

Exams key terms glossary

This regularly updated glossary is provided to support exams officers by explaining/defining common exams-related terms and acronyms.

Some data terminology (where there is deemed some cross over with the exams process) is also included.

9-1	<p>Describes the grading system for the new reformed GCSEs. (See Grading new GCSEs from 2017)</p> <p>See GCSE</p>
A Level	<p>A GCE qualification. The main general qualification for key stage 5 (Years 12 & 13); currently subject to reform.</p> <p>Legacy AS and A Levels are unitised qualifications and are assessed by AS and A2 units.</p> <p>Reformed AS and A Levels are linear qualifications. The reformed AS qualifications are stand-alone qualifications in their own right. The AS will not count towards the final grade of the A Level.</p> <p>See GCE; GQs; Key stage 5; A2; AS Level; Legacy qualification; Unitised assessment; Linear assessment</p>
A2	<p>Units of legacy A Level qualifications – normally taken at the end of Year 13.</p> <p>See A Level; Legacy qualification</p>
A2C	<p>From September 2012 in phase 1 of the JCQ A2C programme, the A2C Migration application replaced the old EDI VAN carrier system, allowing centres to send and receive data to and from awarding bodies by a free EDI process. http://a2c.jcq.org.uk/.</p> <p>Phase 2 of the programme, being piloted from September 2015 will see an Integrated transport replace the A2C Migration system (see When?). Some JCQ Awarding Organisations will continue to use EDI (through the A2C migration system) for General Qualifications (GCSE and GCE); there is therefore currently no defined cut off for EDI.</p> <p>See EDI</p> <p>New terminology will be used; guidance and definitions should be provided by A2C compliant MIS providers and awarding organisations. Examples and a general outline are given below.</p>
A2C (Assessable)	Any component of a qualification that contributes to the final overall grade.
A2C (Attendance)	Absences from exams reported to the awarding organisation.
A2C (Awards)	Awards for qualifications for learners to be claimed from the awarding organisation.
A2C (Centre Assessed Outcome)	Internal assessment marks (and estimated grades where required) to be submitted to the awarding organisation.
A2C (Instance product catalogue)	One of the two sections that make up the product catalogue providing exam/assessment dates, key dates, fee information and identifies learner information to be provided to make an order.

A2C (Order)	Entries; registrations; enrolments to be submitted to the awarding organisation.
A2C (Outcome)	Results issued by the awarding organisation to the centre.
A2C (Party ID)	Identifiers for all parties involved in the exam process, for example centre number, awarding organisation identifier; candidate identifiers (candidate number; UCI; ULN etc.).
A2C (Polling)	An automated process that will send/receive information between centres and awarding organisations.
A2C (Product catalogue)	Data on qualifications offered across all A2C compliant awarding organisations (previously known as basedata).
A2C (QE)	Qualification elements. The component parts of a qualification.
A2C (Static product catalogue)	One of the two sections that make up the product catalogue providing details of the assessment model for each qualification.
AAO	Access Arrangements Online . A tool used to submit GCSE and GCE access arrangement applications for approval and to order modified papers. See Access arrangements; Modified paper
Access arrangements	<i>Access Arrangements are pre-examination adjustments for candidates based on evidence of need and normal way of working. Access Arrangements fall into two distinct categories: some arrangements are delegated to centres, others require prior JCQ^{CIC} awarding body approval.</i> <i>Access Arrangements allow candidates/learners with special educational needs, disabilities or temporary injuries to access the assessment without changing the demands of the assessment. For example, readers, scribes and Braille question papers. In this way Awarding Bodies will comply with the duty of the Equality Act 2010 to make 'reasonable adjustments'.</i> (Definition taken from JCQ website http://www.jcq.org.uk/exams-office/access-arrangements-and-special-consideration An Overview') See Reasonable adjustments <i>'Adjustments for candidates with disabilities and learning difficulties Access Arrangements and Reasonable Adjustments General and Vocational Qualifications'</i> - a JCQ publication (the orange book) updated each academic year. http://www.jcq.org.uk/exams-office/access-arrangements-and-special-consideration/regulations-and-guidance
Aggregation	See Cash-in code
Alis	Advanced Level Information System. Alis provides performance indicators for post-16 students and uses GCSE baseline data and, if required, Computer Adaptive Baseline Test (CABT) tests. Alis is usually administered once the student enters the sixth form. See CEM
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.
Amendment file	An electronic file of amendments to an original entry file sent to an awarding body via A2C. See Amendment; Entry file; A2C
Appeals	A process made available where dissatisfied with the outcome of an enquiry about results. See PRS

AQA	An awarding body/organisation. A JCQ ^{CIC} member. www.aqa.org.uk (Assessment and Qualifications Alliance)
AS Level	AGCE qualification normally studied during Year 12; currently subject to reform Legacy AS levels are assessed by AS units. AS units also contribute to the achievement of legacy A Level qualifications. Reformed AS and A Levels are linear qualifications. The reformed AS qualifications are stand-alone qualifications in their own right. The AS will not count towards the final grade of the A Level. See GCE; Year 12; Legacy qualification; Unitised assessment; A Level; Linear assessment
ATS	Access to Scripts. A service provided by awarding bodies, where marked scripts can be requested by candidates/centres. See PRS
Attainment 8	A headline performance measure of the secondary school accountability system. See Progress 8
Aural (exam)	A listening assessment.
Basedata	Electronic datafiles containing exams information (including specification codes, entry codes, timetable and fee information) particular to an exam series. Provided by awarding bodies for centres to download into the exams administration module within their MIS for creating entry files and completing subsequent exams administration and organization tasks. See MIS; Entry file
Candidate authentication/ declaration	Where a candidate signs to confirm that work submitted for final assessment is their own unaided work.
Candidate number	A four-digit identifier allocated to exam candidates; generated by centres.
Candidate record form	A form recording the work completed by a candidate (non-examination assessment). See Non-examination assessment
Candidate statement of entry	A statement for individual candidates confirming personal details and exam entry information.
Candidate statement of provisional results	A statement of exam results for individual candidates. Deemed provisional until after the deadline for enquiries about results. Certificates when issued confirm candidates' final results.
Carried forward marks	Marks awarded for a unit of a qualification in one exam series and carried forward to a subsequent series, where this is allowed by the qualification. See Unitised assessment
Cash-in code	An entry code (or trigger) which informs the awarding body that the marks for individual components or units should be combined to give an overall grade for the qualification. Also referred to as aggregation, certification, subject award or cashing-in.

	See Component ; Unit ; Certification
CATs	Cognitive Abilities Tests. Tests to assess pupils shortly before or after entering Key Stage 3 (in Year 7) showing performance indicators for future exams and identifying student's strengths or where additional support may be needed. See Year 7
CEM	Centre for Evaluation and Monitoring. www.cem.org/
Centre	<i>An examination or assessment centre (the centre) is approved and registered by one or more of the awarding bodies for the registration or entry of candidates to its examinations/assessments and for the conduct of those examinations/assessments.</i> <i>A centre may be:</i> <ul style="list-style-type: none"> • a school/college or other educational establishment comprising of a single site; or a training organisation or small company comprising of a single site; or • a school/college with a range of buildings in close proximity; or • a 'controlling agency' with one or more associated sites, called satellites, which may include franchise arrangements. (Definition taken from JCQ General Regulations for Approved Centres Chapter 1)
Centre Number	A 5-digit identifier allocated to a centre on centre approval to offer qualifications. See NCNR
Certification	Where a final grade is awarded for a qualification.
CCEA	Council for the Curriculum, Examinations and Assessment. "CCEA is a unique educational body in the UK, bringing together the three areas of curriculum, examinations and assessment." http://ccea.org.uk/about_us/what_we_do CCEA is responsible for the regulation of qualifications in Northern Ireland. CCEA is also an awarding body/organisation. A JCQ ^{CIC} member. www.ccea.org.uk/
CIE	Cambridge International Examinations. An awarding body/organisation. www.cie.org.uk
Clerical re-check	<i>This is a re-check of all clerical procedures leading to the issue of a result.</i> (Definition taken from JCQ ' Post-Results Services —Chapter 6) See EAR
Common exam timetable	<i>The AEA, FSMQ, GCE and GCSE awarding bodies produce common timetables, covering all subjects, for the benefit of both candidates and centres. The common timetable is designed to act in the best interests of the majority of candidates.</i> <i>Common timetables are constructed for the November GCSE examination series and the June AEA, FSMQ, GCE and GCSE examination series.</i> (Definition taken from JCQ ' Construction of the common timetable - AEA, FSMQ, GCE and GCSE qualifications)
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. See Linear qualification
Consortium	A group of centres working together to offer/deliver a qualification.

Controlled assessment	An internally assessed component of legacy GCSE qualifications taken under various levels of control. See Internal assessment; Legacy qualification; GCSE
Controlled assessment policy	A centre must <i>...have in place and be available for inspection purposes, a written policy with regard to the management of GCSE controlled assessments;</i> (Definition taken from JCQ General Regulations for Approved Centres Chapter 5)
Coursework	Normally an internally assessed component of legacy GCE unitised AS and A level, ELC and Project qualifications. See Internal assessment; Legacy qualification; GCE
CTF	Common transfer format (file). Used to transmit pupil/student data electronically. See S2S
DfE	<i>The Department for Education is responsible for children's services and education, including higher and further education policy, apprenticeships and wider skills in England. The department is also home to the Government Equalities Office. We work to provide children's services and education that ensure opportunity is equal for all, no matter what their background or family circumstances.</i> <i>DfE is a ministerial department, supported by 17 agencies and public bodies.</i> (Definition taken from www.gov.uk/government/organisations/department-for-education)
Disability policy	A centre must <i>...recognise its duties towards disabled candidates as defined under the terms of the Equality Act 2010†. This must include a duty to explore and provide access to suitable courses, submit applications for reasonable adjustments and make reasonable adjustments to the service the centre provides to disabled candidates. A written disability policy setting out how the centre seeks to comply with the Equality Act 2010† and fully supporting disabled candidates must be available for inspection purposes.</i> (Definition taken from JCQ General Regulations for Approved Centres Chapter 5)
EAR	Enquiries about results. Clerical re-check, mark review and moderation review services provided by awarding body after the issue of results (post-results). See PRS
Early years	A stage of the national curriculum for children aged 3-4 and 4-5 (Reception year) See Key stage; National curriculum
ECDL	European Computer Driving Licence. IT qualifications offered by BCS The Chartered Institute for IT (BCS [British Computer Society]). http://www.bcs.org/
Edexcel	See Pearson
EDI	Electronic data interchange. A format for exchanging data between centres and awarding bodies. See A2C
Eduqas	<i>Eduqas, part of WJEC, offers Ofqual reformed GCSEs, AS and A levels to secondary schools and colleges. Our qualifications are available in England, Channel Islands, Isle of Man, Northern Ireland and to the independent sector in Wales (restrictions may apply).</i> (Definition taken from http://eduqas.co.uk)

	See WJEC
ELC	Entry Level Certificate. A qualification below level 1 (available at entry levels 1-3). See Qualification level
Emergency evacuation procedure/policy	<i>You must have a written centre policy for dealing with an emergency evacuation of the examination room, which will be subject to inspection by the JCQ Centre Inspection Service.</i> (Definition taken from JCQ Instructions for conducting examinations Chapter 18)
Endorsement	See Practical Skills Endorsement for the A Level Sciences and Spoken Language Endorsement for GCSE English Language specifications designed for use in England
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.
Entry file	An electronic file of final exam entries sent to an awarding body (only one entry file per exam series basedata set must be sent). See A2C; Amendment file; Final entry; Exam series; Basedata
EO	Examinations Officer. Normally responsible for the day-to-day management and administration of exams in a centre.
EPQ	Extended project qualification. A level 3 qualification. See Project; Qualification level
EPRS	Examination Procedures Review Service. A service provided by Ofqual where dissatisfied with the outcome of an awarding body stage 2 appeal following an EAR and stage 1 appeal. (See Appeal exam results: for schools, colleges and private candidates) See EAR; Appeals
Erratum notice	A notice sent to centres by awarding bodies where an error has been found or a change is required to a previously issued exam question paper prior to the date of the exam.
Estimated entry	An early indication of the number of candidates likely to be entered for subjects of qualifications in future exam series'.
Examination contingency plan/examinations policy	A centre must have <i>...in place a written examination contingency plan/examinations policy which covers all aspects of examination administration. This will allow members of the senior leadership team to have a robust contingency plan in place, minimising risk to examination administration, should the examinations officer be absent at a crucial stage of the examination cycle.</i> <i>(The examination contingency plan/examinations policy should also reinforce procedures in the event of the centre being unavailable for examinations owing to an unforeseen emergency.)</i> (Definition taken from JCQ General Regulations for Approved Centres Chapter 5)
Exam cycle	Generally describes the exams management and administration processes that take place before, during and after exams/assessments (relating to each exam series). See Exam series
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/afternoon).
Exam timetable	Information provided by awarding bodies showing date, session and duration of timetabled exams (normally grouped by exam series). See Final timetable ; Provisional timetable ; Exam series ; Common exam timetable Exams Timetable Tool – an online resource provided by <i>The Exams Office</i>
Exams policy	See Examination contingency plan/examinations policy
External assessment	Components/units of a qualification that are taken as a timetabled exam/assessment that is set and marked (assessed) by the awarding body. See Component ; Unit
External/private candidate	A candidate who is not on the roll of a centre, but sitting exams at that centre. Ofqual , the qualifications regulator for England, defines a private candidate as “a candidate who pursues a course of study independently but makes an entry and takes an examination at an approved examination centre”.
External exams	Exams which are set and marked by awarding bodies and must be conducted under awarding body/JCQ conditions. See ICE
FAB	Federation of Awarding Bodies. The membership organisation for vocational awarding bodies. www.awarding.org.uk
FHEQ	Framework for Higher Education Qualifications. See RQF
Final entry	Information provided to awarding bodies by centres confirming candidate data and details of exams/assessments they will be taking in an exam series.
Final timetable	Timetable of exams after all amendments have been agreed by the awarding body. See Exam timetable
FSMQ	Free Standing Maths Qualification. Level 1 (Foundation), level 2 (Higher) and level 3 (Advanced) qualifications. <i>FSMQs are part of the National Qualifications Framework in England and are used outside the traditional GCSEs, AS and A levels (hence the Free-Standing). FSMQs are available at three levels and are offered by two awarding bodies, AQA and OCR. A typical FSMQ requires 60 guided learning hours.</i> (Definition taken from http://www.nuffieldfoundation.org/nuffield-mathematics/using-nuffield-mathematics-resources-fsmqs) See Qualification level
Functional Skills (FS)	Qualifications available in English, Maths and ICT. Entry level, level 1 and level 2 qualifications. See ICT ; Qualification level
GCE	General Certificate of Education. Level 3 qualifications. These are AS and A level qualifications. See Qualification level ; AS Level ; A Level

GCSE	<p>General Certificate of Secondary Education. Level 1/2 qualifications. The main general qualification for Key Stage 4 (Years 10 & 11); currently subject to reform.</p> <p>Legacy GCSEs are graded A*-G. The new reformed GCSEs are graded 9-1.</p> <p>See GQs; Key stage 4; Year 10; Year 11; Legacy qualification; 9-1</p>
GLH	<p>Guided Learning Hours.</p> <p>See TQT</p>
GQs	<p>General qualifications. Generally academic qualifications offered by JCQ member awarding bodies.</p>
General regulations for approved centres	<p>A JCQ publication (the blue book) updated each academic year. http://www.jcq.org.uk/exams-office/general-regulations</p>
Head of centre	<p><i>The head of centre is the head of a school, the principal of a college or the chief officer of an institution which is approved by one or more of the awarding bodies as an examination/ assessment centre. The head of centre is responsible to the awarding bodies for making sure all examinations/assessments are conducted according to the instructions, and the qualification specifications issued by the awarding bodies.</i></p> <p><i>The head of centre may not appoint themselves as the examinations officer.</i></p> <p>(Definition taken from JCQ General Regulations for Approved Centres Chapter 1)</p>
HOD	<p>Head of department.</p>
HOF	<p>Head of faculty.</p>
HOY	<p>Head of year.</p>
IAP	<p>Internal appeals procedures. A centre must</p> <p><i>have in place and be available for inspection purposes, a written internal appeals procedure relating to internal assessment decisions and to ensure that details of this procedure are made widely available and accessible to all candidates;</i></p> <p><i>have available for inspection purposes and draw to the attention of candidates and their parents/carers, a written internal appeals procedure to manage disputes when a candidate disagrees with a centre decision not to support an enquiry about results or an appeal;</i></p> <p>(Definition taken from JCQ General Regulations for Approved Centres Chapter 5)</p>
IB	<p>International Baccalaureate .An international qualification overseen by the International Baccalaureate Organisation (IBO) in Switzerland. http://www.ibo.org/</p>
ICE	<p>Instructions for Conducting Examinations. A JCQ publication (the yellow book, although now only available online) updated each academic year. http://www.jcq.org.uk/exams-office/ice---instructions-for-conducting-examinations</p>
ICT	<p>Information and communication technology.</p>
IGCSE	<p>International GCSE. Level 1/2 qualifications.</p> <p>® IGCSE is the registered trademark of Cambridge International Examinations.</p> <p>See CIE</p>
Internal appeals procedures	<p>See IAP</p>

Internal assessment	Components/units of a qualification that are marked (assessed) by teachers in centres and a sample of teacher marks and candidates' work externally moderated by the awarding body See Component; Unit; Moderation; Internal verification
Internal candidate	A candidate who is on a centre's roll (enrolled at the centre).
Internal exams	Exams which are set and marked within the centre; normally a pre-cursor to external exams. See PPEs; External exams
Internal verification	Quality assurance processes conducted by centres to ensure consistency regardless of the subject/teacher conducting and marking internal assessments. See Internal assessment
IT	Information technology.
JCQ	<i>The Joint Council for Qualifications^{CIC} is a membership organisation comprising the seven largest providers of qualifications in the UK.</i> <i>The JCQ^{CIC} provides a single voice for its members on issues of examination administration and, when appropriate, qualification and wider education policy.</i> (Definition taken from http://www.jcq.org.uk/about-us)
JCQ Centre Inspection Service	A service undertaking the inspection of centres delivering JCQ member awarding body exams and assessments. Administered by AQA on behalf of the JCQ ^{CIC} member awarding bodies.
Key date(s)	Exam administration dates provided to centres by awarding bodies. <i>'Key dates in the examination cycle' – a document provided by JCQ^{CIC} providing "The 'need to know' dates for the academic year ... for the main examination series of GCSE, GCE and Project qualifications which are common to all of the JCQ awarding bodies.</i> (Definition taken from JCQ Key dates in the examination cycle) Key dates calendar tool – an online resource provided by <i>The Exams Office</i> .
Key stage	The term used to describe blocks of school years by age on the national curriculum See National curriculum
Key stage 1	A stage of the national curriculum for pupils aged 5-7 (Years 1 and 2)
Key stage 2	A stage of the national curriculum for pupils aged 7-11 (Years 3-6)
Key stage 3	A stage of the national curriculum for pupils aged 11-14 (Years 7-9)
Key stage 4	A stage of the national curriculum for pupils aged 14-16 (Years 10 and 11)
Key stage 5	A stage of the post-16 curriculum (Years 12 and 13)
LRS	Learning Records Service. Maintains Unique Learner Numbers (ULNs) and Personal Learning Records (PLRs) www.gov.uk/government/collections/learning-records-service See ULN; PLR
Legacy qualification (legacy specification)	This describes a qualification or specification that is being withdrawn and being replaced by a new or reformed qualification or specification.

	<p>The first teaching of a new or reformed qualification or specification will start for new cohorts of students while legacy qualifications or specifications are being taken for the final time (including a final re-sit opportunity) by existing cohorts of students.</p> <p>See GCSE; AS level; A level</p>
Linear assessment	<p>Where all components of a qualification are taken in one exam series at the end of the course and each component given a mark. Entry for the qualification is normally made using a single entry code.</p> <p>(There may be exceptions, because of the nature of the subject where multiple options are available. The assessment is linear, but the entry structure is unitised, meaning entries are made for individual components but all entries are made at the same time, in one exam series at the end of the course. A prime example here is the new reformed AS and A Level History)</p> <p>See Component; Linear qualification; Entry code; Exam series</p>
Linear qualification	<p>This is a qualification where a single entry code is used to enter a candidate for the qualification even though the qualification may be made up of several components.</p> <p>See Entry code; Component; Linear assessment</p>
Maladministration	<p>See Malpractice</p>
Malpractice	<p><i>Malpractice, which includes maladministration and non-compliance, means any act, default or practice which is a breach of the Regulations or which:</i></p> <ul style="list-style-type: none"> • <i>compromises, attempts to compromise or may compromise the process of assessment, the integrity of any qualification or the validity of a result or certificate; and/or</i> • <i>damages the authority, reputation or credibility of any awarding body or centre or any officer, employee or agent of any awarding body or centre.</i> <p>(Definition taken from JCQ Suspected Malpractice in Examinations and Assessments Chapter 1)</p>
Mark review	<p><i>This is a post-results review of the original marking to ensure that the agreed mark scheme has been applied correctly.</i></p> <p>(Definition taken from JCQ Post-Results Services Chapter 6)</p> <p>See EAR</p>
MFL	<p>Modern foreign language.</p>
MidYIS	<p>Middle Years Information System. MidYIS is primarily designed to be taken when pupils enter secondary school. MidYIS is designed to measure ability and aptitude rather than achievement.</p> <p>See CEM</p>
MIRS	<p>Missing or incomplete result services. Provided by awarding bodies after the issue of incomplete or missing results.</p>
MIS	<p>Management Information System.</p>
Mock exams	<p>See Internal exams</p>
Moderation	<p>Where internal assessment is monitored (moderated) by the awarding body to ensure it meets required standards.</p> <p>See Internal assessment</p>

Moderation review	<p><i>This is a review of the original moderation to ensure that the assessment criteria have been fairly, reliably and consistently applied.</i></p> <p>(Definition taken from JCQ Post-Results Services Chapter 6)</p> <p>See EAR</p>
Modified paper (MP)	<p>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 the standard way.</p>
NCNR	<p>National Centre Number Register. A central register of approved centres administered by OCR on behalf of the JCQ^{CIC} member awarding bodies (ncnocr@ocr.org.uk).</p> <p>See Centre number</p>
National curriculum	<p><i>The national curriculum is a set of subjects and standards used by primary and secondary schools so children learn the same things. It covers what subjects are taught and the standards children should reach in each subject.</i></p> <p>(Definition taken from https://www.gov.uk/national-curriculum/overview)</p>
National primary curriculum tests	<p>New tests in 2016 for years 2 and 6.</p> <p>See Key stage 1; Key stage 2</p>
National reference tests	<p>See NRT</p>
NEA	<p>Instructions for conducting non-examination assessments. A JCQ publication first published in January 2016.</p> <p>See Non-examination assessment</p>
NFER	<p>National Foundation for Educational Research. www.nfer.ac.uk</p> <p>See NRT</p>
NPD	<p>National Pupil Database.</p> <p><i>UPNs are used within the national pupil database (NPD); an education service information source, combining school census data with the results of pupils' end of key stage assessments, external examinations and other accredited qualifications.</i></p> <p>(Definition taken from UPNs: guide for schools and local authorities)</p> <p>See UPN</p>
Non-examination assessment	<p>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.</p> <p><i>The regulator's definition of an examination is very narrow and in effect any type of assessment that is not 'externally set and taken by candidates at the same time under controlled conditions' is classified as non-examination assessment (NEA). 'NEA' therefore includes, but is not limited to, internal assessment. Externally marked and/or externally set practical examinations taken at different times across centres are classified as 'NEA'.</i></p> <p>(Definition taken from JCQ 'Instructions for conducting non-examination assessments Foreword)</p>
Non-examination assessment policy	<p>A policy, required by JCQ</p> <ul style="list-style-type: none"> • to cover procedures for planning and managing non-examination assessments; • to define staff roles and responsibilities with respect to non-examination assessments; • to manage risks associated with non-examination assessments.

	(Definition taken from JCQ Instructions for conducting non-examination assessments Chapter 1)
NQF	National Qualifications Framework. See RQF
NRT	National Reference Test. First tests taken in March 2017. Tests are administered by NFER. (See www.gov.uk/government/news/national-reference-tests-an-overview and www.gov.uk/government/consultations/national-reference-test-implementation-arrangements) See Ofqual ; NFER
NVQ	National Vocational Qualifications. Work based qualifications that are achieved through assessment and training. In Scotland they are known as Scottish Vocational Qualifications (SVQ).
OCR	An awarding body/organisation. A JCQ ^{CIC} member. www.ocr.org.uk (Oxford Cambridge and RSA [Royal Society of Arts Examination Board])
Ofqual	<i>The Office of Qualifications and Examinations Regulation (Ofqual) regulates qualifications, examinations and assessments in England.</i> <i>Ofqual is a non-ministerial department.</i> (Definition taken from www.gov.uk/government/organisations/ofqual)
Ofsted	<i>Ofsted is the Office for Standards in Education, Children's Services and Skills. We inspect and regulate services that care for children and young people, and services providing education and skills for learners of all ages.</i> <i>Ofsted is a non-ministerial department</i> Definition taken from www.gov.uk/government/organisations/ofsted)
Option code	
Oral (exam)	A speaking assessment.
Pearson	An awarding body/organisation. A JCQ ^{CIC} member. http://qualifications.pearson.com
Performance tables	Data used by the DfE to compare schools' and colleges' performance over time and to national averages. (Also referred to as league tables) https://www.gov.uk/government/collections/school-performance-tables-about-the-data See DfE ; Progress 8
Pirate candidate	A candidate who takes an exam where an exam entry has not been made. A late entry must be made for the candidate to ensure results will be issued.
PLR	Personal Learning Record. <i>The personal learning record is an online compilation of a person's learning and achievement records collected by UK education bodies.</i> (Definition taken from https://www.gov.uk/government/publications/learning-records-service-the-plr-for-learners-and-parents) See LRS and ULN .
Post-results services	See PRS
Practical Skills	<i>For first teaching in September 2015, the assessment of practical skills is a compulsory requirement of the new A level qualifications in Biology, Chemistry and Physics. Each of these qualifications will have</i>

Endorsement for the A Level Sciences designed for use in England	<p>an endorsed component covering those skills. The endorsement has a number of features which distinguish it from most general qualifications assessments, in particular:</p> <ul style="list-style-type: none"> • it will not contribute to the A level grade; • no marks will be assigned – it will be assessed holistically and reported as Pass or Not Classified; • it will be assessed on a ‘competency’ basis using agreed Common Practical Assessment Criteria (CPAC). Candidates must consistently and routinely meet all of the criteria to be awarded a Pass at the end of the course; • there will be a monitoring visit to each centre which will focus on checking that teachers are implementing the requirements of the practical endorsement appropriately and applying the assessment criteria correctly. <p>There is no separate assessment of practical skills for AS Biology, Chemistry and Physics qualifications.</p> <p>(Above taken directly from Appendix 1 (Introduction) of the JCQ publication <i>Instructions for conducting non-examination assessments</i> http://www.jcq.org.uk/exams-office/non-examination-assessments)</p>
PPEs	<p>Pre-public examinations. See Mock exams</p>
Pre-release	<p>Materials/information issued to centres by awarding bodies in advance of the exam for some qualifications/subjects. Also referred to as preliminary, early, advance material/information</p>
Principal Learning	<p>A vocational qualification available at Levels 1, 2 and 3. Students study the theory of a subject and apply their knowledge in a practical way, through work related tasks and work experience.</p>
Private candidate	<p>See External candidate</p>
Progress 8 (& Attainment 8)	<p>A headline performance measure of the secondary school accountability system. <i>Progress 8 aims to capture the progress a pupil makes from the end of primary school to the end of secondary school. It is a type of value added measure, which means that pupils’ results are compared to the actual achievements of other pupils with the same prior attainment.</i></p> <p><i>Attainment 8 will measure the achievement of a pupil across 8 qualifications including mathematics (double weighted) and English (double weighted), 3 further qualifications that count in the English Baccalaureate (EBacc) measure and 3 further qualifications that can be GCSE qualifications (including EBacc subjects) or any other non-GCSE qualifications on the DfE approved list.</i></p> <p>(Definitions taken from https://www.gov.uk/government/publications/progress-8-school-performance-measure)</p>
Project	<p>A qualification available at Levels 1 (Foundation), 2 (Higher) and 3 (Extended project – EPQ) which allows students to investigate a subject in depth. See EPQ</p>
Provisional timetable	<p>Timetable of exams issued by awarding bodies allowing comment by centres before final timetables are published. Provisional Exams Timetable Tool – an online resource provided by <i>The Exams Office</i> See Final timetable</p>
PRS	<p>Post-results services. These services are offered by awarding bodies after the issue of exam results. See ATS; EAR; Appeals</p>

QAN code	<p>See QN</p> <p>Formerly known as QAN (Qualification Accreditation Number (QAN) codes)</p> <p>See also DfE QAN website https://collectdata.education.gov.uk/qwsweb/(S(jbv24ruuczbmvrmdmfdtgg))/default.aspx</p>
QN	<p>Qualification Number. Issued by Ofqual when a qualification is regulated (officially recognised).</p> <p>See Register of regulated qualifications</p>
QCF	<p>Qualifications and Credit Framework.</p> <p>See RQF</p>
Qualification level	<p><i>Levels indicate the difficulty and complexity of the knowledge and skills associated with any qualification. There are eight levels supported by three 'entry' levels. While most qualifications will be assigned a single level some, such as GCSEs, can span more than one.</i></p> <p>(Definition taken from Regulated Qualifications Framework)</p> <p>See RQF</p>
Qualification Level Conditions and Requirements	<p>Ofqual publications, published in August 2016, replacing the <i>Code of Practice for GCE AS, A-level and GCSE qualifications</i>:</p> <p>GCSE (A* to G) Qualification Level Conditions and Requirements GCSE (A* to G) Requirements for key dates - in force 1 May 2017 Pre-reform GCE Qualification Level Conditions and Requirements Pre-reform GCE Requirements for key dates - in force 1 May 2017 GCE Qualification Level Conditions and Requirements GCE Requirements for key dates - in force 1 May 2017</p>
Qualification number	<p>See QN</p>
Qualification size	<p><i>Size refers to the estimated total amount of time it could typically take to study and be assessed for a qualification. This can be anything from a matter of hours to several years of study and different students can take different amounts of time to study for the same qualification. Size is expressed in terms of Total Qualification Time. The part of that time typically spent being taught or supervised, rather than studying alone, is known as Guided Learning Hours.</i></p> <p>(Definition taken from Regulated Qualifications Framework)</p> <p>See TQT</p>
RAISEonline	<p>A secure web based analysis tool for school data. Designed by the Department for Education (DfE) and the Office for Standards in Education (Ofsted). The analysis includes a range of school performance indicators. https://www.raiseonline.org/documentlibrary/ViewDocumentLibrary.aspx</p>
Raw marks	<p><i>Raw marks are the marks that are recorded on scripts by examiners – the maximum raw mark differs according to the unit/component.</i></p> <p>(Definition taken from JCQ Post-Results Services Chapter 6)</p> <p>See UMS</p>
Reasonable adjustments	<p><i>The Equality Act 2010 requires an Awarding Body to make reasonable adjustments where a disabled person would be at a substantial disadvantage in undertaking an assessment.</i></p> <p><i>A reasonable adjustment for a particular person may be unique to that individual and may not be included in the list of available Access Arrangements.</i></p>

	<p><i>How reasonable the adjustment is will depend on a number of factors including the needs of the disabled candidate/learner. An adjustment may not be considered reasonable if it involves unreasonable costs, timeframes or affects the security or integrity of the assessment.</i></p> <p>(Definition taken from JCQ website http://www.jcq.org.uk/exams-office/access-arrangements-and-special-consideration An Overview)</p> <p>See Access arrangements</p>
(The) Register (Register of regulated qualifications)	<p><i>This site shows the qualifications and awarding organisations regulated by Ofqual and CCEA. The site is shared by the two regulators. Search the site to find out about the size, level and content of a regulated qualification.</i></p> <p>(Definition taken from http://register.ofqual.gov.uk/)</p> <p>See Ofqual; CCEA</p>
Result file	<p>Electronic file of exam results sent to centres by an awarding body.</p> <p>See A2C</p>
RITS	<p>Regulatory Information Technology System. A system provided by Ofqual for awarding bodies to submit or amend qualification data to be regulated (officially recognised).</p>
RQF	<p>Regulated Qualification Framework. The RQF replaced the Qualifications and Credit Framework and the National Qualifications Framework in October 2015.</p> <p>(See https://www.gov.uk/government/news/ofqual-to-introduce-new-regulated-qualifications-framework and What qualification levels mean)</p> <p>See QCF; NQF; Qualification level; FHEQ</p>
Rubric	<p>A set of instructions, normally printed on the front of an examination question paper.</p>
S2S	<p>School to school (S2S).</p> <p><i>S2S is a secure data transfer website available to schools and Local Authorities in England and Wales. It was designed to enable Common Transfer Format (CTF) files to be sent from, and to, any maintained school.</i></p> <p><i>S2S has been developed to enable all data files required by DfE or by Local Authorities on behalf of DfE or which schools need to send to each other to be sent securely.</i></p> <p>(Definition taken from School to school (S2S) guide for schools, Introduction)</p>
Script	<p>A <i>blank</i> script is an answer sheet or booklet provided by an awarding body for a candidate to provide answers to exam questions. A <i>completed</i> script is the candidate's answers to exam questions.</p> <p>A '<i>script</i>' refers to the written work of a candidate which has resulted from an externally assessed component.</p> <p>(Definition taken from JCQ Post-Results Services Chapter 8)</p>
Section 96	<p><i>Section 96 is a section of the Learning and Skills Act 2000. It gives the Secretary of State the power to approve qualifications for delivery to young people aged less than 19 years old.</i></p> <p><i>Public funding is considered for qualifications which have been section 96 approved. For some funded institutions, such as maintained schools and academies, section 96 approval is required for the delivery of qualifications to young people.</i></p> <p>(Definition taken from http://www.education.gov.uk/section96/index.shtml)</p>
SENCo	<p>Special Educational Needs Co-ordinator.</p>
Series	<p>See Exam series</p>

SFA	<p>Skills Funding Agency.</p> <p><i>We fund skills training for further education (FE) in England. We support over 1,000 colleges, private training organisations, and employers with £3.2 billion of funding each year.</i></p> <p>SFA is an executive agency, sponsored by the Department for Education</p> <p>...We also:</p> <ul style="list-style-type: none"> • maintain Individualised Learner Record (ILR) data • publish data and datasets to support planning and performance reporting in FE • support the Learning Records Service, who maintain Unique Learner Numbers (ULNs) and Personal Learning Records (PLRs) <p>(Definition taken from https://www.gov.uk/government/organisations/skills-funding-agency and https://www.gov.uk/government/organisations/skills-funding-agency/about)</p> <p>See LRS; ULN; PLR</p>
SJC	<p>Standing Joint Committee. A committee (specific to an awarding body) that considers the conduct of exams and provides feedback on exam papers and issues relating to the administration of exams.</p>
SLT or SMT	<p>Senior leadership team or senior management team.</p>
Special consideration	<p><i>Special Consideration is a post examination adjustment to a candidate's mark or grade to reflect temporary injury, illness or other indisposition at the time of the examination/assessment.</i></p> <p>(Definition taken from JCQ website http://www.jcq.org.uk/exams-office/access-arrangements-and-special-consideration An Overview')</p>
Specification	<p>Previously referred to as a syllabus. The specification not only covers what is to be taught but also what exam papers are to be taken. Often referred to by its number (specification code).</p>
Spoken Language Endorsement for GCSE English Language specifications designed for use in England	<p><i>For first teaching in September 2015, GCSE English Language will have an endorsed component covering Spoken Language. This endorsement has a number of features which distinguish it from most general qualifications components, in particular:</i></p> <ul style="list-style-type: none"> • <i>it will be reported as a separate grade (Pass, Merit, Distinction or Not Classified) and will not contribute to the result of the GCSE English Language qualification;</i> • <i>no marks will be assigned – it will be assessed holistically as a grade;</i> • <i>it will be assessed on a 'competency' basis using agreed common criteria – to be awarded a grade candidates must achieve all of the criteria for that grade.</i> <p><i>The endorsement will be assessed by centres. There will be monitoring arrangements through which awarding bodies will check that:</i></p> <ul style="list-style-type: none"> • <i>centres have used appropriate tasks;</i> • <i>centres have applied the assessment criteria correctly and consistently – no adjustments will be made to centres' assessments.</i> <p><i>For monitoring purposes, each centre is required to provide audio-visual recordings of the presentations of a sample of candidates.</i></p> <p>(Above taken directly from Appendix 2 (Introduction) of the JCQ publication <i>Instructions for conducting non-examination assessments</i> http://www.jcq.org.uk/exams-office/non-examination-assessments)</p>
STA	<p>Standards and Testing Agency.</p> <p><i>We set the tests to assess children in education from early years to the end of key stage 2.</i></p> <p>STA is an executive agency, sponsored by the Department for Education.</p> <p>(Definition taken from https://www.gov.uk/government/organisations/standards-and-testing-agency)</p>
Subject award	<p>See Certification; Cash-in</p>

SVQ	See NVQ
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.
TQT	<p>Total Qualification Time. This describes the size of a qualification on the RQF.</p> <p><i>Total Qualification Time is comprised of the following two elements:</i></p> <p>(a) the number of hours which an awarding organisation has assigned to a qualification for Guided Learning, and</p> <p>(b) an estimate of the number of hours a Learner will reasonably be likely to spend in preparation, study or any other form of participation in education or training, including assessment, which takes place as directed by – but, unlike Guided Learning, not under the Immediate Guidance or Supervision of – a lecturer, supervisor, tutor or other appropriate provider of education or training.</p> <p>(Definition taken from https://www.gov.uk/government/publications/total-qualification-time-criteria)</p> <p>(31st December 2017 is the date by which all qualifications should be assigned a Total Qualification Time)</p> <p>See RQF; Qualification size</p>
Transfer of credit	<p>Arrangements for GCE AS candidates transferring between specifications or awarding bodies midway through a unitised GCE A-level course (having completed and certificated a GCE AS award).</p> <p>(Definition taken from JCQ GCE AS Transfer of Credit arrangements)</p>
UCAS	Universities and Colleges Admissions Service. www.ucas.ac.uk/
UCI	Unique Candidate Identifier. A unique 13-character identifier allocated to a candidate by a centre when making entries for certain qualifications.
UET	University Entrance Tests. Tests required by some universities as part of the admissions process.
ULN	<p>Unique Learner Number. A unique 10-digit identifier allocated to a learner by a central learner registration service; used to ensure funded learner achievement information can be provided to the Personal Learning Record. ULNs are mandatory for learners in England funded by the Skills Funding Agency.</p> <p>https://www.gov.uk/topic/further-education-skills/learning-records-service https://www.gov.uk/government/publications/learning-records-service-the-plr-for-learners-and-parents</p> <p>See LRS; PLR</p>
Unit	<p>An element of a unitised qualification that is assessed and against which a mark is reported.</p> <p>See Unitised qualification; Unitised assessment</p>
Unitised assessment	<p>Where individual units of a unitised qualification are separately assessed and can normally be taken over one or more exam series.</p> <p>See Unit; Unitised qualification; Exam series</p>
Unitised qualification	<p>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 an overall final grade for the qualification.</p> <p>See Entry code; Certification; Exam series</p>

UMS	<p>Uniform Mark Scale. A scale that converts raw unitised marks into a common scale.</p> <p><i>“Candidates’ results in unitised subjects are reported as uniform marks – these are fixed for all units/components with equal weighting.”</i></p> <p>(Definition taken from JCQ Post-Results Services Chapter 6)</p> <p>See Raw marks</p>
UPN	<p>Unique Pupil Number. A 13-character identifier allocated to each pupil in England on first entry to the maintained school sector.</p> <p><i>Introduced in 1999, the unique pupil number (UPN) identifies each pupil attending a maintained school in England. Allocated on first entry to a school/academy, the UPN is generated using a nationally specified formula and is expected to remain with a pupil throughout their school career regardless of any change in school/academy or local authority (LA).</i></p> <p>(Definition taken from UPNs: guide for schools and local authorities. See also UPN generator https://www.gov.uk/government/publications/unique-pupil-numbers)</p>
Vocational qualification	<p><i>Vocational qualifications are all about the world of work, across the full range of jobs, industries and professions. They are commonly described as professional or technical qualifications.</i></p> <p><i>They are all the qualifications that are not GCSEs and A levels (GCEs) which are known as academic or general qualifications.</i></p> <p><i>This means that there are a number of different types of vocational qualifications including professional body qualifications, a licence to practice in a particular job role and/or industry, those demonstrating competence in a particular job role or an introduction to an industry or to the world of work.</i></p> <p><i>They are done by people of all ages in a school, college, the workplace, with training providers or working at home on their own.</i></p> <p>(Definition taken from FAB website http://www.awarding.org.uk/about-us/about-awarding-bodies)</p> <p>See FAB; GQs</p>
VRQ	Vocationally Related Qualifications. Qualifications that relate to a specific occupational area.
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	An awarding body/organisation. A JCQ ^{CIC} member. www.wjec.co.uk (Welsh Joint Education Committee)
Year 7	A year group of pupils in a school, normally 11-12 years old.
Year 8	A year group of pupils in a school, normally 12-13 years old.
Year 9	A year group of pupils in a school, normally 13-14 years old.
Year 10	A year group of pupils in a school, normally 14-15 years old.
Year 11	A year group of pupils in a school, normally 15-16 years old.
Year 12	A year group of pupils/students in a school/college, normally 16 -17 years old. Also known as Lower Sixth.
Year 13	A year group of pupils/students in a school/college, normally 17-18 years old. Also known as

	Upper Sixth.
Yellis	Year 11 Information System. Yellis is a value-added monitoring system that provides a range of performance indicators and attitudinal measures for students aged 14–16. See CEM
YLS (Yellow Label Service)	Yellow Label Service. A service provided to centres in England by the Standards and Testing Agency to collect, track and trace the dispatch of unmarked scripts and deliver to examiners/markers or awarding bodies. (See https://www.gov.uk/government/publications/dispatch-of-exam-scripts-yellow-label-service) See STA