

HEALTH AND SOCIAL CARE, AND CHILDCARE

WJEC Administration Handbook

This Administration Handbook provides centres in Wales with the essential information for the administration of the following qualifications which are managed by WJEC:

- Level 2 Children's Care, Play, Learning and Development: Core
- Level 2 Children's Care, Play, Learning and Development: Practice and Theory
- Level 2 Health and Social Care: Principles and Contexts
- GCSE Health and Social Care, and Childcare (Single and Double Award)
- Level 3 Children's Care, Play, Learning and Development: Practice and Theory
- Level 3 Health and Social Care: Principles and Contexts (Certificate and Diploma)
- GCE AS and A Level Health and Social Care, and Childcare

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Please note: this document is subject to change. It is advisable to check the electronic version available on the Consortium website for the latest information.

1. INTRODUCTION

1.1 About this document





The Wales Health and Social Care, and Child Care suite of qualifications is being offered by City & Guilds and WJEC working as a Consortium. The Consortium is the sole provider of a new suite of fundable Health and Social Care, and Childcare qualifications in Wales.

This Administration Handbook provides centres in Wales with the essential information for the administration of the following qualifications which are managed by WJEC:

Level 2 Children’s Care, Play, Learning and Development: Core
Level 2 Children’s Care, Play, Learning and Development: Practice and Theory
Level 2 Health and Social Care: Principles and Contexts
GCSE Health and Social Care and Childcare (Single and Double Award)
Level 3 Children’s Care, Play, Learning and Development: Practice and Theory
Level 3 Health and Social Care: Principles and Contexts (Certificate and Diploma)
GCE AS and A Level Health and Social Care and Childcare.

1.2 Contacts

For any enquiries about operational matters referred to in this document please contact a member of the Health and Social Care, and Childcare team below.

For general administrative enquiries please email HSCandCC@wjec.co.uk	
Approval Process	 029 2026 5077  approval@hcl.wales
Qualification Queries	 029 2240 4264  HSCandCC@wjec.co.uk

2. CENTRE AND QUALIFICATION APPROVAL

2.1 New centres

If organisations that are not registered with WJEC wish to deliver one or more of the Health and Social Care and Childcare qualifications, they will need to apply for approval.

The centre and qualification approval form, along with guidance can be found on the [Consortium website](#).

Upon acceptance of the completed application form, each centre is allocated an EQA, and an approval visit is undertaken, with the exception of centres only applying to deliver the GCSE Health and Social Care and Childcare (Single and Double Award).

Initial queries about the suite of qualifications can be directed to info@hclw.wales.

Queries about the approval process can be directed to approval@hclw.wales.

The approval decision can take up to 30 working days from submission of a completed application.

2.2 Registered centres

Centres currently registered with WJEC to deliver GCSE, AS and A level qualifications do not need to apply for additional approval to offer the GCSE, AS or A level qualifications in this suite.

To deliver any other qualification in this suite, centres will need to complete and submit the centre and qualification approval form.

3. ENTRIES AND FEES

Entries may be submitted in either of the following formats:

- Electronic Data Interchange (EDI);
- WJEC Secure Website.

Entry codes for the units and qualifications can be found below, in the specifications or the Entry Procedures and Coding Information publication; this contains useful information for all qualifications, including entry codes, cash in codes and entry deadlines. The Entry Procedures and Coding Information document can be accessed from the Entries section of the WJEC website at <http://www.wjec.co.uk/exam-officers/entries/>

3.1 Entry basedata

Basedata can be downloaded from the WJEC website at: <http://www.wjec.co.uk/exam-officers/basedata/>

WJEC examination series and board codes required for basedata are:

Examination Level	Series	Board
HSC Autumn series	BH	40
HSC Winter series	1H	40
HSC Summer series (except GCSE)	6H	40
HSC Late Summer series	8H	40

3.2 Unit and qualification availability

Entries for the units and qualifications can be submitted in all available series. The tables below identify in which series the units and qualifications will be available for entry.

Cash-in entry codes **must** be applied in order for aggregation to occur and an overall grade for the qualifications to be awarded. This will only be available when the learner has previously achieved or been entered for all applicable units.

Level 2 Children's Care, Play, Learning and Development: Core

Title	English Medium	Welsh Medium	Series Availability			
			Winter	Summer	Late Summer	Autumn
Internal Assessment	5952U1	5952N1	✓	✓	✓	✓
Multiple Choice Test (Onscreen)	5952UA	5952NA	✓	✓	✓	✓
Multiple Choice Test (Paper)	5952UB	5952NB	✓	✓	✓	✓
Qualification (cash-in)	5952Q0	5952C0	✓	✓	✓	✓

Level 2 Children's Care, Play, Learning and Development: Practice and Theory

Title	English Medium	Welsh Medium	Series Availability			
			Winter	Summer	Late Summer	Autumn
Supporting core practice in children's care, play, learning and development	5962U1	5962N1	✓	✓	✓	✓
Supporting play, learning, growth and development	5962U2	5962N2	✓	✓	✓	✓
Supporting nutrition and hydration in early years	5962U3	5962N3	✓	✓	✓	✓
Responding to signs of potential illness and infestation/infection	5962U4	5962N4	✓	✓	✓	✓
Supporting the care of 0-2 year olds	5962UA	5962NA	✓	✓	✓	✓
Supporting the care of 2-3 year olds	5962UB	5962NB	✓	✓	✓	✓
Working with 3-7 year olds	5962UC	5962NC	✓	✓	✓	✓
Supporting the acquisition of a new language through immersion	5962UD	5962ND	✓	✓	✓	✓
Positive approaches to behaviour support in early years	5962UE	5962NE	✓	✓	✓	✓
Supporting children living with diabetes mellitus	5962UF	5962NF	✓	✓	✓	✓
Responding to anaphylactic reactions	5962UG	5962NG	✓	✓	✓	✓
Introduction to breathlessness and asthma in children	5962UH	5962NH	✓	✓	✓	✓
Supporting continence care in children	5962UI	5962NI	✓	✓	✓	✓
Supporting individuals with moving and positioning	5962UJ	5962NJ	✓	✓	✓	✓
Introduction to physiological measurements in children	5962UK	5962NK	✓	✓	✓	✓
Undertaking point of care testing	5962UL	5962NL	✓	✓	✓	✓
Undertaking collection of specimens	5962UM	5962NM	✓	✓	✓	✓
Supporting children living with epilepsy	5962UN	5962NN	✓	✓	✓	✓
Undertaking capillary blood glucose monitoring	5962UP	5962NP	✓	✓	✓	✓
Supporting children to undertake glucose monitoring	5962UQ	5962NQ	✓	✓	✓	✓
Understanding Children's Care, Play, Learning and Development (Onscreen)	5962U5	5962N5	✓	✓	X	X
Understanding Children's Care, Play, Learning and Development (Paper)	5962U6	5962N6	✓	✓	X	X
Qualification (Cash-in)	5962Q0	5962C0	✓	✓	✓	✓

Level 2 Health and Social Care: Principles and Contexts

Title	English Medium	Welsh Medium	Series Availability			
			Winter	Summer	Late Summer	Autumn
Promoting health and well-being throughout the life stages (Onscreen)	5972UA	5972NA	✓	✓	X	X
Promoting health and well-being throughout the life stages (Paper)	5972UB	5972NB	✓	✓	X	X
Health and Social Care to support outcome focused provision for person-centred care	5972U2	5972N2	X	✓	X	X
Qualification (cash-in)	5972Q0	5972C0	✓	✓	X	X

GCSE Health and Social Care, and Childcare (Single and Double Award)

Title	English Medium	Welsh Medium	Series Availability			
			Winter	Summer	Late Summer	Autumn
Human Growth, Development and Well-being (Onscreen)	3570UA	3570NA	X	✓	X	X
Human Growth, Development and Well-being (Paper)	3570UB	3570NB	X	✓	X	X
Promoting and Maintaining Health and Well-being	3570U2	3570N2	X	✓	X	X
Health and Social Care and Childcare in the 21st Century (Onscreen)	3570UC	3570NC	X	✓	X	X
Health and Social Care and Childcare in the 21st Century (Paper)	3570UD	3570ND	X	✓	X	X
Promoting and Supporting Health and Well-being to achieve positive outcomes	3570U4	3570N4	X	✓	X	X
Single Award Qualification (cash-in)	3570QS	3570CS	X	✓	X	X
Double Award Qualification (cash-in)	3570QD	3570CD	X	✓	X	X

Level 3 Children's Care, Play, Learning and Development: Practice and Theory

Title	English Medium	Welsh Medium	Series Availability			
			Winter	Summer	Late Summer	Autumn
Promoting core practice in children's care, play, learning and development	4963U1	4963N1	✓	✓	✓	✓
Promoting play, learning, growth and development	4963U2	4963N2	✓	✓	✓	✓
Promoting nutrition and hydration in early years	4963U3	4963N3	✓	✓	✓	✓
Responding to childhood illness, infestation/infection, disease and immunisation	4963U4	4963N4	✓	✓	✓	✓
Promoting the care of 0-2 year olds	4963U5	4963N5	✓	✓	✓	✓
Promoting the care of 2-3 year olds	4963U6	4963N6	✓	✓	✓	✓
Promoting work with 3-7 year olds	4963U7	4963N7	✓	✓	✓	✓
Promoting the acquisition of a new language through immersion	4963UA	4963NA	✓	✓	✓	✓
Supporting families to develop parenting skills	4963UB	4963NB	✓	✓	✓	✓
Promoting and supporting speech, language and communication skills	4963UC	4963NC	✓	✓	✓	✓
Positive approaches to behaviour support in early years	4963UD	4963ND	✓	✓	✓	✓
Supporting children with additional needs	4963UE	4963NE	✓	✓	✓	✓
Supporting children living with epilepsy	4963UF	4963NF	✓	✓	✓	✓
Supporting children's health promotion	4963UG	4963NG	✓	✓	✓	✓
Undertaking capillary blood glucose monitoring	4963UH	4963NH	✓	✓	✓	✓
Supporting children to undertake glucose monitoring	4963UI	4963NI	✓	✓	✓	✓
Taking venous blood samples from children	4963UJ	4963NJ	✓	✓	✓	✓
Providing care for children living with cancer	4963UK	4963NK	✓	✓	✓	✓
Palliative and end of life care for children and young people	4963UL	4963NL	✓	✓	✓	✓
Administering nasal vaccinations for influenza	4963UM	4963NM	✓	✓	✓	✓
Undertaking stoma care	4963UN	4963NN	✓	✓	✓	✓

Undertaking non-complex wound care	4963UP	4963NP	✓	✓	✓	✓
Undertaking vision screening	4963UQ	4963NQ	✓	✓	✓	✓
Undertaking hearing screening in school age children	4963UR	4963NR	✓	✓	✓	✓
Administering adrenaline auto-injections	4963US	4963NS	✓	✓	✓	✓
Supporting new and expectant parents	4963UT	4963NT	✓	✓	✓	✓
Introduction to homebased childcare	4963UU	4963NU	✓	✓	✓	✓
Preparing for childminding practice	4963UV	4963NV	✓	✓	✓	✓
Facilitate group learning	4963UW	4963NW	✓	✓	✓	✓
Supporting individuals with enteral feeding	4963UX	4963NX	✓	✓	✓	✓
Supporting children living with diabetes mellitus	5962UF	5962NF	✓	✓	✓	✓
Responding to anaphylactic reactions	5962UG	5962NG	✓	✓	✓	✓
Introduction to breathlessness and asthma in children	5962UH	5962NH	✓	✓	✓	✓
Supporting continence care in children	5962UI	5962NI	✓	✓	✓	✓
Supporting individuals with moving and positioning	5962UJ	5962NJ	✓	✓	✓	✓
Introduction to physiological measurements in children	5962UK	5962NK	✓	✓	✓	✓
Undertaking point of care testing	5962UL	5962NL	✓	✓	✓	✓
Undertaking collection of specimens	5962UM	5962NM	✓	✓	✓	✓
Principles and theories that influence children's care, play, learning and development in the 21st century in Wales (Onscreen)	4963U8	4963N8	✓	✓	X	X
Principles and theories that influence children's care, play, learning and development in the 21st century in Wales (Paper)	4963U9	4963N9	✓	✓	X	X
Investigating current issues in children's care, play, learning and development in Wales	4963UY	4963NY	X	✓	X	X
Qualification (Cash-in)	4963Q0	4963C0	✓	✓	✓	✓

Level 3 Health and Social Care: Principles and Contexts

Title	English Medium	Welsh Medium	Series Availability			
			Winter	Summer	Late Summer	Autumn
Principles of care and safe practice within outcome focused person-centred care	4973U1	4973N1	X	✓	X	X
Factors affecting individuals' growth and development across the lifespan and how this impacts on outcomes, care and support needs (Onscreen)	4973UA	4973NA	✓	✓	X	X
Factors affecting individuals' growth and development across the lifespan and how this impacts on outcomes, care and support needs (Paper)	4973UB	4973NB	✓	✓	X	X
Promoting the rights of individuals across the lifespan	4973U3	4973N3	X	✓	X	X
Understanding how the human body is affected by common conditions*	4973U4	4973N4	X	✓	X	X
Supporting individuals at risk to achieve their desired outcomes (Onscreen)*	4973UC	4973NC	✓	✓	X	X
Supporting individuals at risk to achieve their desired outcomes (Paper)*	4973UD	4973ND	✓	✓	X	X
Working in the health and social care sector*	4973U6	4973N6	X	✓	X	X
Certificate (cash-in)	4973QC	4973CC	✓	✓	X	X
Diploma (cash-in)*	4973QD	4973CD	✓	✓	X	X

*Available for the first time in 2022

GCE AS and A Level Health and Social Care, and Childcare

Title	English Medium	Welsh Medium	Series Availability			
			Winter	Summer	Late Summer	Autumn
Promoting health and well-being	2570U1	2570N1	X	✓	X	X
Supporting health, well-being and resilience in Wales	2570U2	2570N2	X	✓	X	X
Theoretical perspectives of children and young people's development*	1570U3	1570N3	X	✓	X	X
Supporting the development, health, well-being and resilience of children and young people*	1570U4	1570N4	X	✓	X	X
Theoretical perspectives of adult behaviour*	1570U5	1570N5	X	✓	X	X
Supporting adults to maintain health, well-being and resilience*	1570U6	1570N6	X	✓	X	X
AS Qualification (cash-in)	2570QS	2570CS	X	✓	X	X
A Level Qualification (cash-in)*	1570QS	1570CS	X	✓	X	X

*Available for the first time in May/June 2022

3.3 Entry dates and fees

Examination level	Entry window opens	Entry window deadline	Late fees charged from*	Very late fees charged from**
HSC Winter series	5 th October	30 th November	1 st December	8 th January
HSC Summer series (except GCSE)	1 st December	24 th April	25 th April	25 th May

* Late fees do not apply to the Level 2 Children's Care, Play, Learning and Development: Core qualification or the practice units in the Level 2 Children's Care, Play, Learning and Development: Practice and Theory and Level 3 Children's Care, Play, Learning and Development: Practice and Theory qualifications

** Very late fees apply to Level 2: Health and Social Care: Principles and Contexts written exam only.

Entry dates and fees are published in September and can be found on the [WJEC website](#).

3.4 Unit resit rules

The table below outlines the resit rules for the units within the Health and Social Care, and Childcare suite of qualifications. For further information, please visit the specifications or the WJEC Resit Guide available on the website.

Qualification	Assessment	Resit rule
Level 2 Children's Care, Play, Learning and Development: Core	External	There are no restrictions on the number of resits allowed.
	Internal	Candidates who fail to achieve the marks required to pass an internal assessment can resit the assessment using a new bank of questions/tasks. If the candidate has exhausted the number of banks of questions/tasks available, a new case study and bank of questions/tasks must be used.
Level 2 Children's Care, Play, Learning and Development: Practice and Theory	All units	There are no restrictions on the number of resits allowed.
Level 2 Health and Social Care: Principles and Contexts	External	Candidates will be allowed one resit for the external examination with the higher grade contributing to the award of the qualification.
	Internal	Candidates may resit the internally assessed unit once only. If a candidate chooses to resit the unit, they must resit both Assignment 1 and 2. Marks for NEA may be carried forward for the life of the specification.
GCSE Health and Social Care, and Childcare (Single and Double Award)	All units	Candidates may resit an individual unit once only. If a candidate enters a unit for the third time, the candidate will have to re-enter all units and the appropriate cash-in(s). This is referred to as a 'fresh start'.

Level 3 Children's Care, Play, Learning and Development: Practice and Theory	External	Candidates are allowed one resit of each external unit with the higher grade contributing to the award of the qualification. Candidates may resit the qualification multiple times.
Level 3 Health and Social Care: Principles and Contexts (Certificate and Diploma)	External	Learners will be allowed one resit for each external examination with the higher grade contributing to the award of the qualification. Learners may resit the entire qualification multiple times.
	Internal	Candidates may resit each internally assessed unit once only. If a candidate chooses to resit a unit, they must undertake a new assignment based on the case studies released for the series in which the resit takes place. If a candidate chooses to resit Unit 6, they may use the same work experience placement as the basis for resitting Assignment 2. The resit must be completed within the same levels of control. Candidates cannot improve previously submitted work. Marks for NEA may be carried forward for the life of the specification. If a candidate resits an NEA (rather than carrying forward the previous NEA mark), it is the higher mark that will count towards the overall grade.
GCE AS and A Level Health and Social Care, and Childcare	All units	Candidates may resit an individual unit once only. If a candidate enters a unit for the third time, the candidate will have to re-enter all units and the appropriate cash-in(s). This is referred to as a 'fresh start'.

Candidates who choose to resit a unit must sit a different assessment from their originally assessed work. This means:

- they cannot improve on work that has already been previously submitted for assessment
- the title of the work must be different from that which has been previously submitted

Failure to meet these requirements could constitute malpractice and as such would be dealt with by WJEC Compliance department.

Candidates may resit all qualifications multiple times.

4. MODERATION/VERIFICATION

Centre marks and grades will be externally moderated or verified by WJEC to ensure that standards are applied accurately and consistently within and across centres.

4.1 Secure storage of Internally Assessed work

The internally assessed work must be completed under controlled assessment conditions. These controls are specifically indicated in the specification of each qualification.

Please note, that it is the responsibility of the centre to ensure that all assessment material (including student work) is stored securely within the centre, usually in a locked cupboard and in accordance with JCQ Instructions for conducting non-examination assessments for GCSE and WJEC's Instructions for Conducting Controlled Assessments . The materials and work must be stored securely throughout the assessment period and until the deadline for post-results services has passed or until an appeal or malpractice investigation has been completed, whichever is the later. Work produced over several sessions must be collected at the end of each session and stored securely. Work produced electronically must be saved securely to ensure it cannot be accessed or amended between sessions. Work stored on memory sticks must also be collected in after each session and kept securely.

Failure to comply will constitute malpractice and can result in work being ineligible for assessment. Any cases of malpractice must be reported to WJEC's Compliance Team and will be investigated fully.

4.2 Submitting Internal Assessment Marks

Once entries have been submitted and processed by WJEC, centres **must** log on to WJEC's [secure website](#) and click the 'Internal Assessment' tab followed by the 'Internal Assessment Marks/Outcomes' tab. A web page (known as the Internal Assessment Mark Input System – IAMIS) will be available for each internally assessed unit for which the centre has entries; this will be pre-populated with candidate names and numbers. Centres will need to insert the **marks/grades and assessor and/or Internal Quality Assure (IQA) initials** for all candidates in the spaces provided.

Submission of outcomes – by submitting outcomes to WJEC you are declaring that:

- all internal moderation has taken place;
- all marks submitted are genuine and correct;
- all candidate work is complete and available for external moderation or verification (as defined in the specifications).

Amending marks/grades after submission – once marks or grades have been submitted via IAMIS they cannot be amended by the centre. If teachers notice that an incorrect mark or grade has been submitted, the Exams Officer or the IQA **must** email WJEC and include the following information:

- centre name and number
- candidate name and number
- qualification and unit affected
- old mark and new mark
- reason for change.

WJEC reserve the right to request to view any work related to a request to amend marks. In certain circumstances, the Head of Centre may be contacted and asked to provide additional information.

Amending marks after issuing of results – if a teacher notices that an incorrect mark has been submitted after the issuing of results, the Head of Centre **must** send a written request to WJEC for the mark to be amended, clearly outlining the circumstances. The actual work (or copy) together with a completed signed and dated internal mark sheet **must** accompany this written request. This information will be referred to the subject officer. After consideration of the evidence the mark may be altered, or the request may be refused.

WJEC monitors amendments to centre submitted marks and may undertake additional checks.

4.3 Internal Standardisation

The sample is intended to be **representative** of the marking standard at the centre. It is essential that a process of internal standardisation takes place **prior** to the final submission of the marks or grades to WJEC. Suitable methods of achieving this will depend on the individual centre's organisation. **A sample of each assessor's candidates must be reassessed by the lead assessor.**

4.4 Moderation/Verification Sample

The size of the sample will be based on the number of candidates entered, which will give a minimum sample size, and then on the number of assessors; with at least three candidates selected from each assessor. The sample will cover the range of marks awarded, including the top and bottom mark of the centre.

GCSE Health and Social Care, and Childcare

Level 2 Health and Social Care: Principles and Contexts

Level 3 Health and Social Care: Principles and Contexts (Certificate/Diploma)

GCE AS and A Level Health and Social Care, and Childcare

Once all candidates' marks have been inputted and submitted, IAMIS will automatically select samples. The sample which can be viewed via IAMIS must then be despatched to arrive with the moderator by the specified date. Additional work outside of the sample may be requested.

<i>Total number of candidates</i>	<i>Minimum sample size</i>
1 - 10	All
11 - 100	10
101 - 200	15
201 - 500	25
501 - 999	50

Level 2 Children’s Care, Play, Learning and Development: Core

Once all candidates’ marks have been input and submitted, IAMIS will automatically select samples. The sample which can be viewed via IAMIS should be made available to the External Quality Assurer (EQA). Additional work outside of the sample may be requested.

Level 2 Children’s Care, Play, Learning and Development: Practice and Theory

Level 3 Children’s Care, Play, Learning and Development: Practice and Theory

The IQA will select the sample on IAMIS. The IQA sample should be based on the principles of ‘CAMERA’, to include sampling of all types of:

- Candidates – e.g. gender and any other relevant feature of the learner population
- Assessors – experience and qualifications, workload, occupational experience, CPD etc.
- Methods of assessment – questioning, observation, testimony, professional discussion etc.
- Evidence – written confirmation that evidence is valid, authentic, current, sufficient etc.
- Records – reports from assessors, correct assessment practices, learner portfolios and files etc.
- Assessment sites – workplace assessments, college and off the job training, other assessment locations

The work of the sample should be made available to the visiting EQA. Additional work outside of the sample may be requested.

Individual Candidates - work selected in the sample **must** be available for moderation or verification. If a candidate's work is not available, then the mark will be recorded as 0/fail.

Entries made after submission of marks – centres cannot make entries after the sample has been made available.

Authentication - Candidates **must** be made aware that they are responsible for ensuring that the work submitted for assessment is their own. The JCQ document, ‘Information for Candidates – Non-examination Assessments’, available on the JCQ website (www.jcq.org.uk), provides instructions and guidance.

4.5 External Moderation/Verification

Once entries have been made, centres will be allocated an EQA/Moderator.

For the following qualifications:

- Level 2 Children’s Care, Play, Learning and Development: Core
 - Level 2 Children’s Care, Play, Learning and Development: Practice and Theory
 - Level 3 Children’s Care, Play, Learning and Development: Practice and Theory
- the EQA will contact centres to arrange a centre visit for external verification.

For the following qualifications:

- Level 2 Health and Social Care: Principles and Contexts
- GCSE Health and Social Care, and Childcare (Single and Double Award)
- Level 3 Health and Social Care: Principles and Contexts (Certificate/Diploma)
- GCE AS and A Level Health and Social Care, and Childcare

the sample must be despatched to arrive with the moderator by the specified date. The moderator details can be found on IAMIS.

The EQA/moderator will consider the sample that has been submitted. Should a query arise WJEC may request a further sample to be provided.

In most circumstances where WJEC requests to see more work the following protocols will be implemented:

- WJEC administration staff will contact the Examinations Office/IQA at the centre to verbally confirm that more work has been requested by the EQA/moderator
- WJEC will request that work be made available to the EQA/moderator within five working days from the initial request and will specify a date
- WJEC will follow up with an email to the Examinations Officer/IQA to confirm the request.

Please note, WJEC staff will not enter into discussion with anyone other than the Examinations Officer/IQA and cannot discuss the reason that further work has been requested.

WJEC reserves the right to request more work or make a visit to a centre at short notice or without prior notification.

4.6 Feedback

Feedback regarding moderation is provided on publication of results, through a report, available on IAMIS. The report will provide feedback on:

- (i) the efficiency of the centre’s administration
- (ii) the accuracy of the centre’s assessments against the criteria and in relation to the agreed standard for each learning outcome of the component
- (iii) whether the centre’s marks have been adjusted and detail of the reasons.

5. EXAMINATIONS AND TESTS

5.1 On demand multiple-choice test

The external multiple-choice test within the Level 2 Children's Care, Play Learning and Development: Core qualification can be accessed on demand via WJEC's Surpass system. The on-screen tests are auto-marked and results will be received by the centre the same day the assessment is completed.

If centres require a paper copy of the test, WJEC will securely despatch the paper copies to the centre. Centres will need to return paper versions of tests to WJEC for marking. Results will be released to centres within 20 working days of receipt.

5.2 Timetabled examinations

There are timetabled exams that can be sat in June and January for the following qualifications:

- Level 2 Children's Care, Play, Learning and Development: Practice and Theory
- Level 2 Health and Social Care: Principles and Contexts
- Level 3 Children's Care, Play, Learning and Development: Practice and Theory
- Level 3 Health and Social Care: Principles and Contexts (Certificate/Diploma)

The examinations for the GCSE, GCE AS and A Level Health and Social Care, and Childcare qualifications are available in June only.

5.3 Receipt and storage of examinations and hard copy tests

The security of all tests and question papers must be maintained at all times. Deliveries of confidential materials must be logged into the centre upon receipt, and again when being placed in secure storage, in accordance with JCQ regulations.

Centres approved to deliver qualifications other than GCSE must have in place:

- a lockable safe/cabinet that is available solely for the storage of examination and other confidential assessment materials
- the lockable safe/cabinet must be located in a secure room and must not have a door which leads directly to the exterior of the building
- there must be between 2-4 keyholders for the safe/cabinet, who have been trained to ensure that examination and other confidential assessment materials are held confidentially.

Centres delivering the GCSE qualification must meet JCQ regulations regarding the receipt and storage of confidential material in full.

All centres must contact centres@wjec.co.uk if they intend to move address or change their arrangements for storing confidential assessment material.

5.4 Conduct of examinations and tests

All examinations and tests must be conducted in accordance with the JCQ regulations published in the JCQ Instructions for Conducting Examinations document. These regulations specify invigilation arrangements, who may and may not be present in the room during the assessment, the warning notices that must be displayed and other requirements.

These regulations also require that all examinations and tests are conducted at the centre's registered address; for qualifications other than the GCSE, the use of any Alternative Site must be notified to WJEC by contacting centres@wjec.co.uk. For the GCSE, the JCQ Centre Admin Portal must be used as usual. Examinations and tests conducted at Alternative Sites must be conducted in accordance with the JCQ Instructions for Conducting Examinations.

The JCQ regulations relating to the start times of timetabled examinations apply to all qualifications with the exception of the Core multiple choice test, as this is scheduled by the entering centre.

6. RESULTS

6.1 Results

Results are issued via the secure website and by EDI file (if entries were made by EDI), and takes place on the following dates:

Series	Date
Winter	4 March 2020
Summer	19 August 2020 GCSE (20 August 2020)
Late Summer	24 September 2020
Autumn	11 December 2020

6.2 Post-results review of moderation/verification

This is a review of the original moderation to ensure that the assessment criteria have been fairly, reliably and consistently applied. Please note that if your centre's marks have been accepted without change by WJEC this service is not available.

When applying for a post-results review of moderation, the following should be taken into account:

- The application should be submitted to WJEC through the secure website.
- Candidate consent is not required.
- The deadline for completion is within 35 calendar days of the moderator receiving the original sample of work from the centre.
- Review of moderation will be undertaken on the original sample of candidates' work.
- Review of moderation may include feedback similar to that provided following the original moderation.
- If centre marks are reinstated, feedback will not be provided.
- Review of moderation cannot be undertaken upon the work of an individual candidate or the work of candidates not in the original sample.

Review of moderation can only be undertaken for the series in which the request is received.

Centres that are in possession of the original sample of work must ensure that it is ready for another visit (or despatch - details of the moderator/EQA to whom the work should be sent will be provided). Centre assessed work **should not** be sent at the time of submitting the application.

Work submitted for review of moderation **must**:

- Be despatched to the moderator/EQA within **3 working days – failure to meet this undertaking may delay the outcome of the enquiry or result in the enquiry being cancelled**;
- be the original work submitted for moderation;
- have been kept under secure conditions and not returned to the candidates.

Please visit <http://www.wjec.co.uk/exam-officers/post-results-service/> for further information including the dates and costs associated with this service.

6.3 Certificates

Certificates are issued to centres after the publication of results after every series. Certificates will not be issued before the end of the post-results services deadlines. Online versions of the certificates will be made available (except for the GCSE qualification) before the publication dates via the secure website.

7. GRADING AND REPORTING

7.1 Level 2 Children’s Care, Play, Learning and Development: Core

To achieve the qualification, candidates must **pass**:

- three externally set, internal scenario-based assessments; and
- one externally set, externally marked multiple-choice test.

The assessments and units are graded pass/fail.

7.2 Level 2 Children’s Care, Play, Learning and Development: Practice and Theory

To achieve the qualification learners must achieve a minimum of **40** credits in total:

- 25 credits must be achieved from the Mandatory Group 1
- a minimum of 3 credits must be achieved from Optional Group A
- the balance of 7 credits can be achieved from units in Optional Groups A, B or C
- the minimum of 5 credits must be achieved from Mandatory Group 2.

The qualification will be graded pass or fail. Learners who achieve the credit required from Mandatory Group 1 and Optional Groups A-C and achieve a Pass in the external assessment (Mandatory Group 2) will be awarded the qualification.

7.3 Level 2 Health and Social Care: Principles and Contexts

The qualification is graded Pass, Merit Distinction.

The qualification grade is awarded on the basis of the aggregation of the unit marks achieved. Results not attaining the minimum standard for the award will be reported as U (unclassified).

Individual unit results are reported on a uniform mark scale (UMS) with the following grade equivalences:

		Max	D	M	P	U
Unit 1	Examination	100	80	60	40	0
Unit 2	Non-examination assessment	150	120	90	60	0

	Max	D	M	P	U
Qualification	250	200	150	100	0

7.4 GCSE Health and Social Care, and Childcare (Single and Double Award)

The single award qualification is graded A* - G and the double award is graded A*A* - GG. A minimum of 40% of the overall assessment must be taken at the end of the course to satisfy the requirement for terminal assessment and the results from the units which satisfy terminal assessment must contribute to the subject award.

Individual unit results are reported on a uniform mark scale (UMS) with the following grade equivalences:

Individual Units										
Grade		Max	A*	A	B	C	D	E	F	G
Unit 1	Examination	100	90	80	70	60	50	40	30	20
Unit 2	NEA	150	135	120	105	90	75	60	45	30
Unit 3*	Examination	100	90	80	70	60	50	40	30	20
Unit 4*	NEA	150	135	120	105	90	75	60	45	30

*For use in double award only

Qualification - Single Award Maximum mark 250									
Max	A*	A	B	C	D	E	F	G	
250	225	200	175	150	125	100	75	50	

Qualification - Double Award Maximum mark 500															
Max	A*A*	A*A	AA	AB	BB	BC	CC	CD	DD	DE	EE	EF	FF	FG	GG
500	450	425	400	375	350	325	300	275	250	225	200	175	150	125	100

7.5 Level 3 Children’s Care, Play, Learning and Development: Practice and Theory

To achieve the qualification learners must achieve a minimum of **72** credits in total:

- 30 credits must be achieved from the Mandatory Group 1
- a minimum of 4 credits must be achieved from Optional Group A
- the balance of 16 credits can be achieved from units in Optional Groups A, B or C
- 22 credits must be achieved from Mandatory Group 2.

The qualification will be graded Pass, Merit, Distinction and distinction*. The qualification grade will be based upon the learners overall UMS mark. To achieve a Pass, Merit, Distinction or Distinction* grade, learners must:

- achieve a Pass in the internal units, and
- obtain the minimum UMS mark for the qualification grade.

The Distinction* grade is only available at qualification level only. There is no Distinction* at unit level.

		Max	D	M	P	U
Unit 330	Examination	100	80	60	40	0
Unit 331	Extended Investigation	100	80	60	40	0

	Max	D*	D	M	P	U
Qualification	200	180	160	120	80	0

7.6 Level 3 Health and Social Care: Principles and Contexts (Certificate and Diploma)

The Level 3 Certificate in Health and Social Care: Principles and Contexts is graded as A* - E.

The Level 3 Certificate and Diploma in Health and Social Care: Principles and Contexts is graded as A*A* - EE.

The qualification grade will be based on the overall UMS mark and learner achievements in all units. To achieve a qualification grade, learners must achieve the minimum UMS required for the qualification grade.

An A* grade will be awarded to Learners who achieve grade A overall and also achieve 90 per cent or more of the maximum uniform mark

		Max	A	B	C	D	E
Unit 1	Examination	100	80	70	60	50	40
Unit 2	Non-examination assessment	200	160	140	120	100	80
Unit 3	Non-examination assessment	100	80	70	60	50	40
Unit 4	Non-examination assessment	80	64	56	48	40	32
Unit 5	Examination	200	160	140	120	100	80
Unit 6	Non-examination assessment	120	96	84	72	60	48

	Max	A*	A	B	C	D	E
Certificate Qualification	400	360	320	280	240	200	160

	Max	A*A*	A*A	AA	AB	BB	BC	CC	CD	DD	DE	EE
Diploma Qualification	800	720	680	640	600	560	520	480	440	400	360	320

7.7 GCE AS and A Level Health and Social Care, and Childcare

The overall grades for the GCE AS qualification will be recorded as a grade on a scale A to E. The overall grades for the GCE A level qualification will be recorded as a grade on a scale A* to E. Results not attaining the minimum standard for the award will be reported as U (unclassified). Unit grades will be reported as a lower case letter a to e on results slips but not on certificates.

At A level, Grade A* will be awarded to candidates who have achieved a Grade A (400 uniform marks) in the overall A level qualification and at least 90% of the total uniform marks for the A2 units (270 uniform marks).

Grade		Max	A	B	C	D	E
Unit 1	Examination	100	80	70	60	50	40
Unit 2	NEA	100	80	70	60	50	40
Unit 3/5	Examination	150	120	105	90	75	60
Unit 4/6	NEA	150	120	105	90	75	60

	Max	A	B	C	D	E
AS Qualification	200	160	140	120	100	80

	Max	A	B	C	D	E
A Level Qualification	500	400	350	300	250	200

7.8 UCAS tariff

For information on the UCAS tariff please visit: <https://www.ucas.com/ucas/tariff-calculator> and choose the qualifications from the dropdown options.

For information on an individual institution's policy regarding the Health and Social Care, and Childcare qualifications, you are advised to contact their admissions department.

8. ACCESS ARRANGEMENTS & SPECIAL CONSIDERATION

8.1 Definitions

Access arrangements/reasonable adjustments are agreed before an assessment. They allow candidates/learners with special educational needs, disabilities or temporary injuries to:

- access the assessment;
- show what they know and can do without changing the demands of the assessment.

Special consideration - is a post assessment adjustment to a candidate's mark/ grade to reflect temporary illness, temporary injury or other indisposition at the time of the assessment. Special consideration may be given to eligible candidates who are:

- (a) present for an assessment but are disadvantaged
- (b) absent from part of an assessment due to illness or other acceptable reason – this applies to the terminal series only.

8.2 Lost centre assessed work

If work (through no fault of the candidate) has either been lost within the examination centre and despite every effort it cannot be found, or it has been accidentally destroyed, the circumstances should be reported immediately to the awarding organisation using **Form 15 – JCQ/LCW**. This form is available on the JCQ website – <https://www.jcq.org.uk/exams-office/access-arrangements-and-special-consideration/forms/form-15-notification-of-lost-centre-assessed-work>

8.3 Further information

For further information regarding access arrangements please consult the JCQ document: *Access Arrangements and Reasonable Adjustments 2019-2020* available from <https://www.jcq.org.uk/exams-office/access-arrangements-and-special-consideration/regulations-and-guidance>

For further information regarding Special Consideration please consult the JCQ document: *A guide to the special consideration process 2019-2020* available from <https://www.jcq.org.uk/exams-office/access-arrangements-and-special-consideration/regulations-and-guidance>

9. MALPRACTICE

Suspected incidents of candidate, centre or centre staff malpractice or maladministration **must** be reported to WJEC using the 'Suspected Malpractice in Examinations and Assessment' policies and procedures.

For more information please visit: <https://www.jcq.org.uk/exams-office/malpractice>