

AQA Bacc admin guide

2015/16

Important administrative information for exams officers and teachers delivering the AQA Baccalaureate (aqa.org.uk/bacc)

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Help and contacts

Centre approval to offer the AQA Bacc. Advice about Enrichment activities and providers	AQA Bacc subject team	Tel: 0161 957 3980 bacc@aqa.org.uk
Help with the AQA Enrichment diary tool	Exams Office Support	Tel: 0800 197 7162 eos@aqa.org.uk
Help submitting entries (including early entry information)	Entries	Tel: 0161 455 5482 entries@aqa.org.uk
Advice about <i>certification warning reports</i>	Entries	Tel: 0161 455 5482 entries@aqa.org.uk

1 Introduction

This document should be shared with colleagues who will be delivering the AQA Bacc and should be read in conjunction with the specification and additional guidance documents, which give details of the methods of assessment and the component parts of the AQA Bacc.

The *AQA Level 3 Baccalaureate Specification*, forms (in both Word and PDF format) and guidance documents can be downloaded from the 'Support and resources' section of aqa.org.uk/bacc

2 Key dates

Deadline	Action
October 2015	Annual AQA Bacc admin fee for 2015/16 payable
14 November 2015	Basedata for the June 2016 exam series (code 6A16) available from our website
21 February 2016	Deadline for submitting your entries for the June 2016 series
26 February 2016	If necessary, submit a historic results file
15 April 2016	Window for submitting Enrichment diaries opens
15 May 2016	Deadline for submitting Enrichment diaries for all your candidates
1 June 2016	Candidates without a diary submission will be assumed to be 'absent'
June 2016	You may receive a <i>certification warning report (CWR)</i>
August 2016	You may receive a <i>certification warning report (CWR)</i>
17 August 2016	Restricted release of AQA Bacc results and Enrichment result (from 12.01am)
18 August 2016	Results day for AQA Bacc (from 6.00am) (A-level results day)
October 2016	Receive AQA Bacc certificates together with AQA A-level certificates

3 Entries, basedata and fees

- October 2015 – annual admin fee for 2015/16 payable (aqa.org.uk/fees)
- 14 November 2015 – basedata for the June 2016 exam series (code 6A16) available from aqa.org.uk/basedata
- 21 February 2016 – entry deadline for candidates taking the AQA Bacc in the June 2016 exam series

Entry for the AQA Bacc is restricted to centres that have been approved to deliver the qualification. Contact us on bacc@aqa.org.uk or telephone 0161 957 3980 for information about approval.

Candidates must be entered for both the AQA Bacc (code 9000) **and** the AQA Enrichment element (code 9001) for candidates to achieve the AQA Bacc.

It is important that you submit your entries by the deadline. Any late submissions will incur an additional fee. Please see aqa.org.uk/fees for further details and invoicing information.

To achieve an AQA Bacc qualification, candidates must have completed or be entered in the same exam series for a minimum of:

- five GCSEs, including English and Maths, at grade A*– C (this is a prerequisite to enrolment for the AQA Bacc)
- depth - three A-levels (depth)
- breadth - an additional AS level, A-level or a Level 3 Core Maths qualification in a subject that differs from the candidates main programme of study (ie depth subjects)
- a Level 3 Extended Project Qualification (EPQ)
- the AQA Enrichment element

The only element which must be taken with AQA is the Enrichment element.

For information about making entries with us please see aqa.org.uk/entries

4 Prior attainment (prerequisite)

From the June 2016 exam series and beyond, we no longer require centres to routinely complete a *prior attainment form* to confirm prior attainment.

It is the centre's responsibility to ensure that candidates entering for the AQA Bacc have achieved a minimum of 5 GCSEs graded A*-C (including English and Maths) before the series in which they certificate.

If a potential candidate for the AQA Bacc does not meet these requirements, please contact the AQA Bacc Team on bacc@aqa.org.uk or 0161 957 3980 to discuss.

We reserve the right to request proof of prior attainment until AQA Bacc results are issued.

5 Historic results (non-UCAS candidates only)

26 February 2016 – if necessary, submit a historic results file to us at BaccHistoricalResults@aqa.org.uk

Historic results are any results which can count towards the AQA Bacc that candidates have already achieved in a previous exam series. Typically, these are results for an AS subject (for the breadth element), the Level 3 Extended Project Qualification or any GCE A-levels already completed.

Historic results are **only** required for candidates who:

- are **not** applying through UCAS **and**
- who have results with other exam boards which can count towards the AQA Bacc from a previous exam series

You do not need to report historic AQA results back to us.

5.1 Historic results spreadsheet submission

You will need to create and submit a spreadsheet (using, for example, Microsoft Excel) containing the candidates' results in the following format:

Name	Sex	Date of Birth	UCI	Awarding Body Identifier	Award Entry Option Code	Grade
Smith:John Peter	M	01/01/2001	123456789101M	1	H071	A*

The Name should match exactly the name used for formal exam entries in the format Last name:First name(s)

The Awarding Body Identifier is a numeric code specific to each awarding body. These are:

- 01 OCR (if you use this, please show as '1' rather than '01')
- 11 Edexcel GCE (AS/A-levels)
- 14 Edexcel Level 3 Extended Project Qualification
- 41 WJEC / Eduqas
- 61 CCEA

We do **not** require ULNs (Unique Learner Numbers) in historic results spreadsheets.

The last three columns should be repeated for each award result on the same row as the candidate's name. For example:

Awarding Body Identifier	Award Entry Option Code	Grade	Awarding Body Identifier	Award Entry Option Code	Grade	Awarding Body Identifier	Award Entry Option Code	Grade
14	ZPJ30	A	11	8RS01	C	1	1243	E

Where possible, your spreadsheet should be password protected using your 5-digit centre number. Please also include your centre number in the body of your email (for example "AQA Bacc historic results centre 00001").

Please use the *historic results submission checklist* ([Appendix A](#)) to ensure that the data in your spreadsheet is in the required format.

6 Submitting Enrichment diaries

- Between 15 April 2016 and 15 May 2016 – submit Enrichment diaries for **all** your candidates online (you will **not** be asked to submit just a sample of work).

Please ensure that candidates and Enrichment supervisors have signed off the online Enrichment diaries prior to submission.

Please use the *Enrichment check list* ([Appendix C](#)) to ensure that your candidates' work meets the criteria for the AQA Bacc.

6.1 Candidates without Enrichment diaries

- 1 June 2016 – candidates without a diary submission will be assumed to be 'absent'

We will assume that any candidate without an Enrichment diary submission did not complete the work and will therefore be processed as 'absent' for the Enrichment element.

If you have any such candidates, we will email you during the first week in June to confirm their names and the action we have taken.

For the June 2016 exam series and beyond, this new procedure replaces the need for *centre grade forms*

7 Certification warning report (CWR)

You may receive a *certification warning report* (CWR) from us in June and/or August. The report will list any of your candidates who are at risk of not receiving an overall AQA Bacc grade on results day. Examples of the two CWRs are provided in [Appendix B](#).

7.1 CWR Bacc 1 in June

Candidates on this report are likely to fall into one of two categories:

- UCAS candidates with insufficient results/entries

If a candidate isn't entered for, or hasn't previously completed, one of the mandatory elements of the AQA Bacc they are not eligible for the overall award.

To resolve this you will need to do one of the following for each candidate:

- a) Make additional entries with the appropriate exam board for the relevant qualifications
- b) Withdraw the candidate from the AQA Bacc award (code 9000) and Enrichment (code 9001).

- Non-UCAS candidates¹

A candidate will appear on the report if he/she has not applied to university via UCAS and is taking qualifications that will be used towards the AQA Bacc with other exam boards. You must take the following action:

- inform the candidate that they will **not** receive a AQA Bacc award on results day
- report the candidates' results for other exam boards to us on, or shortly after, A-level results day using the *results form* (see [Appendix D](#)).

7.2 CWR Bacc 2 in August

Candidates could appear on this report because:

- they have not completed all the elements required for an AQA Bacc award and are therefore not eligible for the award
- they have **not** applied to university via the UCAS system and either
 - have a previous (historic) result with another exam board that we don't know about*
 - or are due to receive a result from another exam board on A-level results day*
- a result from one of the other exam boards was not included in the UCAS data we received*

* If the problem is that we are missing results from one of the other exam boards, please complete a *results form* to let us know about the results as soon as you are able (see [Appendix D](#)).

¹ A letter 'N' appears in in the column 'UCAS' on the report

8 Lost or destroyed work

Applications for special consideration in respect of lost or damaged work can be made through e-AQA (aqa.org.uk/eaqa) provided that the centre is:

- responsible for the loss
- able to verify that the work was completed (or partially completed) and that the candidate was monitored while doing the work.

9 Results

- 17 August 2016 – restricted release of AQA Bacc awards and Enrichment results by EDI and e-AQA for exams office staff and heads of centres only (from 12.01am)
- 18 August 2016 – results day for AQA Bacc awards and Enrichments results (from 6.00am) (A-level results day)
- October 2016 – receive AQA Bacc certificates.

AQA Bacc results will be reported on A-level results day. We have a special arrangement with UCAS; they provide us with all the results for AQA Bacc candidates from all exam boards. This allows us to grade the overall AQA Baccalaureate award without you sending a results file for every candidate.

Exceptions (non-UCAS candidates)

If one of your AQA Bacc candidates has **not** applied to university via UCAS we will report an 'X' or an incomplete AQA Bacc result for that candidate on results day. The *certification warning report* (CWR) will alert you to this potential outcome in June and will confirm it in August (see section [7 Certification warning report](#)). Your candidate will, of course, be able to calculate his/her outcome for the AQA Bacc based on their A-level, breadth subject, Extended Project Qualification and Enrichment results.

Once you have reported the candidates' relevant grades from other exam boards to us we will then confirm the final result for this candidate via e-AQA. You can do this by completing the *results form* ([Appendix D](#)).

The AQA Bacc award is graded as follows:

AQA Bacc award	Pass	Merit	Distinction
Three A-levels (depth)	E or above	C or above	A or above
Extended Project Qualification	E or above	C or above	A or above
AS, A-level or a Level 3 Core Maths qualification (breadth)	Pass (E or above)	Pass (E or above)	Pass (E or above)
AQA Enrichment	Pass	Pass	Pass

10 Grade changes after publication of results

Grades for subjects that have been used towards the depth or breadth element, and Extended Project grades sometimes change following the publication of results (for example following a post results enquiry for a subject).

We aren't informed of these changes for either UCAS or non-UCAS candidates, so we can't check if grade change to another award impact on an AQA Bacc award that we've issued.

If you have a candidate whose grade has changed, and you think the candidate should therefore have a better AQA Bacc award than we have issued, you will need to inform us of the grade change so that we can re-calculate the candidates' overall Bacc result.

We may request evidence of the new grade.

See [Appendix E](#) – *grade change form (9000/GCF)*

Appendix A – historic results submission checklist (9000/HRC)



2016 Historic results submission checklist AQA Baccalaureate (9000)

This optional checklist is to help exams officers with the creation and submission of a historic results spreadsheet.

Historic results are **only** required for candidates who:

- are **not** applying through UCAS **and**
- who have results with other exam boards which can count towards the AQA Bacc from a previous exam series

Completed spreadsheets should be emailed to BaccHistoricalResults@aqa.org.uk

Check	Format/notes
<input type="checkbox"/> Spreadsheet created. Centre number and exam series used in the filename	For example "Historic results centre 00001 June 2016"
<input type="checkbox"/> Column A: Name	Last name:First name(s) (no space before or after the colon)
<input type="checkbox"/> Column B: Sex	Single character - either M or F (male or female)
<input type="checkbox"/> Column C: Date of Birth	dd/mm/yyyy (for example 01/01/2001)
<input type="checkbox"/> Column D: UCI	13 character UCI number (12 numbers and a single letter)
<input type="checkbox"/> Column E: Awarding Body Identifier	1 = OCR (single digit, not '01') 11 = Edexcel GCE (AS/A-level) 14 = Edexcel Extended Project 41 = WJEC / Educas 61 = CCEA
<input type="checkbox"/> Column F: Award Entry Option Code	Entry code for the subject award (not unit/component codes)
<input type="checkbox"/> Column G: Grade	Upper case letter (for example B) A* as two characters (no space) Similarly no spaces in double award grades (for example A*A or BC)
<input type="checkbox"/> Columns H, I & J: Results for next subject for the candidate (per columns 5, 6 & 7)	Leave blank (empty) if not used a candidate
<input type="checkbox"/> Columns K, L & M: Results for next subject for the candidate (per columns 5, 6 & 7) and so on until all relevant subjects included	Leave blank (empty) if not used for a candidate
<input type="checkbox"/> All relevant AS, A-level, Level 3 Core Maths and Extended Project results reported for each AQA Bacc candidate	
<input type="checkbox"/> Spreadsheet password protected with your 5-digit centre number	If possible (not all spreadsheet software/spreadsheet files allow password protection)
<input type="checkbox"/> Spreadsheet emailed by 26 February to BaccHistoricalResults@aqa.org.uk	

Appendix B – examples of the *certification warning report* (CWR)



The exams officer
The Community School
1 The Road
County
PST CDE

Ref: 00001 / CWR Bacc 1
27 May 2016

AQA BACCALAUREATE - JUNE 2016 SERIES 6A

Dear exams officer

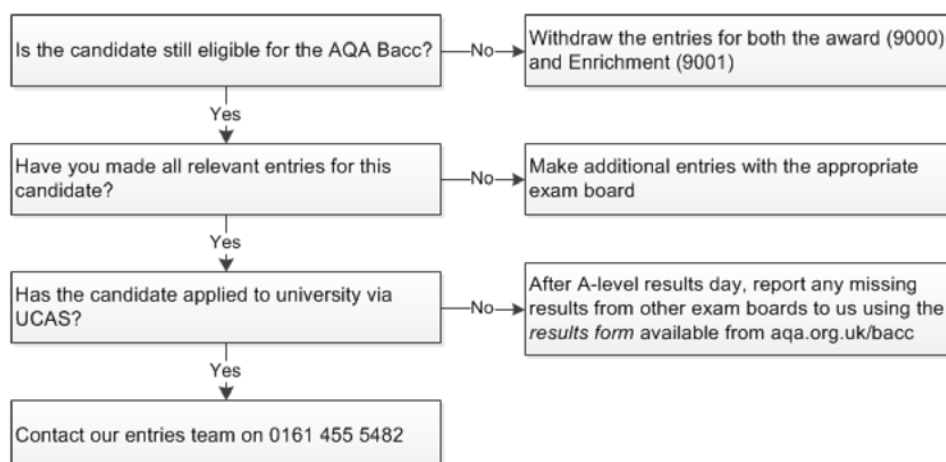
The enclosed *certification warning report* (CWR) lists the candidates who do not appear to have sufficient entries or previous results to allow us to produce a result for the AQA Bacc award. The report is based on our own entries information and on data we have received from UCAS. What it means is that the candidates listed will be reported as absent (X) for the award or receive an incomplete award on results day, unless the problem can be resolved.

To be eligible for an AQA Bacc award, candidates must have completed or be entered in this exam series for **all** of the following elements:

- Depth - three A-levels
- Breadth - an additional AS level, A-level or a Level 3 Core Maths qualification in a subject that differs from the candidates main programme of study (ie depth subjects)
- an Extended Project Qualification
- the AQA Bacc Enrichment element (entry code 9001)

The only element which must be taken with AQA is the enrichment element.

Please follow this flowchart to resolve the problem with each candidate on the report:





AQA BACCALAUREATE - JUNE 2016 SERIES 6A
Ref: 00001

Candidate	Date of birth	UCI	UCAS	Insufficient result/entries
0001 BROOKS: PHIL	10-MAY-1998	100000000001G		DEPTH
0002 EDWARDS: JANE	01-JAN-1998	100000000002H	N	BREADTH

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THE EXAMS OFFICER
THE COMMUNITY SCHOOL
1 THE ROAD
COUNTY
PST CDE

Ref: 00001 / CWR Bacc 2
10-AUG-2016

Dear exams officer

AQA BACCALAUREATE (9000) - JUNE 2016 SERIES 6A

AQA Bacc awards have now been calculated and you will receive electronic results on 17 August for release to candidates from 6.00am on Thursday 18 August 2016.

Unfortunately the candidates listed on this report will receive an X - Unsubstantiated result for the AQA Bacc award.

This could be for one of the following reasons:

- the candidate has not completed all the elements required for an AQA Bacc award and is therefore not eligible for the award
- the candidate has not applied to university via the UCAS system and is due to receive results from other exam boards that we don't know about*
- a result from one of the other exam boards was not included in the UCAS data we received*

* If the problem is that we are missing results from one of the other exam boards, please complete a *results form* to let us know about the results as soon as you are able. The form can be downloaded from the support and resources section of the AQA Bacc webpage aqa.org.uk/bacc

The table overleaf shows for each candidate which element is missing and preventing us from producing an overall AQA Bacc award:

- Depth not achieved – means that we are missing one or more A-level results
- Breadth not achieved – we are missing a result for an AS, A-level or a Level 3 Core Maths qualification in a subject that differs from the candidates main programme of study (ie depth subjects)
- Extended Project not achieved – we are missing a result for the Extended Project Qualification

Yours sincerely

Richard Norris

Head of Data Control
Orders, Data Control and Results



AQA BACCALAUREATE (9000) – JUNE 2015 SERIES 6A
Ref: 00001

Candidate	Reason
0001 BROOKS: PHIL	DEPTH NOT ACHIEVED
0002 EDWARDS: JANE	BREADTH NOT ACHIEVED

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Appendix C – Enrichment checklist (9001/EC)



2016 Enrichment checklist

AQA Baccalaureate (9000)

Enrichment element (9001)

This optional checklist is to help enrichment supervisors decide whether their candidates have met the requirements of the enrichment component of the AQA Bacc.

This is the same checklist that will be used by our team of verifiers to determine the value of a candidate's enrichment participation and whether a candidate has passed the enrichment element by meeting the basic requirements:

- 30 hours or more in any one core area
- activities completed in two or three core areas
- 100 hours or more in total.

Core area	Minimum number of hours	Number of hours completed
Work-related learning	30	
Community participation	30	
Personal development	30	
Total	100	

Ineligible activities

If a candidate has made any of these mistakes, please guide them to amend their diaries accordingly. Hours spent on ineligible activities will be discounted from a candidate's overall total if submitted.

1	Less than 30 hours	Activities that add up to less than 30 hours in one core area will not be counted towards the overall total number of hours. Check that the overall total still meets the minimum requirement (100 hours) after these hours have been discounted
2	PSHE	Any activity that may be considered a mandatory element of a centre's PSHE or pastoral care programme
3	Course content	Any activity that may be considered a mandatory element of a course of academic study such as field trips, coursework, attendance at supplementary lectures
4	Academic	Any activity that leads, in part or whole, to a recognised academic qualification such as GCSEs, AS level and A-level courses, Open University courses/modules
5	University	Any activity that may be considered part of preparation for application to university, for example, at university open days, preparation for and writing of UCAS statements, attendance at Higher Education fairs
6	Leisure/chores	One-off leisure activities such as playing football with friends, going swimming, watching a film. Chores such as cooking dinner or walking a dog
7	Prior to sixth form	Any activities undertaken before the beginning of sixth form

Good practice

Good practice can only be determined when a candidate has described their activities and reflected on the skills and qualities participation in the activities has helped them to develop. Please encourage your candidates to describe and reflect on their involvement in enrichment activities.

1	Long and short term	Long term as well as short term activities
2	Range and variety	Range and variety in activities
3	Skills and qualities	Activities that demonstrate skills and qualities that would be of interest to employers and universities
4	Team work	Activities that involve the candidate in team work
5	Initiative	Activities in which the candidate has shown initiative or taken personal responsibility

Recording criteria

Minimum requirements	Hours recorded, all activities described, some evidence of participation in activities included (such as documents, video, photo)
Poor	Hours recorded, all activities described, no/minimal reflections
Satisfactory	Hours recorded, all activities described, some reflections
Good	Hours recorded, all activities described, substantial reflections completed
Excellent	Hours recorded, all activities described, at least one substantial post per activity, substantial reflections completed

Appendix D – results form (9000/RF)



2016 Results form AQA Baccalaureate (9000)

For candidates that have not applied to university via UCAS only. This form should be used to report relevant grades from other awarding bodies to us.

Send completed forms to analytics@aqa.org.uk We will calculate the candidate's AQA Bacc result and notify you of the outcome as soon as we can.

Centre number

Centre name

Candidate number

Candidate's full name

Results information

	Subject name	Subject code	Awarding body	Grade
A-levels (depth of study)				
AS, A-level or Core Maths (broader study)				
Project	Level 3 Extended Project			

Declaration

I confirm that the results information provided above is genuine and accurately recorded on this form. I agree to provide evidence of these results to AQA upon request.

Name

Tel

Position

Email

Signature

Date

To see how we comply with the Data Protection Act 1998 please see our Privacy Statement at aqa.org.uk/privacy

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9000/RF

Appendix E – grade change form (9000/GCF)



2016 Grade change form AQA Baccalaureate (9000)

This form should be used to notify us of grade changes, after the publication of results, that affect an AQA Bacc award that we have issued.

- Send completed forms to analytics@aqa.org.uk
- If you are reporting changes for a number of candidates, you can complete the centre details and declaration below and attach a spreadsheet or list with the candidate and grade change details
- We will review the candidate's AQA Bacc result and notify you of the outcome as soon as we can.

Centre number

Centre name

Candidate number

Candidate's full name

Details of grade change

Qualification

A-level (depth of study)

AS level

A-level

Level 3 Core Maths (broader study)

Level 3 Extended Project

Subject name

Subject code

Awarding body

Original grade

New grade

Declaration

I confirm that the grade change is genuine and agree to provide evidence of the new grade to AQA upon request.

Name

Tel

Position

Email

Signature

Date

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9000/GCF