

Cefn Saeson Comprehensive School

Exam Office

Entries / Exam Day

Contingency Plan

November	October/November Registrations	January	June	June
WJEC GCSE	WBQ	WJEC GCSE	WJEC GCSE	WJEC GCSE
	BTEC	WBQ	WBQ	WBQ
				BTEC EXAMS
				BTEC RESULTS
				ENTRY PATHWAYS
				ENTRY LEVEL

Each season/qualification has a Basedata file on the Awarding Body website. These files contain all requirements for entries.

The process for making the entries is set out below.

# Plan Your Entry Procedure

Season : <b>NOVEMBER</b>				Start Date: September	AB Deadline Where applicable	Completed √
	Set a date for each action or deadline					
	WJEC GCSE	WJEC Essential Skills	Edexcel BTEC			
Basedata Download	08/09/21					
Marksheet Set Up	08/09/21					
Distribute Marksheets to Staff	11/09/21					
Deadline for Return of Marksheets	15/09/21					
Entries Inputted <small>Date by which this task will be completed</small>	22/09/21					
Entry Check Sheets Printed	22/09/21					
Distribute Check Sheets to Staff	22/09/21					
Deadline for Check Sheet Return	15/09/21					
Amend Entries <small>Date by which this task will be completed</small>	20/09/21					
Print Statement of Entries for Candidates	21/09/21					
Distribute Statement of Entries to Candidates (how)	22/09/21					
Deadline for return of any amendments from Candidates/Parents	27/09/21					
Amend Entries <small>Date by which this task will be completed</small>	29/09/21					
Send Entries to AB	<b>04/10/21 (DEADLINE)</b>					
Set deadline for any amendments ie change of tier.	13/10/21					
Send amendment to AB	<b>16/10/21 (DEADLINE)</b>					

Other issues to consider:

Does your centre have a withdrawal policy for candidates i.e. non/low attendance, non completion of coursework/controlled assessment. At what point are these decisions made? Inform SMT of AB amendment deadline and encourage decisions to be made before this so not to incur entry fees. You may wish to draw up a letter officially informing parents/guardians of these withdrawals and the reason. (this should have already been discussed with the parent/guardian by the tutors)

You may wish to send home a covering letter with the Statement of Entry (SoE) informing Parents/Guardians of your deadline for their amendments. (They made need to query a tier or ask for their child to be withdrawn from a subject.)

Some centres like to include a reply slip with this letter to be returned to the EO (via form tutors) acknowledging the SoE has been received.

# Plan Your Entry Procedure

Season : <b>January</b> Start Date: <b>September</b>				AB Deadline Where applicable	Completed √
	Set a date for each action or deadline				
	WJEC GCSE	WJEC Pathways	Edexcel BTEC		
Basedata Download	08/09/21				
Marksheet Set Up					
Distribute Marksheets to Staff					
Deadline for Return of Marksheets					
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Distribute Statement of Entries to Candidates (how)					
Deadline for return of any amendments from Candidates/Parents					
Amend Entries <small>Date by which this task will be completed</small>	13/10/21				
Send Entries to AB	<b>21/10/21 (DEADLINE)</b>				
Set deadline for any amendments ie change of tier.	08/11/21				
Send amendment to AB	<b>11/11/21 (DEADLINE)</b>				

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## Exams Day Contingency Plan

<i>Exam Item</i>	<i>Location / Holders Name</i>	<i>Responsibility</i>
Keys to Secure Storage for exam papers and exam stationery	EXAMINATION OFFICE STEVE NORMAN	
Exams Office - Centre Timetable / Rooming Timetable	EXAMINATION OFFICE STEVE NORMAN	
Seating Plans	EXAMINATION OFFICE STEVE NORMAN	
Exam Desk Labels/Cards	EXAMINATION OFFICE STEVE NORMAN	
Setting out of Exams Room	STEVE NORMAN	STEVE NORMAN/ JOHN BYRNES/PAUL HARRIS
Notices: <ul style="list-style-type: none"> <li>• Warning to candidates</li> <li>• No Potential Technological Web Enabled Sources of Information.</li> </ul>	EXAMS CUPBOARD STEVE NORMAN	STEVE NORMAN
ICE Booklet	EXAMINATION OFFICE STEVE NORMAN	STEVE NORMAN
Clocks	EXAMS CUPBOARD STEVE NORMAN	STEVE NORMAN
Attendance Registers	EXAMINATION OFFICE STEVE NORMAN	STEVE NORMAN
Invigilator Timetable	Steve Norman MAIN OFFICE	
Register of Invigilators and contact details	Steve Norman MAIN OFFICE	
Register of Access Arrangements	RHIAN GIBBINS THE LINK	
Access Arrangements Script Cover Sheets	RHIAN GIBBINS THE LINK	RHIAN GIBBINS
Script Envelopes	EXAMS CUPBOARD STEVE NORMAN	
Examiner Address Labels	EXAMINATION OFFICE STEVE NORMAN	
AB stationery booklet	EXAMINATION OFFICE STEVE NORMAN	
Exam clash chart and candidate quarantine details	EXAMINATION OFFICE/ STEVE NORMAN	STEVE NORMAN
Collection of Scripts	STEVE NORMAN	STEVE NORMAN
Collation of Scripts	STEVE NORMAN	STEVE NORMAN
Completion of Proof of Posting Form	MAIN OFFICE	Vicky Steers
Postage of Scripts	MAIN OFFICE	Vicky Steers