

Exams Support

CENTRE MARKS SUBMISSION

Version 2

INSTRUCTIONS FOR SUBMITTING NON-EXAM ASSESSMENT (NEA) MARKS/GRADES ONLINE AND SAMPLES OF WORK

These instructions cover all the components that can be submitted online using Centre services: Centre marks submission (CMS).

DEADLINES FOR SUBMITTING MARKS

It is the responsibility of the school, through the exams officer, to make the necessary arrangements with teaching staff for collating and recording of marks for internally assessed units/components.

Deadlines for the submission of centre marks can be found in the Key Dates Calendar on our [Dates and timetables](#) section of our website.

ACCURACY OF MARKS

It is important to check that the mark totals are correct on the *candidate record form* (CRF). All OxfordAQA CRFs are available on the [Non examined assessment](#) page of our website.

Please ensure that the total mark from the CRF has been correctly entered and submitted online for each student.

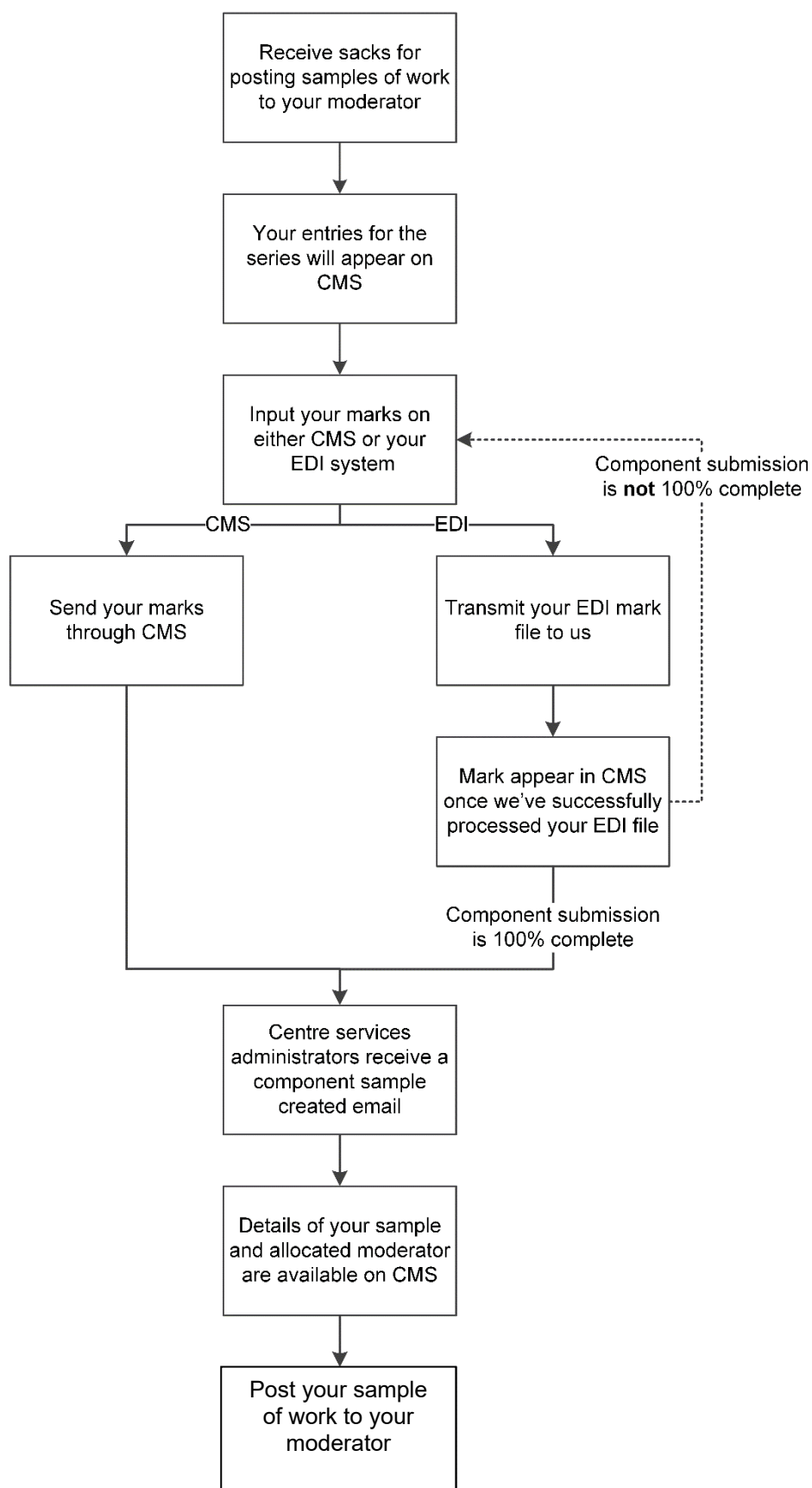
Approx 3 weeks before
the mark submission
deadline
(aqa.org.uk/deadlines)

Centre services
administrators must grant
other users access to
CMS

To arrive by the
submission deadline
(aqa.org.uk/deadlines)

If you submit by EDI and
the component sample
has **not** been created,
check CMS for candidates
with a missing mark/
special status

Post at the very latest
within **five days** of the
mark submission deadline



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1 ONLINE ACCESS

You can submit your marks for internally assessed work in one of the following ways:

- Centre marks submission (CMS), sometimes referred to as e-Subs or electronic submissions
- Electronic Data Interchange (EDI).

You only need to use one of these methods to submit a set of marks for a unit/component. Marks submitted via EDI will be processed through our internal systems and then transferred into the Centre Services system.

1.1 CENTRE SERVICES: CENTRE MARKS SUBMISSION (CMS)

The CMS system is accessed through our secure extranet [Centre services](#)

Main centre administrators (usually the exams officer) will automatically have full access to the centre marks submission (CMS) module and to all of the CMS functionality.

Other users won't be able to see the CMS module or send marks to AQA and the moderator until they have registered for Centre services.

1.2 ENTERING AND SENDING MARKS ON CMS

Every student must have a mark, special status or current extension to the submission deadline. The sample (where applicable) will not be created until the mark submission is 100% complete.

Marks can be input, saved and amended as soon as entries appear in CMS, usually 2-3 weeks before the submission deadline. They are not transferred to AQA and moderators until the 'send marks to AQA' button is pressed.

Marks for each component must be submitted separately.

Note: you **cannot** add additional students to CMS. If you need to submit a mark for a student who does not appear on CMS, you must submit a late entry for them.

If a CMS component does not appear on the system, the most likely cause is that your students have not been entered for the component – see section Late or withdrawn entries and mark amendments

1.3 ELECTRONIC DATA INTERCHANGE (EDI)

Download the **A2C migration application** for your MIS system and refer to the **JCQ^{CIC} formats for the exchange of exam related data** at jcq.org.uk. The A2C Data Exchange Project is led by the Joint Council for Qualifications (JCQ) and services UK based awarding organisations.

1.4 ENTERING AND SENDING MARKS USING EDI FILE FORMATS

Please follow the instructions on your software package for inputting marks for the relevant internally assessed units/components.

Before transferring mark data to us, please check that the correct file format is used and that the correct file header information is included. In particular, note the following:

Data type	M for Marks
Board code	70 for AQA
Exam series code	BY22 for November 2022 GCSE International qualifications 1X23 January 2023 AS and A-level International qualifications 6Y23 for May/June 2023 GCSE International qualifications 6X23 for May/June 2023 AS and A-level International qualifications

Check that every student has a mark and/or a valid mark status and that the correct component code has been used. The sample (where applicable) will not be created until the mark submission is 100% complete.

When we receive your EDI mark files, we will process them through our internal systems and upload them into CMS. Your moderator will then be able to access your marks through the system.

2 SPECIAL STATUSES

The following special statuses are available on CMS (the equivalent EDI status codes are in brackets)

- Absent (A)
- Carry forward AQA (F)
- Loss of coursework
- Parental interest (E)

Not every special status is applicable to every component. CMS will only display the special statuses that can be applied to the component.

2.1 ABSENT (A)

This should only be selected if the student did not submit any work, has transferred to another school, or if you intend to withdraw the student from the component.

Note: you cannot withdraw entries directly through CMS; you must submit an entry amendment - see how to **check, change and withdraw entries**

2.2 CARRY FORWARD AQA (F)

Carry forward describes the process of transferring a mark/grade that has been previously issued **into a new entry** for the unit/component in a subsequent exam series.

This status should be selected if a student is carrying forward their mark. The subject specification will inform you if carry forward is permitted.

You do not need to provide the mark. Note: CMS will not allow you to input both a carry forward status and a mark.

2.3 LOSS OF COURSEWORK

Select this status if an application for special consideration in respect of lost/damaged work has been submitted through Centre Services.

If the work was complete and marked before it was lost/damaged, then the mark should also be recorded on CMS. Otherwise the mark on CMS should be left blank.

For EDI submissions, the loss of coursework status is not available through EDI software. You will need to use CMS to assign the student a loss of coursework special status **before** transmitting your EDI mark file. If you don't do this, there is a risk that CMS will select the student as part of your sample, or that CMS will not be able to select a sample.

2.4 PARENTAL INTEREST (E)

Where a student's work has been assessed by a teacher/assessor who has a personal interest in the student, record the mark as normal and select the status parental interest status. These students will always be added to the moderation sample.

3 LATE OR WITHDRAWN ENTRIES AND MARK AMENDMENTS

Depending on the time of year and volume of entry and entry amendment files we are receiving, it may take several working days for us to process your file. There may also be further delays in processing the file if we find any problems with the data.

3.1 LATE ENTRIES

The student will appear on CMS the day after we process the entry/entry amendment file. You will need to log in to CMS and input your mark(s).

If the marks for the rest of the students entered for the component have already been submitted, the mark for the late entry is submitted through the Amendment screen on CMS. You will need the appropriate level of permission (enter/send/amend) to be able to submit amendments (note, you will not be required to state a reason for the 'amendment').

If the late mark affects the sample, an email will be sent to the main centre administrator notifying them of a change in the sample. See Section 5.2 Change of sample (component sample modified).

3.2 LATE COMPONENT ENTRIES

For late component entries, you may not be allocated a moderator straight away. If a moderator hasn't been allocated at the time you send your marks, the sample will still be calculated and displayed in CMS in the normal way, but a message will appear in the moderator details box stating that a moderator has yet to be assigned.

Please continue to prepare the sample and keep hold of the work. We'll send an email to the main centre administrator as soon as a moderator has been allocated.

3.3 WITHDRAWN CANDIDATES

Withdrawn candidates will be removed from the mark inputting screens in CMS the day after we process the entry/entry amendment file.

If you withdraw a student that has already been selected as part of the sample, the withdrawn student will remain in the view sample screen. If you have other students available, another student will be added to the sample to replace them and an email will be sent to the main centre administrator. See Section 5.2 Change of sample (component sample modified).

3.4 MARK AMENDMENTS

The student's total unit/component mark on the *candidate record form* must be identical with the mark submitted on centre marks submission or by EDI.

If you notice an error after submitting the marks to us and your moderator, you must submit a mark amendment using CMS. You must select a reason for the amendment from the dropdown list of values:

- Incorrect total reported by the moderator
- Incorrect total identified by the centre
- Standardisation mark change
- Withdrawn
- Admin error
- Other

Please **do not** submit mark amendments by EDI.

If the moderator notices an error they will notify you by email using a MOD/CEN/ADM (moderator Centre Amendment) form, and you should submit a mark amendment using CMS as above, with the reason 'Incorrect total reported by the moderator'.

Only CMS users with the highest level of access (enter/send/amend) can submit mark amendments. The person who holds the Centre Administrator role in Centre Services can amend user permissions.

4 EXTENSIONS TO THE SUBMISSION DEADLINE

All extension requests must be made through CMS even when EDI is used for mark submission. Please note requests can only be made by main Centre Services administrators.

Requests can be made for:

- 1 week
- Up to 2 weeks
- More than 2 weeks (Note: due to the limited time available for moderation, it is not normally possible to grant an extension of more than 2 weeks).

You must specify one of the following reasons for the extension request:

- Affected by bereavement
- Deadline mixup
- Problems with equipment or premises
- Religious holiday/event clash
- Maternity/paternity leave
- Medical reasons relating to the candidate
- Medical reasons relating to the teacher
- Reproducing the work
- Teaching and workload problems
- Ofsted inspection
- Other (a comment must be added)

We will consider each request on a case by case basis and we may need to contact you for additional information or evidence to support your request.

When a decision has been made we will send an email to the centre administrator notifying them of the outcome.

5 DISPATCHING SAMPLES TO MODERATORS

Approximately three weeks prior to each submission deadline we'll send you a pack of exam materials. These include sacks/envelopes for sending samples of work to your moderator. Please send your samples of work to your moderator as soon as possible, and **at the very latest** within five days of the mark submission deadline.

Remember to include:

- a signed candidate record form (CRF) attached to the work of each student
- a centre declaration sheet (CDS).

All OxfordAQA CRFs and CDSs are available on the **Non-exam assessment** page of our website.

You must retain a record of all items dispatched, for which you may use the OxfordAQA **Script Consignment Tracker**, found in Section 3 on [this page](#).

When you send work to the moderator, you can save on postage costs and storage space by removing work from binders/bulky folders. Please secure work using a treasury tag or by placing inside a manila folder. All work should be suitably labelled prior to dispatch.

5.1 SAMPLE OF WORK AND MODERATOR DETAILS (COMPONENT SUBMISSION COMPLETE)

Details of your sample and the name and address of your allocated moderator will be available on the view sample screen through CMS after you have sent your marks to us and your sample has been generated.

An email will be sent to the main centre administrator as soon as the component has been successfully submitted. For marks submitted through CMS, this normally happens within a few minutes of sending your marks.

Note: if you submitted your marks via EDI, we will process them through our internal systems and upload them overnight into CMS. If you do not receive an email notifying you the sample has been created within a 48 hours of sending your file to us, please check CMS to ensure that your mark submission for the component was 100% complete – CMS will not generate a sample if you have one or more students with a missing mark/grade or special status.

The work of any students having a special status of parental interest (or status E on EDI) must also be sent to your moderator, in addition to the sample.

For a registered consortia, a sample will only be generated when the marks for all the schools in the consortia for a component have been sent. Each centre will see only their own student within the sample, so the consortium co-ordinator must ensure that the full sample of work is sent.

Note: additional sampling rules apply to some subjects. See Section 6 Subject specific information.

5.2 CHANGE OF SAMPLE (COMPONENT SAMPLE MODIFIED)

If the sample changes as a result of a late mark or mark amendment, main centre administrators will receive an email notifying them that a sample has been modified, asking them to log in to CMS to view the additions.

Additions to the sample appear on the view sample screen in red. The work must be sent to the allocated moderator without delay.

5.3 CHANGE OF MODERATOR (MODERATOR/SAMPLE REASSIGNMENT)

Work will be initially sent to the AQA office in Guildford, then we will change the allocated moderator for work to be moderated. When this happens, an email will be sent to the main centre administrator informing them that the moderator assigned has changed.

If you have not yet posted the sample, please log in to CMS and use the updated moderator details shown.

If you have already sent your sample, please contact us at **CourseworkAdmin@aqa.org.uk** and we will follow it up with the original moderator.

6 SUBJECT SPECIFIC INFORMATION

6.1 INTERNATIONAL GCSE ENGLISH LANGUAGE SPEAKING AND LISTENING ENDORSEMENT (9270/S)

You should submit a grade of Distinction (D), Merit (M), Pass (P) or Unclassified (U).

CMS will **not** select a sample to display. The view sample screen will however show you the name and address of your allocated moderator. You must select your own sample of students and send recordings of their presentations to the moderator.

The **sample size is 30 recordings**; minimum of 10 Distinction, 10 Merit and 10 Pass student.

Notes:

1. students with a grade of Unclassified (U) are **not** included
2. students with a special status of Absent are **not** included
3. if you have a total of 30 or fewer Distinction, Merit and Pass students, then your sample must include **all** students
4. if you have fewer than 10 students for a grade, then you must include all of the recordings on that grade and provide additional students on one of the other grades to make the sample to 30 students.

For example:

Grades submitted	Sample
55 Distinction 65 Merit 50 Pass 1 Unclassified 2 Absent	Sample consists of 30 students: 10 Distinction 10 Merit 10 Pass
13 Distinction 12 Merit 3 Pass 1 Unclassified 40 Absent	Sample consists of 28 students: 13 Distinction 12 Merit 3 Pass
87 Distinction 79 Merit 0 Pass 1 Unclassified 0 Absent	Sample consists of 30 students in total: Between 10 and 20 Distinction Between 10 and 20 Merit
0 Distinction 82 Merit 1 Pass 0 Unclassified 10 Absent	Sample consists of 30 students: 29 Merit 1 Pass

6.2 INTERNATIONAL GCSE PLUS ENDORSEMENT (9201/E, 9202/E, 9203/E, 9204/E, 9210/E, 9225/E, 9260/E, 9275/E, 9280/E)

You should submit a grade of Distinction (D), Merit (M), Pass (P) or Unclassified (U).

CMS will **not** select a sample to display. The view sample screen will however show you the name and address of your allocated moderator. You must select your own sample of students and send their work to the moderator.

The **sample size is 15 students**; minimum of 5 Distinction, 5 Merit and 5 Pass students with at least one student from each subject area.

For example:

Grades submitted	Sample
Business 8 Distinction 11 Merit 9 Pass 1 Unclassified 2 Absent Maths 12 Distinction 3 Merit 6 Pass 1 Unclassified 2 Absent	Sample consists of 15 students in total: 5 Distinction 5 Merit 5 Pass At least 1 of the 15 must be a maths student, and at least 1 must be a business student
Biology 1 Distinction 2 Merit 1 Pass 1 Unclassified 0 Absent Physics 12 Distinction 2 Merit 2 Pass 3 Unclassified 1 Absent	Sample consists of 15 students: 8 Distinction 4 Merit 3 Pass <i>The Merit and Pass grades include students from each subject (Biology and Physics) satisfying the other rule</i>

Notes:

1. students with a grade of Unclassified (U) are **not** included
2. student with a special status of Absent are **not** included

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3. if you have a total of 15 or fewer Distinction, Merit and Pass students, then your sample must include **all** students
4. if you have fewer than 5 students for a grade, then you must include all students on that grade and provide additional students on one of the other grades to make the sample to 15 in total.

7 HELP AND SUPPORT

You can contact Customer Services on +44 (0)161 696 5995 (option 1 and then 1 again) or email info@oxfordaqa.com at any time if you need some help or guidance.

For help in getting started, we've online tutorials, user guides and FAQs on our website

7.1 SCHOOLS WHICH CANNOT CARRY OUT ASSESSMENTS (APPROVED PRIME MARKING)

If your school is unable to assess your students' work (for example, because the only teacher in the subject is ill) you must make every effort to arrange an alternative, such as approaching a neighbouring school which is entering students for the same exam and which may be able to help by undertaking the assessment.

If there appears to be no other way for your work to be assessed, you can submit a request for us to arrange for the work to be 'prime marked'. Applications need to be made in writing, **from the exams officer or head of centre only** to **CentreMarks@aqa.org.uk**

Please note:

- the procedure is exceptional and applies to the year of the exam only
- that we cannot guarantee to publish your results on time
- your school will be invoiced for the additional costs incurred by us in undertaking the assessment.

8 FURTHER INFORMATION

You can access our online tutorials, quick reference guides and frequently asked questions to help you use Centre services: Centre marks submissions (CMS) on our website.