

APPENDIX A

MEADOW HIGH SCHOOL EXAMINATIONS DEPARTMENT

Abbreviations, Anagrams, Useful Phrases, Exams Jargon

*This document is useful when reading Meadow High School Exams Policies,
and in matters relating to exams*

AA	<u>Access Arrangements</u> (JCQ Publication) A specific KEY DOCUMENT published by JCQ (Joint Council for Qualifications) setting out in detail the rules and regulations for determining access arrangements for pupils sitting exams. Example of an access arrangement: Reader, Scribe, Extra time. https://www.jcq.org.uk/wp-content/uploads/2022/08/AA_regs_22-23_FINAL.pdf
Access Arrangements	<u>Access Arrangements</u> are applied for individually where a candidate needs additional support to allow them equal access to an exam. For example, a reader, a scribe, extra time.
AAO	<u>Access Arrangements Online</u> Secure website used by the Examinations Officer to make formal application for candidate access arrangements.
AQA	<u>Exams Board</u> https://www.aqa.org.uk/
AST	<u>Assistant Headteacher</u>
C&G	<u>City & Guilds</u> An exam board
Candidate Number	A unique four digit number determined by the school, given to each candidate to identify them within school and during exams.
Centre Number	<u>Meadow High School's Centre Number is:</u> 12931 A unique number identifying Meadow High School as a registered exams centre.
DfE	<u>Department For Education</u> Government Department https://www.gov.uk/government/organisations/department-for-education
DofE	<u>Duke of Edinburgh Award Scheme</u> We offer this accreditation at Meadow High School. https://www.dofe.org/
ELC	<u>Entry Level Certificate</u> A particular type of accreditation which is below GCSE. Entry Level 1 is the lowest, Entry Level 3 is the highest achievement.

EO	<u>The Examinations Officer</u> The member of staff within a school who is responsible for the administration of public examinations.
Entry Pathways	<u>Entry level Pathways</u> are a particular type of accreditation similar to an entry level certificate, usually offered by WJEC board.
Exams Centre	<u>Meadow High School is an Exams Centre</u> Our exams centre number is 12931 We are inspected annually by JCQ to ensure we are compliant in all aspects of exams management and administration.
The Exams Office	<u>The Exams Office</u> An online resource providing Exams Officers with support and guidance, training for Exams Officers and Invigilators. The resource is jointly run by several of the exams boards. https://www.theexamsoffice.org
FL	<u>Faculty Leader (subject leader)</u>
FS	<u>Functional Skills</u> A specific kind of maths or english exam.
GCSE	<u>General Certificate of Secondary Education</u>
GCE A' Level	<u>General Certificate of Education (Advanced Level)</u>
GR	<u>General Regulations (JCQ publication)</u> A specific KEY DOCUMENT published by JCQ (Joint Qualification Council) the purpose of which is to inform the Head of Centre, Senior Leadership, and Examinations Officer, of all regulations that an Exams Centre must adhere to, in order to be compliant in running public examination series. https://www.jcq.org.uk/wp-content/uploads/2022/08/Gen_regs_approved_centres_22-23_FINAL-1.pdf
Head of Centre (HOC)	<u>Head of Exams Centre</u> The Headteacher or Principal Officer in a school who is responsible for overseeing all matters relating to public exams and the Exams Centre.
ICE	<u>Information for Conducting Examinations</u> (JCQ publication) A specific KEY DOCUMENT published by JCQ (Joint Qualification Council) containing specific instructions and regulations to be adhered to during the process of public examinations. This is one of the key documents used in an exams department. https://www.jcq.org.uk/wp-content/uploads/2022/08/ICE_22-23_FINAL.pdf
Invigilator	An <u>invigilator</u> is the person(s) who supervises candidates before, during and after an exam to ensure the exam is carried out within the rules and regulations set down by the exam boards and JCQ (Joint Council for Qualifications). The Invigilator will also ensure the security of the exams papers during the exam and be aware of emergency procedures and contingency arrangements.
JCQ	<u>Joint Council for Qualifications</u> The Joint Council for Qualifications is a membership organisation comprising

	<p>the eight largest providers of qualifications in the UK.</p> <p>The JCQ provides a single voice for its members on issues of examination administration and, when appropriate, qualification and wider education policy.</p> <p>https://www.jcq.org.uk</p>
KS4	Key Stage 4
KS5	Key Stage 5 (Sixth Form)
NEA	<p>Non Exam Assessment</p> <p>This is part of an accreditation, such as coursework or a practical assessment.</p>
NCFE	<p>Exams Board</p> <p>https://www.ncfe.org.uk/</p>
NCN Register	<p>National Centre Number Register</p> <p>The Head of Centre fills in an annual registration (in the Autumn Term), confirming various roles and responsibilities regarding the Exams Centre.</p>
OCR	<p>Exams Board</p> <p>https://ocr.org.uk/</p>
OFQUAL	<p>Government Department</p> <p>Oversees exams and qualifications in the UK</p> <p>https://www.gov.uk/government/organisations/ofqual</p>
Pearson Edexcel	<p>Exams Board</p> <p>https://qualifications.pearson.com/en/about-us/qualification-brands/edexcel.html</p>
SENCO	<p>Special Educational Needs Co-Ordinator</p> <p>For exams purposes, the SENCO is responsible for determining appropriate access arrangements. At Meadow High School, for examination access arrangement purposes, the SENCO role is carried out by the Assistant Headteacher for KS5 or KS4.</p>
SIMs	School Information Management System
SLT	Senior Leadership Team
Special Consideration	<p>A Special Consideration can be applied for after an exam, if there has been a major factor disrupting the exam for a particular candidate. For example, if the fire alarm went off during an exam, or if a candidate had been involved in a traumatic incident immediately prior to the exam. Special considerations are applied for by the Exams Officer.</p>
TA	Teaching Assistant
Team Leader	<p>The Team Leader is the member of staff responsible for overseeing, supervising and leading teaching assistants at Meadow High School. The Team Leader for KS5 will, in liaison with the Exams Officer, arrange</p>

	invigilation for all public exams.
UCI	<u>Unique Candidate Identifier</u> A number required by exams boards when making exams entries
ULN	<u>Unique Learning Number</u> A number required by exams boards when making exams entries
WJEC/Eduqas	<u>Exams Board (Welsh Board)</u> Eduqas is the sub board overseeing WJEC exams in England https://www.wjec.co.uk/ https://www.eduqas.co.uk/

Last review and update: February 2024