



## **ESTIMATED GRADES FOR GCSE SPECIFICATIONS INSTRUCTIONS TO TEACHERS FOR SUBMITTING ESTIMATED GRADES**

### **ENCLOSURES**

Estimated Grade Forms (EGF)  
Supplementary Estimated Grade Forms  
Envelopes to despatch Estimated Grade Forms to AQA

**Estimated Grade Forms are provided for all candidates entered by centres. However, centres which intend to submit estimated entries by EDI are not required to complete the OMR Forms and only need to refer to paragraphs 1-6 and 11 below.**

### **DETERMINATION AND USE OF ESTIMATED GRADES**

1. Estimated grades are required for all Linear GCSE specifications as an indicator of each candidate's performance at subject level. Estimated grades must also be submitted for modules/units for both GCSE (Modular) Specifications and GCSE Specifications in Vocational Subjects. Estimated grades at subject level will **not** be collected for GCSE Modular Specifications and GCSE Specifications in Vocational Subjects.

Estimated grades will continue to be collected for the new specification Science units, including the Objective Test Units.

Estimated grades for internally assessed (coursework) units or modules will be collected in the first two years only (up to and including the second summer series) of a new AQA specification being offered or where there has been a change to the assessment criteria for an existing unit or module. Estimated grades for internally assessed (coursework) units or modules will no longer be collected where these units have been available for at least two years prior to the current series.

2. The submission of reliable estimated grades is of importance to individual candidates and to AQA. Centres are asked to regard the submission of these as an important contribution to the examining process and to try to ensure that they are realistic and indicate each of their candidates' typical performance level. There is no provision for 'borderline' grades, e.g. B/C. Estimated grades should not be based on instances of unusual performances, or on effort rather than attainment. The estimated grade for a candidate should be the teacher's judgement of the grade which the candidate is likely to gain in the examination.

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3. Estimated Grades are used by AQA for the following purposes:
  - (a) to identify cases where additional reviews of candidates' work should be carried out before the publication of results;
  - (b) to respond to requests for special consideration submitted by centres on behalf of candidates who have taken an examination when ill or who have a disability or who have missed part of an examination because of circumstances beyond their control;
  - (c) to inform Grade Awarding Committees of centres' judgements on the overall standard of the entry for a particular examination.
4. When marking a candidate's work, the examiners will take no account of the centre's estimated grades. Examiners award marks on the basis of the work presented by the candidates. Each grade awarded will reflect the quality of the work irrespective of the estimated grade unless a request for special consideration has been received and processed.
5. The scale for GCSE estimated grades is A\*, A, B, C, D, E, F, G, U.
6. For tiered modules/units there are target grades for each tier of entry. The estimated grade should fall within the target range for the tier of entry. (Although Grade E is available for the Higher Tier of two-tiered subjects, this is not one of the targeted grades for that tier.)

#### **SUBMISSION OF ESTIMATED GRADE FORMS**

7. The Estimated Grade Sheet is designed so that it can be read directly by an optical mark reader. The Forms must therefore be treated with great care. Centres should also note the following:
  - (a) the Forms must never be folded or creased;
  - (b) before entering estimated grades, centres should ensure that the correct specification or module/unit code appears at the head of the sheet.
8. Encode with a black biro the estimated grade for each candidate in one of the boxes provided to the right of the candidate's name and number. **Only one grade should be given for each candidate.**

The 'Z' box on the Estimated Grade Forms should be used for candidates for whom centres are unable to give an estimated grade, e.g. private candidates, candidates who have recently joined the centre, candidates who will not be taking the examination or candidates who have been educated at home or withdrawn candidates.

#### **CANDIDATES NOT LISTED ON THE ESTIMATED GRADE FORMS**

9. Supplementary Estimated Grade Forms must be used for candidates whose names are not listed on the pre-printed Forms. Candidates' names must not be handwritten onto the pre-printed Forms. You may photocopy additional supplementary Estimated Grade Forms if required.

## DESPATCH OF ESTIMATED GRADE FORMS

10. The Estimated Grade Forms and any supplementary Forms must be despatched to reach AQA by

Series Code	Date for Estimated Grade Forms to reach AQA
1A08	10 January 2008
1G08	10 January 2008
3G08	28 February 2008
6G08	5 May 2008
6V08	15 May 2008
6M08	31 May 2008

They should be despatched in the envelope provided to AQA, Devas Street, Manchester, M15 6EX

## SUBMISSION VIA ELECTRONIC DATA INTERCHANGE (EDI)

11. The format for the creation of the estimated grade files is shown in the section entitled “Forecast Grades File Format” of the formats booklet (Version 10) ‘*Formats for Exchange of Examination Related Data*’ issued in September 2004. This document is available via the Joint Council for Qualifications website ([www.jcq.org.uk](http://www.jcq.org.uk)).

Centres wishing to submit estimated grades via EDI must send one Estimated Grades file for each level of examination. For the GCSE specifications covered by this document (see paragraph 1) centres should not normally send estimated grades by EDI for selected subjects only.

Data type	F for Estimated Grades
Board Code	70 for AQA
<b>Exam Series Code</b>	1A08 for GCSE in Vocational* 1G08 for January MFL Modules 3G08 for March modules/units* 6G08 for June examinations 6V08 for June GCSE in Vocational* 6M08 for June modules/units*

\*series now includes new specification GCSE Science Objective Test Units