

# Key focuses for the months ahead

## JANUARY

Get your entries ready to submit in February for summer exams. **Entries quick guide**

Collect learner evidence to ensure your centre is as resilient as possible. **Collecting student performance evidence - Ofqual resilience**

Plan for your Invigilators for your Summer series - think about recruitment and training. **JCQ Invigilator training checklist**

Deadline to submit Modified Paper requests. **Access arrangements**

## FEBRUARY

Ensure you submit your entries for the summer series by 21st February. **Make entries**

January results, grade boundaries, mark schemes and reports available for ELC and Applied Generals offered in the January series. **Applied Generals uniform mark conversion**

Time to prepare your NEA processes for the summer series, who will submit the samples and marks, which forms need to be submitted and which deadlines apply to which components. **AQA, Exams Admin, Non-exam Assessment (NEA) AQA, Exams Admin, Dates and Timetables**

## MARCH

The deadline to submit your Access Arrangements for approval is 21st March. **Access arrangements**

**REMINDER** – Time to prepare your NEA processes for the summer series, who will submit the samples and marks, which forms need to be submitted and which deadlines apply to which components. **AQA, Exams Admin, Non-exam Assessment (NEA) AQA, Exams Admin, Dates and Timetables**

Ensure you have a clear training plan for your invigilators and use the JCQ checklist to ensure you are compliant. **JCQ invigilation training checklist**

Stationery deliveries and question papers will start being delivered to your centre from March onwards. **Question papers and stationery**

## APRIL

From 1st April you are able to submit Special Considerations for learners entered into the summer series. **Special consideration**

Ensure you are exam season ready and know how to send your scripts back for marking. **Send scripts for marking**

Test the process for printing yellow labels to send your summer exam scripts to us. Login to Centre Services, go to Resources > Administration > type labels in the Search box. **Sign into your AQA account**

21st April is the entry amendment deadline. **Check, change or withdraw entries**

## MAY

The summer exam series officially begins. **AQA, Exams Admins, Dates and Timetables**

Make sure you report all cases of malpractice as soon as possible. **Malpractice**

You can download question papers on the day of the exam from Centre Services for learners who have access arrangements or if you need extra copies for late entries. **Download and print question papers on the day of an exam**

Missing an attendance register? here is some guidance on how to print one from Centre Services. **Create an attendance register**

NEA submission deadlines for all qualifications are this month. This also includes the deadlines for conducting and submitting MFL speaking tests and GCSE English Language Spoken Endorsement. **AQA, Exams Admin, Non-exam Assessment (NEA)**

## JUNE

The summer exam series continues. **AQA, Exams Admins, Dates and Timetables**

**REMINDER** – Make sure you report all cases of malpractice as soon as possible. **Malpractice**

**REMINDER** – You can download question papers on the day of the exam from Centre Services for learners who have access arrangements or if you need extra copies for late entries. **Download and print question papers on the day of an exam**

**REMINDER** – Missing an attendance register? Here is some guidance on how to print one from Centre Services. **Create an attendance register**

Ensure you know when the contingency day(s) are for the summer series. **Key Dates**

## JULY

Start preparing for Results days in August. **Before results day**

Attend AQA Results and Post Results webinars to ensure you have everything you need to know. **AQA, Professional Development, course finder**

Submit all of your Special Considerations before the deadline of 25th July. **Special consideration**

## AUGUST

A Level Results day. **AQA, Exams Admin, Results days**

GCSE Results Day. **AQA, Exams Admin, Results days**

Post Results Services are open. Remember to check what authorisation you need from a learner before submitting any requests. **Post-results services**

UCI numbers - ensure learners moving to post 16 education elsewhere have their UCI number on their results slip to give to their new centre. **Entry fields**

## SEPTEMBER

Download and save our Key Dates calendar to ensure you have everything you need to know! **AQA, Exams Admin, Dates and Timetables**

Post Results deadline is on 25th September for all requests from the summer series. **Post-results services**

Get your entries ready to submit in October for November exams. **Make entries**

Get yourself signed up to an AQA Exams Officer Network to share best practice and meet other Exams Officers in your local area. **Exams Officer Engagement Team**

Submit your estimated entries to us for summer exams. **Estimated entries**

## OCTOBER

Ensure you submit your entries for the November series by 4th October. **Make entries**

Time to prepare your NEA processes for the November series, who will submit the samples and marks, which forms need to be submitted and which deadlines apply to which components. **AQA, Exams Admin, Non-exam, Assessment AQA, Exams Admins, Dates and Timetables**

Ensure you are exam season ready and know how to send your scripts back for marking. **Send scripts for marking**

Test the process for printing yellow labels to send your November exam scripts to us. Login to Centre Services, go to Resources /Administration/ type labels in the Search box. **Centre Services login**

## NOVEMBER

The November exam series begin. **AQA, Exams Admin, Dates and Timetables**

Make sure you report all cases of malpractice as soon as possible. **Malpractice**

You can download question papers on the day of the exam from Centre Services for learners who have access arrangements or if you need extra copies for late entries. **Download and print question papers on the day of an exam**

Deadline to submit internally-assessed grades for GCSE English Spoken Language Endorsement for the November series. **Key Dates**

## DECEMBER

Start preparing your entry files for the summer series. **Make entries with EDI and basedata**

Get ready for your summer Access Arrangements for the summer series. **Access arrangements**

Last date to submit Special Consideration requests for November. **Special consideration**