Getting your entries right first time

Getting entries right first time has many benefits for centres and candidates. Correct entries mean there is less chance of problems arising at the time of the exam, ensuring a positive exam experience for your candidates.

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

Use current awarding body guidance

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 and key date information on late entries, tier changes and withdrawals.

Check the awarding bodies' websites:

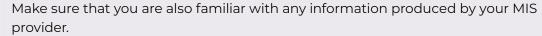|	
AQA	Entries (aqa.org.uk)
CCEA	Entries Information	CCEA (entries@ccea.org.uk)
City & Guilds	Exams and Admin (cityandguilds.com)
Eduqas	Entries (eduqas.co.uk)
OCR	Make Entries (ocr.org.uk)
Pearson	Making Academic Entries (qualifications.pearson.com)
WJEC	Entries (wjec.co.uk)

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).

Use the latest basedata

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

Refer to your MIS provider

Make sure that you are also familiar with any information produced by your MIS provider.

The MIS providers may have FAQs and videos on their websites. They will help you with any MIS queries.

Candidate details

Use the candidate's full legal name

Use the candidate's full legal name unless it is more than 40 characters long.

Do not use shortened names or nicknames. Remember – names submitted when processing entries will be printed on candidates' certificates.

Use the correct date of birth format

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)

Make sure all candidates have a UCI

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.

Do not change a candidate's UCI

Where a candidate has previously been entered for a qualification, they 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.

Candidates **must not** be given a new UCI number.

EDI entry files

Make sure you have submitted the entry files

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.

Use the awarding bodies' secure extranet sites to check that your entry files have been processed. Remember that the awarding bodies will need time to process the files.

Checking that your entry files have been processed may mean your centre avoids incurring late entry fees.

Send one EDI entry file to the awarding body

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.

The entry amendment file numbering convention

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

Enter the candidate for only one tier

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.

Enter the candidate for only one option

For qualifications where there are different entry options within the specification, only enter a candidate for one option.

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.

Many qualifications being studied by candidates within your school or college will be 'linear' where candidates take all their examinations at the end of the course.

Others may have a 'unitised' structure where candidates will sit a number of units, sometimes across different examination series, to receive a qualification.

The relevant senior leader should support the exams officer in ensuring that Heads of Departments/Faculty and subject teachers understand the entry process for unitised qualifications.

Teacher knowledge is crucial for the successful administration of Vocational Technical Qualifications.

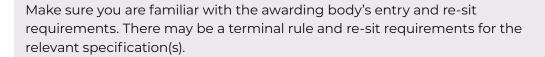| **Familiarise yourself with the entry process for linear qualifications**	For linear qualifications, you will make a single entry at the end of a candidate's course. Make sure you are familiar with the entry code and, in particular, the option code, which will determine the different papers a candidate will take.
Familiarise yourself with the entry process for unitised qualifications	There are different types of unitised entry methods depending on the qualification type. Make sure you are familiar with the relevant entry process. **Unit entries and cash-in codes:** *Unit entries* – entries must be made for each unit the candidate will complete in that examination series. This includes timetabled examination units **and** 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. The UCI is important because it links the unit results with the cash-in code(s). The candidate may have completed units across several examination series and even at different centres. **Registrations:** Registrations (also known as qualification entries) are the way centres inform the awarding body of the candidates on a specific learning pathway/programme. In addition to the registration, entries may need to be made for individual units.

Familiarise yourself with the awarding body's rules	Make sure you are familiar with the awarding body's entry and re-sit requirements. There may be a terminal rule and re-sit requirements for the relevant specification(s).
Check before submitting entries	Before submitting the linear entry or unitised cash-in code(s) to the awarding body, check that each candidate has been entered for the correct option or combination of units.