Hints and tips for exam officers – Entries

The JCQ and the awarding bodies (AQA, CCEA, OCR, Pearson and WJEC) have produced these hints and tips to help exam officers with **GCSE, GCE AS and A-level** entries.

Awarding bodies' entries information (including basedata) and MIS provider information

1	Make sure you are using current awarding body guidance. The awarding bodies' websites provide up to date information on how to submit entries, entry codes, as well as key date information on late entries, tier changes and withdrawals.

AQA	Entries (aqa.org.uk)
CCEA	Entries Information | CCEA (entries@ccea.org.uk)
Eduqas	Entries (eduqas.co.uk)
OCR	Make Entries (ocr.org.uk)
Pearson	Making Academic Entries (qualifications.pearson.com)
WJEC	Entries (wjec.co.uk)

There are two ways of submitting entries to the awarding bodies – using an awarding body's secure extranet site or submitting your entries via EDI/A2C using a Management Information System (MIS).

2	If you are submitting your entries via EDI/A2C, make sure you have downloaded the latest basedata from each awarding body. Check their website for updated versions.

3	Make sure that you are also familiar with the information produced by your MIS provider. The MIS providers may have FAQs and videos to help you. The awarding bodies cannot help with MIS issues.

Candidate details

4	Where possible, use the candidate's full legal name, provided it is less than 40 characters.
	Do not use shortened names or nicknames. Remember – names submitted when processing entries will be printed on candidates' certificates.
5	Make sure that candidates' dates of birth are in the correct format.
	The date of birth is important because there are minimum age requirements for certain qualifications, i.e. the GCSE November series (English Language and Mathematics) for centres in England.

Unique Candidate Identifier (UCI)

6	The Unique Candidate Identifier (UCI) is compulsory for all files sent via the A2C Transport Application. Make sure all candidates have a UCI number.
	Information on UCIs and a calculator to check the UCI number is in the correct format are available on the JCQ website
7	Where a candidate has previously been entered for a qualification, he/she will already have a UCI number.
	If a candidate has joined your school or college, you should contact their previous school or college so that the correct UCI number can be used.
	Alternatively, ask the candidate to supply their candidate statement of provisional results or their examination certificate which will show their UCI number.

EDI entry files

8	Check that you have submitted your entry files to the awarding bodies. Sometimes centres think they have submitted entry files but have not. Check the A2C sent log to make sure that you have sent the entry files to the awarding bodies.
9	Your Management Information System (MIS) will generate one entry file per series. You must send the awarding body one EDI entry file for the series. All subsequent files must be amendment files.
10	When submitting entry amendment files to awarding bodies the number at the end of each amendment file should increase by one each time. Failure to follow this convention can mean files are overwritten and previous amendments deleted.

Only enter candidates once for a specification

11	For GCSE qualifications with tiers, e.g. GCSE Mathematics, GCSE Science, only enter the candidate for **one tier: do not** enter a candidate for both Foundation Tier and Higher Tier.
	With the support of the relevant senior leader, make sure that teachers make decisions **before the submission of entries** as to whether a candidate should be entered for Foundation Tier or Higher Tier.
12	For qualifications where there are different entry options within the specification only enter a candidate for one option.
	Again, with the support of the relevant senior leader, make sure that teachers make decisions **before the submission of entries** as to which option the candidate should be entered for. Teachers should check option codes carefully.

Unitised qualifications

Some qualifications being studied by candidates within your school or college may be unitised.

Where a qualification is unitised candidates will sit a number of units, sometimes across different examination series, to receive a qualification.

13	Make sure that you are familiar with the entry process for unitised qualifications.
	Unit entries – entries must be made for each unit the candidate will complete in that examination series. This includes not just timetabled examination units, but also controlled assessment/coursework/non-examination assessment units.
	Cash-in codes (also known as subject award or certification entry codes) – when a candidate wishes to obtain a qualification award, a cash-in code is also required. This will be at the end of the course in the final examination series.
	The cash-in code must be entered **in addition** to entries for the individual units.
14	Before submitting the cash-in code(s) to the awarding body check that each candidate has been entered for the correct combination of units.