Spring into summer 2012

Activity and resources workbook

Department for
Education

Contents

Introduction

Welcome to the Exams Delivery Support Unit's (EDSU) *Spring into summer* training day. This training is tailored to help you in your first year working in the exams office. It will provide an overview of the exams cycle, give you information on key processes which need to take place this term, highlight key deadlines, and provide hints and tips for successful exams administration.

Make sure you take the opportunity today to meet representatives from the Joint Council for Qualifications (JCQ), the Examination Officers' Association (EOA) and awarding bodies, as well as network with other new exams officers in your area. You may find the connections you make today to be invaluable sources of advice and information to help you manage exams in your centre.

This booklet includes the activities that will be covered in today's training as well as space to take notes, so make sure you keep it to hand. Your table facilitator will let you know which page to refer to during the day.

When you get back to your centre, you may find it useful to look back over this booklet to remind you of what you learned. You can also download the presentation slides from the EDSU website at http://education.gov.uk/examsadmin.

If you have not already done so, please register for EDSU's induction programme for new exams officers. You can sign up to the induction programme online, through the web address shown above.

When you sign up to the induction programme you'll receive a free induction handbook. This contains essential information to help you get up to speed quickly, and a monthly task manager that sets out the key tasks you need to complete for each exam cycle. In addition to the handbook you'll also receive:

- visits from a local centre support officer;
- access to online tools and resources;
- email updates.

How to use this workbook

This workbook should be used in conjunction with the presentations today.

- There is space clearly marked where you can take notes, including any actions you will take when you get back to your centre.
- There is also space to complete activities during the day.

Activity 1: Spring checklist

We have developed a checklist of tasks that you are likely to have completed or need to complete this term.*

1. Submit entries for the summer series and issue candidates with statements of entry:
    a. GCSEs;
    b. GCEs;
    c. Other qualifications (e.g. Principal Learning, Project, Extended Project).

2. Meet with the Special Educational Needs Coordinator (SENCO) to discuss required access arrangements and modified papers for the summer series, and submit all requests for your candidates:
    a. For modified papers;
    b. For all other access arrangements.

3. Manage any post-results service requests following the January series results:
    a. Collate and enter any re-sits required for the summer series.

4. Ensure you have no outstanding actions surrounding the March exams series:
    a. Process any special consideration requests within the deadlines;
    b. Send any Very Late Arrivals reports to awarding bodies.

5. Prepare for the issue of March series results (18/19 April):
    a. Prepare for collating and entering of any re-sits required for the summer series.

6. Plan for the summer series:
    a. Issue any advance/pre-release material in accordance with awarding body dates;
    b. Process any late entries, amendments and withdrawals;
    c. Check any entry warning reports or discrepancies highlighted by the awarding bodies and resolve issues;
    d. Check with teachers that all GCSE candidates will meet the terminal assessment criteria;
    e. Check Diploma students' learner study plans and progress against their Planned Programme of Study;
    f. Identify and resolve any clashes to exams;
    g. Create rooming and seating plans;
    h. Arrange practical exams in conjunction with teaching staff (e.g. GCSE Art tests);
    i. Evaluate your invigilation needs, recruit more invigilators if required and arrange training and CRB clearance;
    j. Brief candidates/staff and parents on procedures and requirements. Consider issuing an information booklet for exams;
    k. Plan to receive exam materials;
    l. Check whether your centre will require ad-hoc or scheduled collections for the 'yellow label' service.

This list is not exhaustive. For a full list of activities and deadlines, refer to the Joint Council for Qualifications key dates and awarding body administration guides and handbooks.

The exam cycle

There are a number of key processes that must be completed to administer general qualifications.

Successful administration of these tasks means that all candidates will be able to sit the correct qualification on the correct date with the appropriate support in place for those who need it.

These processes make up the exam cycle.

Notes – The exam cycle

....
....
....
....
....
....
....
....
....
....
....
....
....
....
....
....
....
....
....
....
....
....

Planning and preparation

Planning and preparation will be critical to the smooth running of your centre's exam days.

Being effective in your job relies on the collection and distribution of key data from heads of department, subject leaders, senior leadership, IT staff and special educational needs coordinators (SENCO).

If you're new to the role, you will need to compile key information as a priority.

Notes – Planning and preparation

....

....

....

....

....

....

....

....

....

....

....

....

....

....

....

....

....

....

....

....

....

....

Entries

Making entries for examinations is a critical part of the exam cycle.

Poor management of this process can result in late entry fees for centres and increased workload for exams office staff.

You need to make sure that examination entries are made efficiently and on time.

Notes – Entries

....
....
....
....
....
....
....
....
....
....
....
....
....
....
....
....
....
....
....
....
....
....
....

Activity 2 – Certification warning reports

Following the submission of entries to the awarding body you might receive a certification entry warning report. These reports will illustrate any problems that the awarding body has identified with the certification entry for an individual or a group of candidates. Use the reports to help you understand what action should be taken.

On the next page there is a certification warning report for a year 11 student taking a GCSE in Citizenship Studies. This GCSE comprises four units. The weighting of the units is as follows:

Unit	Weighting
A341	30%
A342	20%
A343	20%
A344	30%

Use the information in the table above and on page 9 to help you answer the following questions:

1. How many units has the candidate been entered for?

………………………………………………………………………………………………
………………………………………………………………………………………………

2. What does the error message tell you about candidate 0004?

………………………………………………………………………………………………
………………………………………………………………………………………………

3. Based on units entered so far, will the candidate be able to certify?

………………………………………………………………………………………………
………………………………………………………………………………………………

4. How many units will the candidate sit in the final series?

………………………………………………………………………………………………
………………………………………………………………………………………………

OCR
RECOGNISING ACHIEVEMENT

Certification Warning Report
June 2012

This report lists candidates who have certification entries, but who do not appear to have entries for a valid combination of units. It will not be possible to issue certification results for these candidates unless these issues are resolved by your centre. Please refer to the OCR Admin Guide for guidance. If you need additional help, please contact the OCR Customer Contact Centre on 01223 553998 or at general.qualifications@ocr.org.uk.

Centre Name	Centre Number
THE HIGH SCHOOL	**12345**
Qualification	Specification
GCSE	**Citizenship Studies (J029/J269)**

Candidate Number	Candidate Name	UCI
0004	Cewr:Four	123450110004C

Entry Code	Qualification	Title
J269	GCSE	Citizenship Studies

UNITS AVAILABLE TOWARDS CERTIFICATION - INCLUDING CURRENT SESSION

Unit Code	Unit Title	Session
A342	IDNTTY, DMCRCY & JUSTICE	JAN 2011
A343	RGHTS & RESP - KNWLDG & UNDSTD	JUNE 2011
A344	IDNTY DMCRY & JUST - ACTV CTZN	**JUNE 2012**

WARNING MESSAGES

There is a problem with mandatory Unit A341. Either the candidate does not have an entry for this unit or, if they have an entry, the result is not eligible for this certification at this time.

The terminal rule has not been satisfied. Please refer to the OCR Admin Guide for more information.

Date of Issue: 20/01/2011   Page **2**

Notes – Unitised GCSEs: terminal assessment and certification rules

....
....
....
....
....
....
....
....
....
....
....
....
....
....
....
....
....
....
....
....
....
....
....
....
....
....
....

Activity 3 – Terminal assessment and certification

Having an understanding of terminal assessment and certification rules is critical when making entries. Using the information provided on pages 12 and 13, answer the following questions about two GCSE students.

Student 1

Jack Brown is doing his GCSE in Applied Business (double award) with AQA. He completed units 1 and 4 in June 2011.

He plans to finish his qualifications in June 2012 by completing units 5 and 7.

1. Will the candidate have completed a valid combination of units to obtain an award?

……………………………………………………………………………………………………
……………………………………………………………………………………………………

2. Has the terminal assessment rule been adhered to?

……………………………………………………………………………………………………
……………………………………………………………………………………………………

3. Will entering units 413001, 413004, 413005 and 413007 trigger certification?

……………………………………………………………………………………………………
……………………………………………………………………………………………………

Student 2

Tajinder Dhami is also doing her GCSE in Applied Business (double award) with AQA.

She completed units 4 and 5 in June 2011 for which she was awarded grades C and B respectively. She is entered for unit 1 in January 2012 and plans to complete the course by taking unit 7 in June 2012.

4. Does this plan satisfy the terminal assessment rule requirement?

……………………………………………………………………………………………………
……………………………………………………………………………………………………

5. If not, what could be done to correct this?

……

……

6. If the terminal assessment rule is satisfied by re-sitting a unit in June 2012, what is the risk for the candidate?

……

……

……

The information below and on the next page has been extracted from AQA's *Entry codes (All examination series 2011 – 2012)* and *GCSE Specification Business Subjects* and *Economics.*

40% terminal assessment rule: Unitised GCSE

For all unitised GCSE specifications, the GCSE Qualification Criteria set by the regulator require that unitised specifications must allocate a weighting of at least 40% to the terminal assessment: ie 40% of the assessment must be taken in the examination series in which the qualification is awarded. This rule is not dependent on the size of the qualification. Therefore, all GCSE (new specifications) candidates, whether taking short course, full course and/or double awards, must have 40% of their assessment taken at the end.

BUSINESS SUBJECTS AND ECONOMICS

Specification Code: 4130
Basedata Group Code: 4130
Classification Codes:
Business and Communications Systems 7460 — QAN: 50044229
Applied Business 0002 — QAN: 50044230
Business Studies 3210 — QAN: FC: 50045088 SC: 50044163
Economics 4410 — QAN: FC: 50044175 SC: 50044680

		ENTRY CODE	Jan 2012 1A12	June 2012 6G12	SC	FC	DA	MAX UM
Unit 1 Setting up a Business ❷		413001	✓	✓		40	20	80
Unit 2 Growing as a Business ❷		413002	✗	✓		35		70
Unit 3 Investigating Businesses ❷	Controlled Assessment	413003	✗	✓		25		50
Unit 4 People in Business ❷	Controlled Assessment	413004	✗	✓			30	120
Unit 5 Marketing and Customer Needs ❷	Controlled Assessment	413005	✗	✓			30	120
Unit 6 Enterprise ❷	Controlled Assessment	413006	✗	✓			30	120
Unit 7 Business Finance ❷		413007	✗	✓			20	80
Unit 8 ICT Systems in Business ❷		413008	✓	✓		40		80
Unit 9 Using ICT in Business ❷		413009	✗	✓		35		70
Unit 10 Investigating ICT in Business ❷	Controlled Assessment	413010	✗	✓		25		50
Unit 11 Personal Economics ❷		413011	✓	✓	100	50		100
Unit 12 Investigating Economic Issues ❷		413012	✗	✓		50		100
Unit 13 Business Start Up ❷		413013	✗	✓	50			50
Unit 14 Investigating Small Businesses ❷	Controlled Assessment	413014	✗	✓	50			50
Subject Award: Applied Business Double Award 413001 + TWO from 413004, 413005, 413006 + 413007		4136	✗	✓				400
Subject Award: Business Studies Full Course 413001 + 413002 + 413003		4133	✓	✓				200
Subject Award: Business Studies Short Course 413013 + 413014		4131	✗	✓				100
Subject Award: Business and Communication Systems Full Course 413008 + 413009 + 413010		4134	✓	✓				200
Subject Award: Economics Full Course 413011 + 413012		4135	✓	✓				200
Subject Award: Economics Short Course 413011		4132	✓	✓				100

Additional information

ℹ A Unit entry will not trigger certification. You will also need to make an entry for the overall subject award (4131, 4132, 4133, 4134, 4135, 4136 as appropriate and where available) if certification is required in January and/or June 2012.

® Each specification is assigned to a national classification code, indicating the subject area to which it belongs. You should be aware that candidates who enter for more than one GCSE qualification with the same classification code will have only one grade (the highest) counted for the purpose of the School and College Performance Tables. Please see page 6 for further information.

40 At least 40% of the assessment must be taken in the examination series in which the qualification is awarded. Please see page 6 for further information.

P This specification is available to private candidates under the following condition. Because of the nature of the controlled assessment, candidates must be attending an AQA centre that will supervise, authenticate as required and assess the controlled assessment.

Explanation of weighting codes: **SC** – short course, **FC** – full course, **DA** – double award.

Pre-exams

Good preparation for each exam day will help to ensure it runs smoothly.

This includes the receipt and checking of exam papers, resolving timetable clashes and recruiting, training and updating your invigilators.

Notes – Pre-exams

....

....

....

....

....

....

....

....

....

....

....

....

....

....

....

....

....

....

....

....

....

....

....

....

Activity 4 – Rooming, clashes and invigilation

On exam day, it's crucial to have the right number of students in the right room taking the right exam at the right time – and on the right day. You also need the correct number of people to invigilate each exam. This takes careful planning and attention to detail.

In this activity, you will practise arranging rooms and allocating invigilators. You will have to take into account:

- an example exam timetable;

- information on timetable clashes;

- access arrangement requirements;

- information from a JCQ document.

Use the information and the diagram on the next few pages to complete the rooming and invigilation requirements for this exam centre. Start with the following extract from JCQ's *Instructions for conducting examinations* (ICE) booklet which is relevant to this exercise.

Information from a JCQ document

Extract from JCQ's *Instructions for conducting examinations* (ICE) booklet.

Page 22

A word processor

- **must** be connected to mains electricity

What to do:

- Decide how you will seat all of the exams, taking into account students with access arrangements and clashes

- Decide how many invigilators you will need for each exam room

- Write your answers on the room diagrams on page 17, with the number of invigilators in the dotted boxes

- Remember – there's likely to be more than one solution

Timetable information

The following exams will be taken by students in this centre:

Session	Awarding body	Qual.	Title	Exam code	Duration	Start time
Summer 2012 [Final]	Edexcel	GCSE	French Unit 1: 1F Listening Foundation	5FR01	30m	Monday PM
Summer 2012 [Final]	OCR	GCSE	Leisure and Tourism: Understanding the Leisure and Tourism Industries: Written exam	B181/01	1h 30m	Monday PM
Summer 2012 [Final]	AQA	GCE	History of Art 1	HART1	1h	Monday PM
Summer 2012 [Final]	AQA	GCE	Philosophy 1	PHIL1	1h 30m	Monday PM
Summer 2012 [Final]	Edexcel	GCSE	French Unit 1: 1H Listening Higher	5FR01	40m	Monday PM

Please note this timetable is fictional, and does not reflect actual exams for Summer 2012 series

Candidate information

The table below summarises information about the candidates who are taking each exam. It highlights access arrangements and exam clashes which need to be considered.

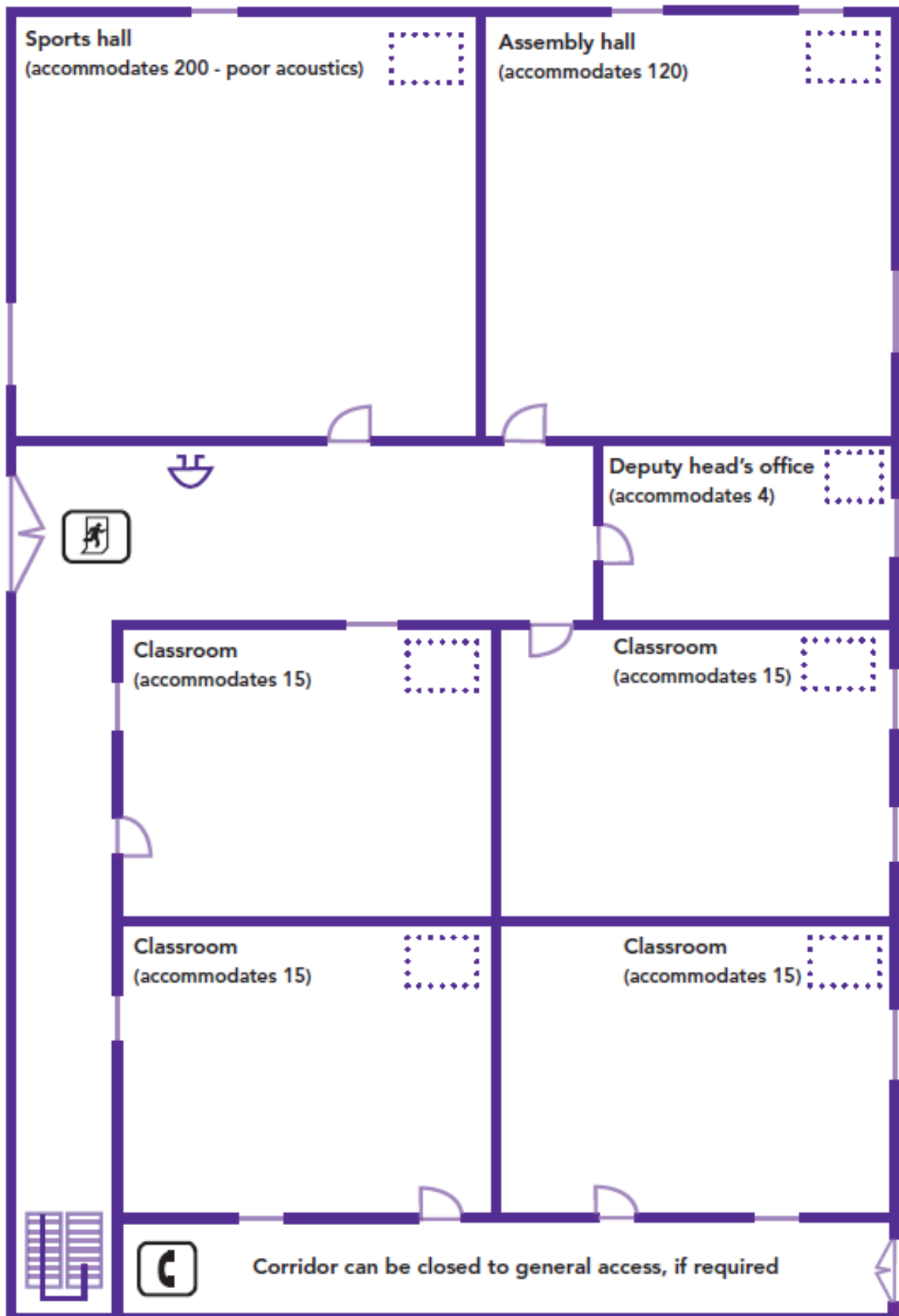| Awarding body	Subject	Number of candidates				Access arrangements	Clash?
		Yr 10	Yr 11	Yr 12	Yr 13		
AQA	Philosophy 1 (PHIL1)			118		7 students use laptops as their normal way of working	Yes – See **Note 1**
AQA	History of Art (HART1)			14			Yes – See **Note 1**
OCR	Leisure and Tourism (B181/01)		24			2 students are entitled to 25% extra time – they don't take French	Yes – See **Note 2**
Edexcel	French Listening F (5FR01)		68				Yes – See **Note 2**
Edexcel	French Listening H (5FR01)		31				Yes – See **Note 2**

Note 1 – The 14 students taking History of Art are all also taking Philosophy. None of these 14 students use laptops as their normal way of working

Note 2 – Of the 24 students taking Leisure and Tourism, nine are taking French Listening F and eight are taking French Listening H.

Room diagram

You should assume that all rooms meet all of the requirements for exam rooms as defined in JCQ's *Instructions for conducting examinations* (ICE) booklet.

Sports hall
(accommodates 200 - poor acoustics)

Assembly hall
(accommodates 120)

Deputy head's office
(accommodates 4)

Classroom
(accommodates 15)

Classroom
(accommodates 15)

Classroom
(accommodates 15)

Classroom
(accommodates 15)

Corridor can be closed to general access, if required

Notes – Assessment materials

....
....
....
....
....
....
....
....
....
....
....
....
....
....
....
....
....
....
....
....
....
....
....
....
....
....

Activity 5: Secure arrangements assessment

Security is vital to ensure the integrity of examinations. Use this exercise to assess your centre's secure arrangements. Answer the following 10 questions to judge how securely awarding body materials and exam scripts are dealt with in your centre.

Select only one answer (a, b or c) for each question, choosing the answer that you think is most likely to happen in your centre.

1. A very large box from an awarding body is brought to your office by the site manager just as you are about to go home. What do you do?

a) You ask the site manager to take it back to reception – you'll deal with it in the morning.

b) You lock it out of sight in your office to check the contents the next day.

c) You go with the site manager to lock the box in your secure storeroom.

2. The PE head of department is told by the head of centre that she can store the table tennis bats and nets used at break times in your secure storeroom. What do you tell the PE head of department?

a) That she can borrow your set of keys to get another set cut so she can access the room whenever she needs to.

b) That she can collect the keys from you when the equipment is needed.

c) That when there are confidential materials in the secure cabinet in the storeroom, she will have to find another storage place.

3. You receive pre-release materials from an awarding body. What do you do with them?

a) Give them straight out to relevant teaching staff.

b) Wait until the release date and then hand them over to the relevant teaching staff.

c) Check the release date, place the materials in your secure cabinet(s) in your storeroom and record the date received. Then on or after the release date ask the relevant teacher to sign them in and out.

4. Parcelforce does not turn up to collect completed exam scripts on the Friday before half term. What do you do?

a) Lock the papers away in your secure cabinet(s) and hope that Parcelforce remembers to come after the half-term break.

b) Go to the post office yourself and post the scripts off first class.

c) Take the scripts to a Parcelforce Worldwide depot or an Express Post Office that accepts Parcelforce Worldwide packages, ensure they are put into the track and trace system, get your dispatch log signed and file it back in your centre.

5. You are away sick on the day year 10 and 11 are taking science modules, and the papers required for the exam are locked away in the secure store. What will happen?

a) The exam will be cancelled as you are the only key holder and no-one else will be able to get into the secure store.

b) Any other member of the senior leadership team can access the secure storage as they have keys.

c) As the centre has contingency arrangements in place, a nominated member of the senior leadership team knows the other two nominated key holders in the centre and how to run exams, so they can provide cover.

6. The science teacher comes to see you on the morning of a science module exam wanting to see a copy of the paper as soon as possible. What is your response?

a) You go to the secure store and take out the relevant paper.

b) You explain that as soon as the papers are opened in front of candidates you'll give them a copy.

c) You explain that any spare papers will be released once the exam is over and the papers dispatched, but that they should not expect them until the following day.

7. Reception has mistakenly given a box of exam papers to the head of English and they have opened the box. How do you react?

a) You put a note in the head of English's pigeon hole asking for the exam papers to be returned.

b) You go and collect the box from the head of English immediately and lock the papers away in the secure store.

c) You find the head of English immediately, locate the box of papers, check every packet against the dispatch note ensuring that none have been opened and, if they have, notify the awarding body immediately.

8. You have a GCSE English exam taking place one afternoon in two different locations, plus you have a room for students with access arrangements. You want to be organised and ensure that each room has everything required, so you…

a) Open the exam papers the day before to sort them into boxes.

b) Open the papers as soon as you receive them to split them out – reseal them in relevant batches, date and sign the original packs and lock all papers away until required.

c) Open the papers an hour before the official published starting time to split them up. Reseal them in relevant batches, date and sign the original packets and lock them away until required.

9. You run out of space in your secure cabinets. What do you do?

a) Store the excess papers in cardboard boxes in your storeroom.

b) Borrow a filing cabinet from administration.

c) Ask facilities to buy a steel cabinet, and arrange for a padlock bar to be added and also ask for the cabinet to be bolted to the wall in your store room.

10. A head of department comes into the exam hall at the end of one of his subject exams and starts to look through the scripts before they are packed. How do you respond?

a) Say nothing and allow him to continue.

b) Ask him to stop and take away the scripts.

c) Tell him to stop, take away the scripts and warn him that you must report the incident to the head of centre, who in turn will report it to the awarding body as a potential breach of regulations.

After you've completed this activity, use this space to record any actions you will take when you're back in your centre.

Actions – Secure arrangements assessment

………………………………………………………………………………………
………………………………………………………………………………………
………………………………………………………………………………………
………………………………………………………………………………………
………………………………………………………………………………………
………………………………………………………………………………………
………………………………………………………………………………………
………………………………………………………………………………………
………………………………………………………………………………………
………………………………………………………………………………………
………………………………………………………………………………………
………………………………………………………………………………………
………………………………………………………………………………………
………………………………………………………………………………………
………………………………………………………………………………………
………………………………………………………………………………………

Exam day

It is important that everyone knows what's happening on exam day, and you will be responsible for critical activities.

Use a checklist to help you manage tasks before and after the exam, including briefing invigilators, candidates' answer booklets and exam papers.

Notes – Exam day

....
....
....
....
....
....
....
....
....
....
....
....
....
....
....
....
....
....
....
....
....
....

Results and post-results

Results days are very important days in the exam calendar, when most candidates come to collect their results from your centre.

Awarding bodies release results to centres under embargo the day before official publication. This is so that exam officers and their heads of centres can prepare for results day and ensure it runs smoothly.

Notes – Results and post-results

....

....

....

....

....

....

....

....

....

....

....

....

....

....

....

....

....

....

....

....

....

....

....

....

Enquiries about results (EAR): information for scenarios

To help you determine which EAR service should be used for different scenarios, we have included the following information. In each case, the application should be made online using an awarding body secure extranet site. For more information, see www.jcq.org

Name of service	Consent needed?	What the service provides	Deadline for making EAR	Response time from receipt of EAR
EAR 1 (Clerical re-check)	Yes – candidate must be informed that their grade may go up as well as down. Written consent required	A check of all of the clerical procedures leading to the issue of a result (e.g. that all parts of the script have been marked, grade thresholds applied correctly). Is the only EAR service available for multiple choice tests (objective).	20 Sept 2012	20 calendar days
EAR 2 (post results review of marking)		As above, plus a check that the mark scheme has been applied correctly. Not applicable for multiple choice tests (objective).	20 Sept 2012	30 calendar days
Priority EAR 2 (post results review of marking)		As above, but only for enquiries about examinations for a Level 3 qualification **and** where the candidate's place in higher education is dependent upon the outcome.	24 Aug 2012	18 calendar days
EAR 3 (Post results review of moderation)	No	A review of the original moderation sample to ensure that the assessment criteria have been fairly, reliably and consistently applied. If the review of moderation leads to a change in marks awarded by the centre, this may affect the whole cohort **Please note that if your centre's controlled assessment or coursework marks have been accepted without change by an awarding body, this service will not be available.** Marks may be lowered but their **published subject grades will NOT be lowered** in the series concerned. However, centres should be aware that a lowered mark may be carried forward to future certification. For example, if a coursework mark which contributes to an AS award is lowered as a result of review of moderation, the AS grade will be protected, but the lower mark will contribute to any subsequent A-level award.	20 Sept 2012	40 calendar days

Activity 6 – Review of checklist

At the start of the day you reviewed a spring checklist. Hopefully, you have had a chance to begin completing some of these tasks, and have had your questions answered today. Please take the time to review the checklist once again and talk to your facilitator about any outstanding actions or other areas of concern.

1. Submit entries for the summer series and issue candidates with statements of entry:
   a. GCSEs;
   b. GCEs;
   c. Other qualifications (e.g. Principal Learning, Project, Extended Project).

2. Meet with the Special Educational Needs Coordinator (SENCO) to discuss required access arrangements and modified papers for the summer series, and submit all requests for your candidates:
   a. For modified papers;
   b. For all other access arrangements.

3. Manage any post-results service requests following the January series results:
   a. Collate and enter any re-sits required for the summer series.

4. Ensure you have no outstanding actions surrounding the March exams series:
   a. Process any special consideration requests within the deadlines;
   b. Send any Very Late Arrivals reports to awarding bodies.

5. Prepare for the issue of March series results (18/19 April):
   a. Prepare for collating and entering of any re-sits required for the summer series.

6. Plan for the summer series:
   a. Issue any advance/pre-release material in accordance with awarding body dates;
   b. Process any late entries, amendments and withdrawals;
   c. Check any entry warning reports or discrepancies highlighted by the awarding bodies and resolve issues;
   d. Check with teachers that all GCSE candidates will meet the terminal assessment criteria;
   e. Check Diploma students' learner study plans and progress against their Planned Programme of Study;
   f. Identify and resolve any clashes to exams;
   g. Create rooming and seating plans;
   h. Arrange practical exams in conjunction with teaching staff (e.g. GCSE Art tests);
   i. Evaluate your invigilation needs, recruit more invigilators if required and arrange training and CRB clearance;
   j. Brief candidates/staff and parents on procedures and requirements. Consider issuing an information booklet for exams;
   k. Plan to receive exam materials;
   l. Check whether your centre will require ad-hoc or scheduled collections for the 'yellow label' service.

This list is not exhaustive. For a full list of activities and deadlines, refer to the JCQ key dates and awarding body administration guides and handbooks.

Activity 6 (continued) – Actions

Action 1

....

....

....

....

....

Action 2

....

....

....

....

....

Action 3

....

....

....

....

....

Action 4

....

....

....

....

....

Action 5

....

....

....

....

....

This page is intentionally blank

This document/publication is also available on our website at
http://www.education.gov.uk/examsadmin
Any enquiries regarding this document/publication should be sent to us at
EDSU.EOTraining@education.gsi.gov.uk

Department for
Education