

# Exams Key Terms Glossary

Key term/acronym	Description/Definition
9-1	Describes the numerical grading system for GCSEs set by UK examination boards. See GCSE
A Level	A GCE qualification. The main general qualification for key stage 5 (Years 12 and 13) (see GCSE, AS and A level reforms in England) Reformed AS and A Levels are linear qualifications. AS Levels are stand-alone qualifications. The AS does not count towards the final grade of the A Level. See GCE; AS Level; Unitised assessment; Linear assessment
Access arrangements	Access Arrangements are pre-examination adjustments (See JCQ website <a href="http://www.jcq.org.uk/exams-office/access-arrangements-and-special-consideration">www.jcq.org.uk/exams-office/access-arrangements-and-special-consideration</a> An Overview) See Reasonable adjustments
Aggregation	See Cash-in code
Amanuensis	A scribe See Scribe
Amendment	A term used in relation to candidate entries – making a change to an existing entry for a candidate in an awarding body's entry system
Appeals	A post-results service made available where dissatisfied with the outcome of a review of results See Post-results services; RoRs
AQA	(Assessment and Qualifications Alliance) An awarding body/organisation and JCQCIC member.
AS Level	A GCE qualification (which if studied) would normally be during Year 12 (see GCSE, AS and A level reforms in England) Reformed AS and A Levels are linear qualifications. The reformed AS qualifications are stand-alone qualifications. The AS does not count towards the final grade of the A Level. See GCE; A Level; Linear assessment
ATS	Access to Scripts A post-results service provided by awarding bodies, where marked scripts can be requested by candidates/centres See Post-results services
Aural (test/exam)	A listening assessment
Awarding body/ organisation	An organisation recognised by the qualifications regulators in England, Wales or Scotland to develop, deliver and award qualifications
Cambridge Assessment International Education	An international awarding body/organisation
Candidate authentication/ declaration	Where a candidate signs to confirm that work submitted for final assessment is their own unaided work
Candidate number Candidate statement of entry	A four-digit identifier allocated to exam candidates generated by the exam centre A statement for an individual candidate confirming personal details and exam entry information
Candidate statement of provisional results	A statement of exam results for an individual candidate Deemed provisional until after the deadline for reviews of results or the outcome of any subsequent appeal. Certificates when issued confirm the candidate's final results.
Carried forward marks	Marks awarded for a unit/component of a qualification in one exam series and carried forward to a subsequent series, where this is allowed by the awarding body's specification Relevant to CAIE AS/A2 examinations
Cash-in code	An entry code (or trigger) which informs the awarding body that the marks for individual units should be combined to give an overall grade for the qualification. Where these terms are still used, may also be referred to as aggregation, certification, subject award or cashing-in.

	See Unit; Certification
Centre	... an examination or assessment centre (the centre) is approved by one or more of the awarding bodies for the delivery of their qualifications
Centre Number	A 5-digit identifier allocated to a centre on centre approval to offer (AQA, CAIE, OCR, Pearson and WJEC) qualifications
Certificate	Formal confirmation of a completed qualification and a student's achievement in that qualification. Certificates are provided by the exam board.
Certification	Where a final grade is awarded for a qualification
Clerical re-check	A post-results service This is a re-check of all clerical procedures leading to the issue of a result See RoRs
Complaints and Appeals Procedure	A procedure for approved centres required by the CAIE and JCQ regulations
Component	An element of a linear qualification that is assessed and given a mark (Marks for all components of the qualification are amalgamated into one overall grade for the whole qualification)
Coursework	An internally assessed qualification or unit of a qualification
Double award	Where two qualifications of the same type (for example GCSEs) have been combined into one double award, so candidates achieve two grades (for example AA, 9-9)
EARs	Enquiries about Results (For general qualifications these are referred to as RoRs) See RoRs
Edexcel	Edexcel is a brand name used by Pearson See Pearson
ELC	Entry Level Certificate A qualification below level 1 (available at entry levels 1-3)
Emergency Evacuation Procedure/Policy	A procedure/policy for approved centres required by the JCQ regulations
Entry code	A code used to make an exam entry for a candidate with an awarding body and against which a result will be reported
Examinations Officer	...the person appointed by the head of centre to act on behalf of, and be the main point of contact for, the centre in matters relating to the general administration of awarding body examinations and assessments
EPQ	Extended Project Qualification A level 3 qualification
EPRS	Examination Procedures Review Service A service provided by Ofqual where dissatisfied with the outcome of an awarding body Appeal hearing following a RoR and preliminary Appeal
Exam Board	See Awarding body
Examination Contingency Plan	A plan for approved centres required by the JCQ regulations
Exam series	A group of exams/assessments held in a specific period; normally described by month and year
Exam session	The period when exams/assessments are taken on a particular day (morning or afternoon)
Exam(s) timetable	Information provided by awarding bodies showing date, session and duration of timetabled exams (normally grouped by exam series) See Provisional timetable; Exam series
External assessment	Components/units of a qualification that are taken as an exam/assessment that is set and marked (assessed) by the awarding body See Component; Unit
External exams	Exams (and assessments) which are set and marked by awarding bodies and must be conducted according to awarding body/JCQ instructions
Extra time	An access arrangement/reasonable adjustment
GCE	General Certificate of Education Level 3 qualifications - AS and A Level qualifications. The main general qualification for Key Stage 5 (Years 12 & 13)

GCSE	General Certificate of Secondary Education Level 1/2 qualifications. The main general qualification for Key Stage 4 (Years 10 & 11)
GLH	Guided Learning Hours
Head of centre	... the individual who is accountable to the awarding bodies for ensuring that the centre is always compliant with the published JCQ regulations and awarding body requirements in order to ensure the security and integrity of the examinations/assessments.
IGCSE	International GCSE (Level 1/2 qualifications) An international qualification normally for 14 to 16 year olds
Internal assessment	Components/units of a qualification that are marked (assessed) by teachers in centres then teacher marks and a sample of candidates' work are externally moderated by the awarding body
Internal exams	Exams which are set and marked within the centre, normally a pre-cursor to external exams See Mock exams; External exams
Internal verification	Quality assurance (including internal moderation and standardisation) processes conducted by centres to ensure consistency of marking regardless of the subject/teacher conducting and marking internal assessments
JCQ	Joint Council for Qualifications
Key date(s)	Exam administration dates provided to centres by awarding bodies and JCQ.
Mock exams	See Internal exams
Modified paper	A question paper or other exam resource that can be modified by an awarding body to meet the needs of an individual candidate who may be unable to access the material in its original format.
Non-examination assessment	Non-examination assessment is used to examine/assess the subject-specific knowledge and skills required for the achievement of a qualification that cannot be examined by a timetabled written exam
OCR	(Oxford, Cambridge and RSA [Royal Society of Arts Examination Board])
Ofqual	The Office of Qualifications and Examinations Regulation (Ofqual) regulates qualifications, examinations and assessments in England.
Option code	Where a choice of course of study exists within a specification, an option code normally has to be entered alongside the entry code to indicate the chosen route the candidate is following This could also be the code to select the tier of entry See Tier
Oral (test/exam)	A speaking assessment
Pearson	An awarding body/organisation See Edexcel.
Post-results services	Post-results services Services offered by awarding bodies after the issue of exam results See ATS; RoRs; Appeals
Practical assistant (use of)	A facilitated access arrangement/reasonable adjustment
Provisional timetable	Timetable of exams issued by awarding bodies allowing comment by centres before final timetables are published. Note: provisional dates may be subject to change. See Exam(s) timetable
Raw marks	(See JCQ's Post-Results Services, section 4) See UMS
Reader (use of)	A facilitated access arrangement/reasonable adjustment
Reasonable adjustments	See Access arrangements
Re-sit (Retake)	'Re-sit' normally relates to taking an individual unit of a qualification again (where this may be available as an option for unitised specifications) 'Retake' normally relates to taking the whole qualification again (or taking all the written exam papers again and carrying forward the marks achieved for any non-examined (NEA) component where this is permitted by the awarding body's specification)
Review of marking	(See JCQ's Post-Results Services, section 4) See RoRs

RoRs	Reviews of Results Clerical re-check, review of marking and review of moderation services provided by awarding bodies after the issue of results (post-results) See Post-results services
Rubric	A set of instructions, normally printed on the front of an examination question paper
Scribe (use of)	A facilitated access arrangement/reasonable adjustment
Speaking test	See Oral
Special consideration	A post-examination adjustment
Specification	Previously referred to as a syllabus, the specification not only covers what is to be taught but also what exam papers/assessments are to be taken Often referred to by its number (specification code)
Supervised rest break	An access arrangement/reasonable adjustment
Subject award	See Certification; Cash-in code
Tier	A level of entry (Foundation or Higher) at GCSE offered in certain subjects only, that offers results restricted to a certain range of grades
UCAS	Universities and Colleges Admissions Service
UCI	Unique Candidate Identifier A unique 13-character identifier allocated to a candidate by a centre when making entries for certain qualifications required to link a candidate's unit results across series
Unit	An element of a unitised qualification that is assessed and against which a mark is reported See Unitised qualification; Unitised assessment
Unitised assessment	Where individual units of a unitised qualification are separately assessed and can normally be taken over one or more exam series See Unit; Unitised qualification; Exam series
Unitised qualification	This is a qualification that has a unitised entry structure meaning entries will normally need to be made using individual unit entry codes and a certification entry code entered in the final exam series (when the candidate has completed, or has been entered for, all units that are required to be eligible for certification) to trigger the issue of the overall final grade for the qualification See Entry code; Certification; Exam series
UMS	Uniform Mark Scale A scale that converts raw unitised marks into a common scale See Raw marks
UPN	Unique Pupil Number A 13-character identifier allocated to each pupil in England on first entry to the maintained school sector
Vocational qualifications	Vocational qualifications refer to work-related qualifications which are not academic/general qualifications such as GCSEs and A Levels (GCEs)
Weighting	The percentage contribution that a component of a qualification makes to the overall assessment (the final result)
Withdrawal	A term used in relation to candidate entries – removing an existing entry for a candidate from an awarding body's entry system.
WJEC	(Welsh Joint Education Committee) An awarding body/organisation