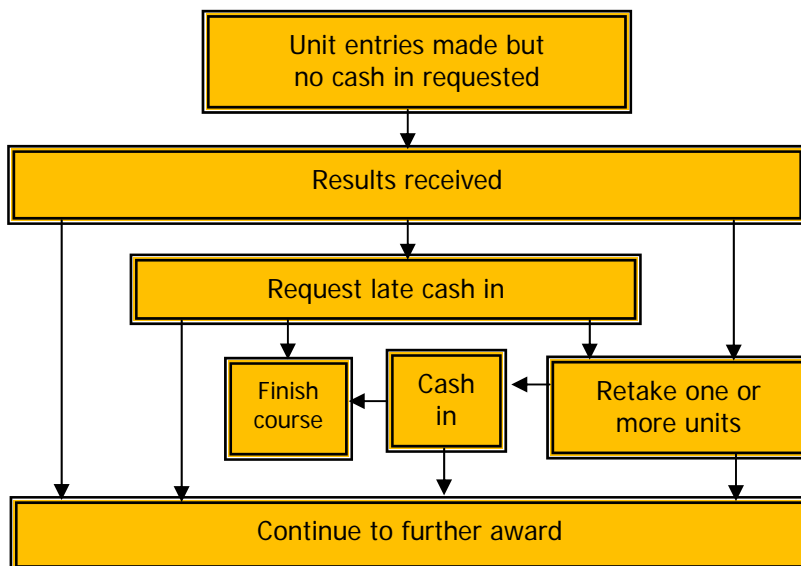


Figure 2b Options for those who have not requested to cash in – follow any route through



## 5. To cash in or not to cash in?

The decision on whether or not to cash in should be taken in the light of an individual student's requirements. There are implications for either course of action, and these are outlined below.

### (i) If the student requests to cash in the qualification

- He/she will receive a grade and certificate.
- Awarding bodies will report the qualification grade and the corresponding contributing unit grades to UCAS, and the qualification grade must be declared on UCAS forms.
- Individual units can still be re-sat and count towards the next level of award.
- The student may attempt to improve the grade by re-taking one or more units (and applying to cash in again).

### (ii) If the student does not cash in the qualification

- No grade or certificate is issued.
- He/she can choose what to tell UCAS – information about unit results can be included in the student's personal statement or in the referee's report if desired.
- The individual unit results can be improved.
- The unit results remain in the 'bank'. This means he/she can have a change of mind and cash in at a later date to claim the grade to which he/she is entitled. Claims must be made within the stipulated period following an examination series. There is no requirement to sit any further units.

**N.B:** The Department for Education (DfE) now expects all maintained schools and colleges in England to 'cash-in' or aggregate students' AS units at the end of a one-year AS course (or halfway through a two-year A-level course). Further information may be obtained from:  
<http://www.dcsf.gov.uk/14-19/index.cfm?go=site.home&sid=3&pid=233&lid=698&ctype=Text&ptype=Single>

## 6. Enquiries about results and access to scripts

If there is concern about the result of a unit following the publication of results, the centre can submit an application for an enquiry about results to the relevant awarding body. Dates by which applications have to be made are given in **Appendix 1, page 13**, and full details of the services available are given in the JCQ publication *Post Results Services – Information and guidance to centres*.

Centres **must** submit applications for enquiries about results within the enquiry period immediately following the publication of results. It is not possible to make an enquiry about a unit taken in a previous series. An enquiry made in relation to an overall qualification grade is limited to a clerical check, ensuring that the aggregation of the unit marks has been correctly carried out.

The outcome of an enquiry into an externally assessed unit or an internally assessed unit can lead to the uniform mark being confirmed, raised or lowered. If cash-in has been requested, the qualification grade may be confirmed, raised or lowered. However, the qualification grade for awards entered in the same series is protected in the case of internally-assessed units. Centres should be aware that although the AS grade will be protected in the event of an internally-assessed AS unit being lowered as a result of a review of moderation, the lower mark will contribute to any subsequent A-level award.

Centres may also submit applications to awarding bodies for the return of examination scripts to support teaching and learning or to request a priority copy of a script before deciding whether to submit an enquiry about results.

## 7. Arrangements for GCE AS candidates transferring between specifications or awarding bodies midway through a GCE A-level course (having completed and certificated a GCE AS award)

### i) Introduction

GCE AS candidates who move to another centre or who, for other reasons, have to change their programme of study **part way through a GCE A-level course** may be eligible to transfer a GCE AS award between specifications and/or awarding bodies. **The specifications must have the same subject titles, under arrangements agreed between the regulators and the Joint Council for Qualifications.**

The transfer of a GCE AS award between specifications or awarding bodies is an entries exceptions process. **It is not an automatic process and an application must always be made to the receiving awarding body; the awarding body with which GCE A2 entries will be made.** The JCQ transfer form **must** always be completed.

**The awarding body will process the application and provide a written response to the centre. No decision will be communicated via telephone.**

The GCE transfers which are usually acceptable are listed in:

**Appendix 4, page 18, for Applied GCE and GCE Mathematics qualifications and Appendix 5, page 22, for other current GCE specifications.**

**GCE AS transfer of credit arrangements are not intended for those who have already claimed a GCE A-level award. However, in very exceptional circumstances, an awarding body will consider such an application. Centres must complete the JCQ transfer form, with a typed centre statement to support the application.**

## (ii) General considerations

- Transfers between Applied GCE specifications follow the same rules as those which apply to GCE specifications in general. **Transfers from Applied GCE specifications to a GCE specification and vice versa are not permissible.**
- Each application will be considered individually, based on the reason for the transfer of the GCE AS award, the compatibility of the specifications and the fulfilment of the subject criteria requirements.
- Acceptance of a GCE AS award is subject to the new centre ensuring that GCE A2 options are chosen in such a way that prevents the repetition of subject content. **The repetition of subject content is not acceptable.** It may be necessary in some cases for the new awarding body to stipulate that particular options or set texts are followed after the transfer, in order to satisfy the subject criteria.
- **Only complete AS qualifications may be transferred. The AS qualification must be certificated prior to transfer.**
- Where candidates wish to re-sit AS units, centres should apply for transfer as usual at the start of the academic year and indicate on the transfer form when it is intended that the re-sits will take place.
- **Where candidates re-sit AS units after requesting AS certification in a previous examination series, they must claim their AS award again. This will ensure that the best total uniform mark will be available for transfer.**
- **If the AS unit re-sits occur in the same series in which A-level certification is requested, the publication of the A-level result is likely to be delayed.** (The transfer cannot be processed until the final AS unit re-sit result is available.) This may have consequences for candidates who are waiting for A-level results so that they can take up offers of university places.

## (iii) Candidate Eligibility

- The following candidates may be eligible to transfer a GCE AS award between specifications and/or awarding bodies:
  - Individual candidates who are transferring midway through a GCE A-level course from one centre to another where a different specification is being taught.
  - Individual candidates making an unavoidable change of course within a centre which involves a move to a different specification.
  - Candidates returning after a break (e.g. gap year) to take an Advanced GCE qualification at another centre where a different specification is being taught, provided that this is within the shelf life of the original specification.
  - Candidates returning to a centre after a prolonged absence (e.g. on medical grounds) who find that the centre has changed the specification being offered during their absence, provided that this is within the shelf life of the original specification.
- **Transfers of an entire cohort will only be agreed in very exceptional circumstances.** This will be at the discretion of the receiving awarding body and only if the transfers are compatible with the subject criteria requirements. Transfers of an entire cohort on the basis of a new member of staff joining the school or college, who has had experience of teaching another awarding body's A-level specification, will not be accepted. **It is not considered to be in the best interests of candidates to transfer between specifications.**
- **The JCQ awarding bodies will not routinely transfer credit from Curriculum 2000 (legacy) AS specifications to other current GCE specifications. It will not be possible for students to combine legacy GCE AS units and current A2 units to make up a whole A-level qualification. Transfer of credit is only possible between specifications that have been written to the same criteria.**

#### (iv) How to Apply

- **An application must be made using the JCQ transfer form by 21 October in the academic year in which A-level certification is sought.**
- An electronic version of the transfer of credit application form may be downloaded from the JCQ website: [www.jcq.org.uk/exams\\_office/entries/](http://www.jcq.org.uk/exams_office/entries/) so that you may fill in the form on screen and print off to sign and send, if preferred. **The form must be signed by the candidate and the examinations officer. Failure to do so will lead to the form being returned to the centre.** (Please see **Appendices 6 and 7, pages 26 and 27**, for an illustration of completed forms). Awarding body contact details are provided on **page 12**.
- It is important that an application is made by 21 October in the academic year in which A-level certification is sought, even if it is intended that the candidate will re-sit AS units in the original specification. It is not always possible to agree proposed transfers and it is in the best interests of candidates and centres to know as soon as possible if an intended transfer is unacceptable.
- Centres receiving candidates who are transferring a completed AS qualification between specifications and/or awarding bodies **must** always retain the UCI number allocated by the original centre. The receiving awarding body will only be able to process transfers where full and accurate entry information has been provided by the receiving centre. The required details can be found on the candidate's statement of provisional results.
- The receiving awarding body will request from the original awarding body, details of the AS qualification(s) held by the candidate. The receiving awarding body **must** be satisfied that the conditions set out for transferring a completed AS qualification have been met. The total uniform mark gained by the candidate through the study of a complete set of AS units, which have been certificated, will be used as credit towards an A-level in the specification being taken at A2.
- It is not possible to receive special consideration solely on the grounds of the transfer.
- A-level certificates and provisional candidate statements of results will not indicate that any transfer has taken place.

(v) **Awarding body contact details**

<p><b>AQA</b> Stag Hill House Guildford Surrey GU2 5XJ <b>Tel:</b> 01483 477 886 <b>Fax:</b> 01483 453 605 or 01483 303 968 <b>E-mail:</b> <a href="mailto:transferofcredit@aqa.org.uk">transferofcredit@aqa.org.uk</a> <b>Website:</b> <a href="http://www.aqa.org.uk">www.aqa.org.uk</a></p>	<p><b>CCEA</b> 29 Clarendon Road Belfast BT1 3BG <b>Tel:</b> 02890 261 200 <b>Fax:</b> 02890 261 234 <b>Website:</b> <a href="http://www.ccea.org.uk">www.ccea.org.uk</a></p>
<p><b>Edexcel</b> One90 High Holborn London WC1V 7BH <b>Tel:</b> 0844 576 0025 <b>Fax:</b> 020 7190 5606 <b>Minicom:</b> 0870 240 3941 <b>Website:</b> <a href="http://www.edexcel.com">www.edexcel.com</a></p>	<p><b>OCR</b> Syndicate Buildings 1 Hills Road Cambridge CB1 2EU <b>Tel:</b> 01223 553 998 <b>Fax:</b> 01223 553 051 <b>Website:</b> <a href="http://www.ocr.org.uk">www.ocr.org.uk</a></p>
<p><b>WJEC</b> Entries Section 245 Western Avenue Cardiff CF5 2YX <b>Tel:</b> 02920 265193 <b>Fax:</b> 02920 562944 <b>Website:</b> <a href="http://www.wjec.co.uk">www.wjec.co.uk</a></p>	

## Appendix 1

### Key dates in 2011/12

<b>GCE examinations</b>	<b>For entry and certification in JANUARY 2012</b>	<b>For entry and certification in JUNE 2012</b>
Final date to apply for transfer of credit arrangements	21 October 2011	21 October 2011
Final date for entries	21 October 2011	21 March 2012
Submission of GCE, including Applied GCE, coursework marks	10 January 2012	15 May 2012
Date of first examination on common timetable	10 January 2012	14 May 2012
Date of final examination on common timetable	2 February 2012	26 June 2012
Restricted release of results to centres only	7 March 2012	15 August 2012
Release of results to candidates	8 March 2012	16 August 2012
Final date to apply for priority copies of examination scripts to support enquiries about results	16 March 2012	24 August 2012
Final date for Priority Service 2 enquiries	N/A	24 August 2012
Final date for other enquiries such as Missing and Incomplete Results (MIRs)	17 April 2012	20 September 2012
Final date to apply for late cash in	17 April 2012	20 September 2012
Final date to apply for return of scripts to support teaching and learning	28 April 2012	4 October 2012
Issue of certificates	by 31 May 2012	by 31 October 2012

Uniform mark scales

**GCE UNIT RESULTS**

*The minimum uniform marks required for each grade equivalent:*

Unit grade equivalent	A	B	C	D	E
where maximum uniform mark is 60	48	42	36	30	24
where maximum uniform mark is 78	62	55	47	39	31
where maximum uniform mark is 80	64	56	48	40	32
where maximum uniform mark is 90	72	63	54	45	36
where maximum uniform mark is 100	80	70	60	50	40
where maximum uniform mark is 105	84	74	63	53	42
where maximum uniform mark is 110	88	77	66	55	44
where maximum uniform mark is 111	89	78	67	56	44
where maximum uniform mark is 120	96	84	72	60	48
where maximum uniform mark is 140	112	98	84	70	56
where maximum uniform mark is 200	160	140	120	100	80
where maximum uniform mark is 300	240	210	180	150	120

**GCE QUALIFICATION GRADES**

*The maximum uniform mark for the qualification and the minimum uniform mark required for each grade:*

Qualification grade	A	B	C	D	E	
<b>GCE Advanced Subsidiary (AS)</b> where maximum uniform mark is 100	80	70	60	50	40	
<b>GCE Advanced Subsidiary (AS)</b> where maximum uniform mark is 200	160	140	120	100	80	
<b>GCE Advanced Subsidiary (AS)</b> where maximum uniform mark is 300	240	210	180	150	120	
Qualification grade	A*	A	B	C	D	E
<b>GCE Advanced (A-level)</b> where maximum uniform mark is 200	see note	160	140	120	100	80
<b>GCE Advanced (A-level)</b> where maximum uniform mark is 400	see note	320	280	240	200	160
<b>GCE Advanced (A-level)</b> where maximum uniform mark is 600	see note	480	420	360	300	240

**Note** The general rule for the award of A\* is:

- a grade A overall at A-level and
- 90% of the maximum uniform mark on the aggregate of the A2 units

The rule in Mathematics is:

- a grade A overall at A-level and
- 90% of the maximum uniform mark on the aggregate of Units C3 and C4

The rule in Further Mathematics is:

- a grade A overall at A-level and
- 90% of the maximum uniform mark on the aggregate of the three best A2 units

## APPLIED GCE UNIT RESULTS

The minimum uniform marks required for each grade equivalent:

Unit grade equivalent	A	B	C	D	E
<b>Units equally weighted</b> maximum uniform mark is 100	80	70	60	50	40

## APPLIED GCE QUALIFICATION GRADES

The minimum uniform mark for the qualification and the minimum uniform mark required for each grade:

Qualification grade	A	B	C	D	E
<b>Advanced Subsidiary Applied GCE Single Award</b> maximum uniform mark is 300	240	210	180	150	120

Qualification grade	A*	A	B	C	D	E
<b>Advanced Applied GCE Single Award</b> maximum uniform mark is 600	see note	480	420	360	300	240

**Note** The general rule for the award of A\* is:

- a grade A overall at A-level and
- 90% of the maximum uniform mark on the aggregate of the A2 units

Qualification grade	AA	AB	BB	BC	CC	CD	DD	DE	EE
<b>Advanced Subsidiary Applied GCE Double Award</b> maximum uniform mark is 600	480	450	420	390	360	330	300	270	240

Qualification grade	A*A	AA	AB	BB	BC	CC	CD	DD	DE	EE
<b>Advanced with Advanced Subsidiary Applied GCE (Additional)</b> maximum uniform mark is 900	see note	720	675	630	585	540	495	450	405	360

**Note** The general rule for the award of A\*A is:

- a grade AA overall and
- 90% of the maximum uniform mark on the aggregate of the three A2 units

Qualification grade	A*A*	A*A	AA	AB	BB	BC	CC	CD	DD	DE	EE
<b>Advanced Applied GCE Double Award</b> maximum uniform mark is 1200	see note	see note	960	900	840	780	720	660	600	540	480

**Note** The general rule for the award of A\*A\* is:

- a grade AA overall and
- 90% of the maximum uniform mark on the aggregate of the six A2 units

The general rule for the award of A\*A is:

- a grade AA overall and
- 90% of the maximum uniform mark on the aggregate of the three best A2 units

### Examples of GCE aggregation and certification

Examples of GCE Mathematics aggregation and certification may be found in the JCQ publication *GCE Mathematics Aggregation Rules – Guidance for Centres* - [http://www.jcq.org.uk/exams\\_office/entries/](http://www.jcq.org.uk/exams_office/entries/)

#### Rule

A candidate who has previously claimed a qualification award will be able to claim a subsequent award for the same subject, provided that an entry is made for at least one unit which contributes to the award.

#### Example 1

A GCE AS qualification consists of Units 1 and 2.

Candidate P certificated AS level in June 2011. He/she re-takes Unit 2 in June 2012.  
A new AS level award can be claimed.

#### Example 2

A GCE AS qualification consists of Units 1-3. The corresponding A-level qualification consists of Units 1-6.

Candidate Q certificated A-level in June 2011. He/she re-takes Units 3, 4 and 5 in January 2012.  
A new AS award can be claimed as well as a new A-level award in January 2012 (because Unit 3 contributes to both awards). If the candidate had re-taken Units 4 and 5 but not Unit 3 in January 2012, he/she could have claimed a new A-level award but not a new AS award.

#### Example 3

A GCE AS qualification consists of Units 1 and 2. The corresponding A-level consists additionally of Units 3a or 3b or 3c, and 4a or 4b or 4c. There are no restrictions on how the options in Units 3 and 4 are combined.

A candidate may certificate AS with Units 1 and 2.

A candidate may certificate A-level with any one of the following combinations of units:

- 1, 2, 3a, 4a
- 1, 2, 3a, 4b
- 1, 2, 3a, 4c
- 1, 2, 3b, 4a
- 1, 2, 3b, 4b
- 1, 2, 3b, 4c
- 1, 2, 3c, 4a
- 1, 2, 3c, 4b
- 1, 2, 3c, 4c

(Where a candidate has results for both options of a unit, e.g. a result for Unit 3a in addition to a result for Unit 3b, the better result will count towards certification.)

Candidate P certificated AS level in June 2011 having taken Units 1 and 2. He/she then takes Unit 3b in January 2012. He/she then takes Units 3a and 4a in June 2012. The results from both Unit 3a and Unit 3b are eligible to count towards certification at A-level. A new AS award cannot be claimed since no AS units have been retaken.

#### Example 4

A Biology / Human Biology specification contains the following units:

1, 2B, 2H, 3, 4B, 4H, 5, 6

Biology and Human Biology qualifications are available with the following combinations of units:

AS Biology	1, 2B, 3
A-level Biology	1, 2B, 3, 4B, 5, 6
AS Human Biology	1, 2H, 3
A-level Human Biology	1, 2H, 3, 4H, 5, 6

- (a) Candidate P certificated AS Biology in June 2011. He/she re-takes Unit 2B in June 2012. A new AS Biology award can be claimed.
- (b) Candidate Q certificated AS Biology in June 2011. He/she then takes Unit 2H in June 2012. An AS Human Biology award cannot be claimed. This is because unit results (for Units 1 and 3) which have counted towards an AS Biology award cannot be re-used to count towards an AS Human Biology award. In order to certificate AS Human Biology, the candidate would need to re-take Units 1 and 3 as well as taking Unit 2H. Please note that results for Units 1 and 3 can count towards Human Biology only if they are obtained *after* Biology was certificated (see Examples (d) and (e) below).
- (c) Candidate R took Unit 1 in January 2011 and again in June 2011, Unit 2B in June 2011 and Unit 3 in June 2011. He/she certificated AS Biology in June 2011. The candidate then takes Unit 2H, and re-takes Unit 3, in June 2012. An AS Human Biology award cannot be claimed because both attempts at Unit 1 were made before certification of AS Biology.
- (d) Candidate S took Unit 1 in January 2011. He/she took Units 2B and 3 in June 2011, and certificated AS Biology. He/she re-takes Units 1, 2H and 3 in June 2012. An AS Human Biology award can be claimed because both Unit 1 and Unit 3 have been re-taken after certification of AS Biology (although only the new results for these units will be eligible to count).
- (e) Candidate T took Units 1, 2B and 3 in June 2011, but did not request certification. He/she then takes Unit 2H in June 2012. An award in either AS Biology or AS Human Biology (but not both) can be claimed.
- (f) Candidate U certificated AS Biology in June 2011. He/she then takes Units 2H, 4H, 5 and 6 in June 2012. No new AS award can be claimed, because the results for Units 1 and 3, which were taken in or before June 2011, have been used to count towards AS Biology and cannot subsequently be used to count towards a different title at the same level. In order to be eligible for an award in AS Human Biology, the candidate would need to re-take Units 1 and 3. However, the candidate **is** eligible for an award in A-level Human Biology.



## Applied GCE and GCE Mathematics qualifications

### Arrangements for GCE AS candidates transferring between specifications or awarding bodies midway through A-level courses

All subjects offered by more than one awarding body are listed below.

**Transfer of a GCE AS award is not automatic. An application must be made to the receiving awarding body. In most cases transfer arrangements between awarding bodies are possible. However, exceptions are indicated. Requests to transfer a GCE AS award must be made to the receiving awarding body no later than 21 October 2011 for those candidates seeking GCE A-level certification in January 2012 or June 2012.**

Subject	Offered by	Transfer	Notes
Applied Art and Design	AQA, Edexcel and OCR	<ul style="list-style-type: none"> <li>• Any AS award in this subject consisting of a suitable combination of units can be transferred to AQA</li> <li>• The three core AS units can be transferred as a single AS qualification to Edexcel or OCR</li> </ul>	Transfers involving optional units will be considered on a case by case basis. Centres may require guidance for transfers involving the six unit AS double award.

<b>Applied Business</b>	AQA, Edexcel, OCR and WJEC	<ul style="list-style-type: none"> <li>• Any AS award in this subject consisting of a suitable combination of units can be transferred to AQA</li> <li>• Edexcel accepts the three core AS units as a single AS qualification from AQA or OCR</li> <li>• OCR may not accept transfers, depending on the combination of units</li> <li>• WJEC may not accept transfers, depending on the combination of units (the WJEC specification features a two unit AS and four unit AS double/A-level)</li> </ul>	<p>Transfers involving optional units will be considered on a case by case basis.</p> <p>Transfers involving optional units will be considered on a case by case basis in order to avoid overlap of subject content. Candidates may be required to take specific units or even additional units.</p> <p>Transfers involving optional units will be considered on a case by case basis.</p>
<b>Engineering (single awards only)</b>	Edexcel	N/A	Edexcel is the only awarding body to offer this applied subject so transfers do not apply.
<b>Health and Social Care</b>	AQA, Edexcel, OCR and WJEC	<ul style="list-style-type: none"> <li>• Any AS award in this subject consisting of a suitable combination of units can be transferred to AQA</li> <li>• Edexcel and OCR accept the three core AS units as a single AS qualification</li> <li>• WJEC may not accept transfers, depending on the combination of units</li> </ul>	<p>Transfers involving optional units will be considered on a case by case basis in order to avoid overlap of subject content. Candidates may be required to take specific units or even additional units.</p> <p>Transfers involving optional units will be considered on a case by case basis in order to avoid overlap of subject content.</p>

<b>Applied ICT</b>	AQA, Edexcel, OCR and WJEC	<ul style="list-style-type: none"> <li>Any AS award in this subject consisting of a suitable combination of units can be transferred to AQA</li> <li>Edexcel and OCR accept the three core AS units as a single AS qualification</li> <li>WJEC may not accept transfers, depending on the combination of units (the WJEC specification features a two unit AS and four unit AS double/A-level)</li> </ul>	<p>Transfers involving optional units will be considered on a case by case basis in order to avoid overlap of subject content. Candidates may be required to take specific units or even additional units.</p> <p>Transfers involving optional units will be considered on a case by case basis in order to avoid overlap of subject content.</p>
<b>Leisure Studies</b>	AQA, Edexcel and OCR (Edexcel and OCR only offer single awards)	<ul style="list-style-type: none"> <li>Any AS award in this subject consisting of a suitable combination of units can be transferred to AQA</li> <li>Edexcel accepts AQA only</li> <li>OCR accepts the three core AS units as a single AS qualification</li> </ul>	<p>Transfers involving other awarding bodies may be considered, please contact Edexcel.</p> <p>Transfers involving optional units will be considered on a case by case basis in order to avoid overlap of subject content. Candidates may be required to take specific units or even additional units.</p>
<b>Mathematics</b>	AQA, CCEA, Edexcel, OCR and WJEC	<ul style="list-style-type: none"> <li>Transfers are acceptable in principle</li> <li>CCEA does <b>not</b> accept AQA</li> </ul>	The receiving awarding body <b>must</b> be consulted to confirm appropriate content coverage and specification requirements.
<b>Applied Performing Arts</b>	Edexcel and OCR (single awards only)	<ul style="list-style-type: none"> <li>Edexcel accepts OCR</li> <li>OCR does <b>not</b> accept Edexcel</li> </ul>	

<b>Applied Science</b>	AQA, OCR and WJEC	<ul style="list-style-type: none"> <li>• Any AS award in this subject consisting of a suitable combination of units can be transferred to AQA and WJEC</li> <li>• OCR does not accept AQA</li> </ul>	<p><i>The distribution of content across units makes transfers unacceptable.</i></p>
<b>Travel and Tourism</b>	AQA, Edexcel, OCR and WJEC	<ul style="list-style-type: none"> <li>• Any AS award in this subject consisting of a suitable combination of units can be transferred to AQA</li> <li>• Edexcel accepts AQA and OCR</li> <li>• Transfers to OCR may not be acceptable, depending on the combination of units</li> <li>• WJEC may not accept transfers, depending on the combination of units</li> </ul>	<p>Double award transfers must be considered on a case by case basis</p> <p>Transfers involving optional units will be considered on a case by case basis in order to avoid overlap of subject content. Candidates may be required to take specific units or even additional units.</p> <p>Transfers involving optional units will be considered on a case by case basis in order to avoid overlap of subject content.</p>



## Other current GCE specifications

### Arrangements for GCE AS candidates transferring between specifications or awarding bodies midway through A-level courses

Centres should note that the information regarding subject compatibility between specifications or awarding bodies is not exhaustive. Not all subjects have been listed. Centres must contact the receiving awarding body as soon as possible for further information.

Transfer of a GCE AS award is not automatic. An application must be made to the receiving awarding body. In most cases transfer arrangements between awarding bodies are possible. However, centres must refer to the 'Notes' section. Requests to transfer a GCE AS award must be made to the receiving awarding body no later than 21 October 2011 for those candidates seeking GCE A-level certification in January 2012 or June 2012.

The JCO awarding bodies will not routinely transfer credit from Curriculum 2000 (legacy) AS specifications to other current A-level specifications. It will not normally be possible for students to combine GCE AS legacy units and other current GCE A2 units to make up a whole A-level qualification. Transfer of credit is only possible between specifications that have been written to the same criteria.

Subject	Offered by	Transfer	Notes
<b>Art and Design</b>	AQA, CCEA, Edexcel, OCR, and WJEC	<ul style="list-style-type: none"> <li>All transfers are acceptable in principle</li> </ul>	<p><b>N.B: Transfer is only possible between directly equivalent options. Candidates must continue with the equivalent option.</b></p> <p>WJEC Art and Design (unendorsed) requires work in a range of areas. The receiving centre must ensure that this requirement is covered and work is not duplicated.</p>
<b>Biology</b>	AQA, CCEA, Edexcel, OCR and WJEC	<ul style="list-style-type: none"> <li>All transfers are acceptable</li> </ul>	Transfer between Biology and Human Biology is <b>not</b> generally acceptable.

<b>Biology (Human)</b>	AQA, OCR, WJEC	<ul style="list-style-type: none"> <li>All transfers are acceptable in principle</li> </ul>	<p>Transfer between Biology and Human Biology <b>is not</b> generally acceptable.</p> <p><b>N.B: When transferring to WJEC, centres must fill in any gaps in the candidate's knowledge.</b></p>
<b>Business Studies</b>	AQA, CCEA, Edexcel, OCR and WJEC	<ul style="list-style-type: none"> <li>All transfers are acceptable in principle</li> </ul>	<p>Transfer between Applied Business and Business Studies <b>is not</b> acceptable.</p> <p><b>N.B: When transferring from WJEC to OCR a candidate should be precluded from being assessed in OCR Unit F296, Business Production, due to the high degree of similarity.</b></p>
<b>Chemistry</b>	AQA, CCEA, Edexcel, OCR and WJEC	<ul style="list-style-type: none"> <li>All transfers are acceptable</li> </ul>	<p><b>N.B: Transfer from OCR Chemistry 'A' specification to OCR Chemistry 'B' specification (and vice versa) is acceptable.</b></p>
<b>Economics</b>	AQA, CCEA, Edexcel, OCR and WJEC	<ul style="list-style-type: none"> <li>All transfers are acceptable in principle</li> </ul>	<p><b>N.B: When transferring from Edexcel to OCR centres must seek advice from OCR as candidates may be required to take specific units at A2 to avoid overlap of subject content.</b></p>
<b>English Language</b>	AQA, Edexcel, OCR and WJEC	<ul style="list-style-type: none"> <li>All transfers are acceptable in principle</li> </ul>	<p><b>N.B: English Language must transfer to English Language.</b></p> <p>Transfers will be considered on a case by case basis in order to avoid overlap of subject content.</p>
<b>English Literature</b>	AQA, CCEA, Edexcel, OCR and WJEC	<ul style="list-style-type: none"> <li>All transfers are acceptable in principle</li> </ul>	<p><b>N.B: English Literature must transfer to English Literature.</b></p> <p>The subject criteria require candidates to study six texts at AS level and six texts at A-level, which must include the following:</p> <ul style="list-style-type: none"> <li>at least one play by Shakespeare;</li> <li>work by at least one author writing between 1300 and 1800;</li> <li>at least one work first published or performed after 1990;</li> <li>work by at least one author published between 1800 and 1945.</li> </ul> <p>The receiving centre must give details of all twelve texts studied/to be studied by the candidate across the course as a whole, as overlap of texts must be avoided.</p>

<b>French</b>	AQA, CCEA, Edexcel, OCR and WJEC	<ul style="list-style-type: none"> <li>All transfers are acceptable</li> </ul>	
<b>General Studies</b>	AQA, Edexcel and OCR	<ul style="list-style-type: none"> <li>All transfers are acceptable</li> </ul>	
<b>Geography</b>	AQA, CCEA, Edexcel, OCR and WJEC	<ul style="list-style-type: none"> <li>OCR <b>does not</b> accept Edexcel</li> <li>Other transfers between awarding bodies are acceptable in principle</li> </ul>	<b>N.B: When transferring to OCR there are provisos concerning content overlap and coverage. Centres must check with OCR and agree before transfer.</b>
<b>German</b>	AQA, CCEA, Edexcel, OCR and WJEC	<ul style="list-style-type: none"> <li>All transfers are acceptable</li> </ul>	
<b>Government and Politics</b>	AQA, CCEA, Edexcel, OCR and WJEC	<ul style="list-style-type: none"> <li>OCR <b>does not</b> accept CCEA and Edexcel</li> <li>WJEC <b>does not</b> accept transfers from AQA, CCEA, Edexcel and OCR</li> <li>Other transfers between awarding bodies are acceptable</li> </ul>	<i>WJEC AS Specification has a distinctive mandatory unit 'Governing Modern Wales'.</i>
<b>History</b>	AQA, CCEA, Edexcel, OCR and WJEC	<ul style="list-style-type: none"> <li>All transfers are acceptable in principle</li> </ul>	<p><b>N.B: As specification content and structure varies considerably, centres must seek advice from the receiving awarding body to ensure that content overlap is avoided and requirements are met. For example, coursework maxima, a minimum of 25% British and 25% non British History for A-level aggregation and the study of two periods and/or countries at AS and A2.</b></p> <p><i>Ancient History does not transfer to History.</i></p>
<b>Law</b>	AQA, OCR	<ul style="list-style-type: none"> <li>All transfers are acceptable</li> </ul>	

<b>Media Studies</b>	AQA, OCR and WJEC	<ul style="list-style-type: none"> <li>• AQA accepts transfers from OCR and WJEC</li> <li>• OCR accepts transfers from AQA and WJEC</li> <li>• WJEC accepts transfers from AQA or OCR</li> </ul>	
<b>Physical Education</b>	AQA, Edexcel, OCR and WJEC	<ul style="list-style-type: none"> <li>• OCR <b>does not</b> accept transfers from WJEC</li> <li>• Other transfers between awarding bodies are acceptable</li> </ul>	
<b>Physics</b>	AQA, CCEA, Edexcel, OCR and WJEC	<ul style="list-style-type: none"> <li>• All transfers are acceptable</li> </ul>	<b>N.B: Transfer from OCR Physics 'A' specification to OCR Physics 'B' specification and vice versa is acceptable.</b>
<b>Psychology</b>	AQA, Edexcel, OCR and WJEC	<ul style="list-style-type: none"> <li>• All transfers are acceptable in principle</li> </ul>	<b>N.B: Specification content and structure varies considerably. Centres must seek advice from the receiving awarding body to ensure that content overlap is avoided and requirements are met.</b>
<b>Religious Studies</b>	AQA, CCEA, Edexcel, OCR and WJEC	<ul style="list-style-type: none"> <li>• All transfers are acceptable in principle</li> </ul>	<b>N.B: Specification content and structure varies considerably. Centres must seek advice from the receiving awarding body to ensure that content overlap is avoided and requirements are met, such as sufficient correlation of indicative content.</b>
<b>Sociology</b>	AQA, OCR and WJEC	<ul style="list-style-type: none"> <li>• All transfers are acceptable in principle</li> </ul>	<b>N.B: When transferring from AQA to OCR centres should be aware of the possible overlap of some topics between AS and A2 and must seek advice from OCR to ensure that content overlap is avoided and requirements are met.</b>
<b>Spanish</b>	AQA, CCEA, Edexcel, OCR and WJEC	<ul style="list-style-type: none"> <li>• All transfers are acceptable</li> </ul>	

**Application for the transfer of a GCE AS award between specifications and/or awarding bodies (example 1)**

***New centre***

Centre number	<b>42719</b>	Centre name	<b><i>Cotlington Community College</i></b>
Candidate number	<b>3217</b>	Candidate name	<b><i>Colin Moore</i></b>
Planned A-level certification – Month/Year	<b><i>June 2012</i></b>	Candidate UCI	<b><i>231470102416E</i></b>
Reason for application <b><i>The candidate's family moved home</i></b>			

To be completed by the centre at which the candidate is now studying. This new centre **must** retain the candidate's original UCI.

***Details of award to be claimed and units to be studied***

Award/unit no	Award/unit name	Endorsements, options or set texts for study
<b><i>2151</i></b>	<b><i>A-level Govt. &amp; Politics</i></b>	
<b><i>GOV3A</i></b>	<b><i>The Politics of the USA</i></b>	
<b><i>GOV4A</i></b>	<b><i>The Government of the USA</i></b>	

***Previous centre***

Centre number	<b>23147</b>	Centre name	<b>Stockton High School</b>
Candidate number	<b>2416</b>	Awarding body	<b>Edexcel</b>

***Details of award/units for which transfer is requested***

Award/unit no	Award/unit name	Endorsements, options or set texts for study
<b><i>8GP01</i></b>	<b><i>AS Govt. &amp; Politics</i></b>	
<b><i>6GP01</i></b>	<b><i>People &amp; Politics</i></b>	
<b><i>6GP02</i></b>	<b><i>Governing the UK</i></b>	

***Details of any intended unit re-sits***

Award/unit no	Award/unit name	Examination Series
<b><i>6GP02</i></b>	<b><i>Governing the UK</i></b>	<b><i>January 2012</i></b>

**Declaration by candidate**

To the best of my knowledge the information provided above is accurate. I understand that if I re-sit any AS units in the series in which I am entered for A-level certification, my A-level results may be delayed.

Signature of Candidate.....***Colin Moore***.....Date...***06/10/11***..

**Declaration by Examinations Officer**

To the best of my knowledge the information provided above is accurate.

Name.....**JAN FROST**.....Signature.....***Jan Frost***.....Date...***06/10/11***...

**For awarding body use**

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**Application for the transfer of a GCE AS award between specifications and/or awarding bodies  
(example 2)**

**New centre**

Centre number	<b>42719</b>	Centre name	<b>Cotlington Community College</b>
Candidate number	<b>3217</b>	Candidate name	<b>Colin Moore</b>
Planned A-level certification – Month/Year	<b>June 2012</b>	Candidate UCI	<b>231470102416E</b>
Reason for application <b>The candidate's family moved home</b>			

To be completed by the centre at which the candidate is now studying. This new centre **must** retain the candidate's original UCI.

**Details of award to be claimed and units to be studied**

Award/unit no	Award/unit name	Endorsements, options or set texts for study
<b>H471</b>	<b>A-level English Lit</b>	
<b>F663</b>	<b>Drama and Poetry pre 1800</b>	<b>Henry IV Part 1 Aphra Behn – The Rover John Donne – Selected Poems</b>
<b>F664</b>	<b>Texts in Time</b>	<b>Gerald Manley Hopkins – Poems Thomas Hardy – The Return of the Native Laura Thompson – Lark Rise to Candleford</b>

**Previous centre**

Centre number	<b>23147</b>	Centre name	<b>Stockton High School</b>
Candidate number	<b>2416</b>	Awarding body	<b>WJEC</b>

**Details of award/units for which transfer is requested**

Award/unit no	Award/unit name	Endorsements, options or set texts for study
<b>2171</b>	<b>AS English Literature</b>	
<b>LT1</b>	<b>Poetry &amp; Drama 1</b>	<b>Philip Larkin – The Whitsun Weddings Dannie Abse – Welsh Retrospective Arthur Miller – Broken Glass</b>
<b>LT2</b>	<b>Prose Study &amp; Creative Reading</b>	<b>E.M Forster – A Room with a View &amp; Where Angels Fear to Tread Margaret Atwood – The Handmaid's Tale</b>

**Details of any intended unit re-sits**

Award/unit no	Award/unit name	Examination Series
<b>LT1</b>	<b>Poetry &amp; Drama 1</b>	<b>January 2012</b>

**Declaration by candidate**

To the best of my knowledge the information provided above is accurate. I understand that if I re-sit any AS units in the series in which I am entered for A-level certification, my A-level results may be delayed.

Signature of Candidate.....**Colin Moore**.....Date...**06/10/11**..

**Declaration by Examinations Officer**

To the best of my knowledge the information provided above is accurate.

Name.....**JAN FROST**.....Signature.....**Jan Frost**.....Date...**06/10/11**...

**For awarding body use**

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