

# Essential Entries Guide: 14–19 Qualifications

## 1 What information do you need to provide?

This guide has been designed to help you make final entries smoothly for 14–19 qualifications – that's GCSEs, AS/A Level GCEs, Entry Level Certificate, Cambridge Nationals, Level 1/2 Certificate, Level 2 Award, FSMQ, Level 3 Certificate, Principal Learning and Project – and is designed to complement the [OCR Admin Guide: 14–19 Qualifications](#) and the [OCR Admin Guide: Cambridge Nationals](#).

## 2 When and how do I make final entries?

We want to help you get your entries right to ensure that you have a problem-free exam series and receive your candidates' results accurately and on time.

## 3 Making the most of A2C

But we know that you can't do it alone! Although exams officers are responsible for making entries, it is vital that you liaise with your teaching team, who are responsible for providing you with accurate 'raw data'. You may find it helpful to bring some of the issues within this guide to their attention.

## 4 Making the most of Interchange

## 5 Checking final entries

## 6 Making changes to your entries

### Need additional help?

Check out the [OCR website](#) or contact our Customer Contact Centre on 01223 553998 or at [general.qualifications@ocr.org.uk](mailto:general.qualifications@ocr.org.uk)



# 1: What information do you need to provide?

## 1 What information do you need to provide?

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For each candidate you need to provide a number of details so that we can process the entry. We've tried to highlight some of the common issues we find.

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### Personal details

What do you need to provide?

- **Name** – Ensure names can be verified in future against legal documents. You should enter candidates under names that can be verified against suitable identification, such as a birth certificate, passport or driver's licence. You may need to check that the name that they are using within the centre is their legal name rather than a 'known as' name. This helps prevent issues at a later date, when they need to verify that they are the person named on the certificate.
- **Date of birth** – Be careful not to transpose the information! We often get requests to swap the date and month.
- **Gender** – This is mandatory.

The candidate's name and date of birth appear on the certificate exactly as you make the entry so if you don't get it right, making changes after the certificate has been issued will mean you have to [pay for replacement certificates](#).

### Candidate numbers

You will need to allocate several 'identifiers' for each candidate:

#### Candidate number

This is a four-digit number, usually allocated by the centre at the time of entry.

#### Hints and tips

Ensure that the four-figure candidate numbers are unique for the series and that a GCSE candidate does not have the same number as a GCE candidate. **Candidate numbers cannot be changed during a series.** If you can, it's best to use the same candidate number throughout the candidate's exam career.

#### UCI

The unique candidate identifier (UCI) is a 13-character code. It is mandatory and is used mainly to link a candidate's unit results across series (and across different centres) for all of their entries so that they can be certificated.

#### Hints and tips

- Any entries submitted without a UCI will be rejected.
- Exam administration software packages can usually generate UCIs but we have an online calculator on the [OCR website](#).
- **It is essential that candidates only have one UCI.** If a candidate has more than one UCI, we cannot link their unit results and they risk not receiving a final subject grade.
- If a candidate comes from another centre, use the original UCI they bring with them.

If a candidate has more than one UCI, please contact our Entries Team with details of the UCIs in use and the candidate's name by emailing the details from your centre's registered email address to: [OCRGO.entryprocessing@ocr.org.uk](mailto:OCRGO.entryprocessing@ocr.org.uk) or faxing the details on centre-headed paper to 01223 552646. We will then merge the candidate details.

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## ULN

The unique learner number (ULN) is a personal ten-digit number, which is used to ensure learner achievement information can be provided to the Personal Learning Record (PLR) Service.

### Hints and tips

- If a candidate does not have a ULN, **leave the ULN field blank; do not add a piece of placeholder text**, such as '9999999999' or 'TBC'.
- Obtain your ULNs from the [Learning Records Service \(LRS\)](#).
- When making an entry, all candidate details must exactly match those held on the LRS. If there are any differences, we will be unable to validate the ULN. Although your entries will be processed, we won't be able to send the achievement data to the PLR Service until the details match.

## Qualification details

Final entries are made using a four-digit entry code and option codes (where needed). These details are provided in the entry codes section of the *OCR Admin Guide*. There are three types of final entry:

- GCSEs which are certificated from June 2014 onwards are **linear with a unitised entry structure**. This means that entries are made for individual units, but all assessment takes place at the end of the course. The only exception is GCSE Mathematics B (J567), which is a linear qualification.
- GCEs, Level 2 Award, Level 1/2 Certificate, Principal Learning and Level 3 Certificate Quantitative Methods (MEI) (H863) are unitised qualifications, where the assessment has been split into separately assessed units, often taken at different stages of the course.
- FSMQ, most Entry Level Certificates, all Projects, GCSE Mathematics B (J567) and most Level 3 Certificates are linear qualifications, where a single entry is made for the qualification and candidates sit the examination(s) at the end of the course.

Where a subject has a range of available options, you must use the correct one; the option code can represent any of the following:

- **A legitimate combination of components or papers** – For example, in GCSE History, each option determines which papers a candidate will take.
- **A choice between tiers** – For example, Foundation and Higher.
- **A choice between methods of moderation** – For many moderated units or externally marked speaking tests, the option specifies whether the work is uploaded electronically to the OCR Repository, submitted via post or looked at by a visiting moderator. For each of these units, all candidates' work must be submitted using the same entry option.
- **A choice to carry forward a candidate's result for a controlled assessment unit.**
- **A choice between languages** – For GCSE and Cambridge Nationals ICT only. These subjects are offered in Welsh as well as English.

### Example

You have ten candidates taking GCSE Citizenship Studies (J269). There are two internally assessed units:

- For the Rights and Responsibilities unit (A341), you choose to submit the work via the OCR Repository so make ten entries for A341A (component 01).
- For the Identity, Democracy and Justice unit (A344), you decide to submit the work via post so make ten entries for A344B (component 02).

However, you cannot have different submission methods within the same unit.

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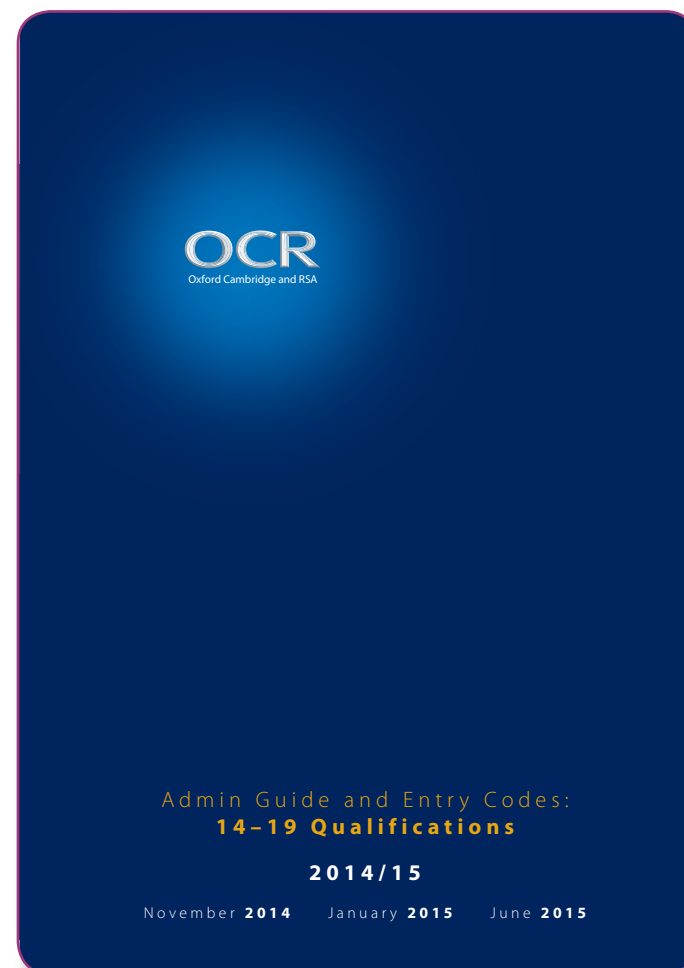
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### Hints and tips

- Watch out for the option code – We often get entries without an option code or with more than one option code.
- Don't submit duplicate entries for the same candidate. It is not possible to enter a candidate for the same entry code twice using different option codes. You will need to make an entry amendment if you decide the option entered is incorrect.
- Don't forget to make your certification entries.
- If there are legacy and new qualifications running side by side, be extra vigilant about using the correct entry code.



## 2: When and how do I make final entries?

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### Final entry deadlines

Final entry deadlines are agreed by the JCQ and fixed each year:

Series	Qualification	Deadline
November	GCSE (Maths, English and English Language) and Cambridge Nationals	4 October
January	Level 2 Award, ELC, Cambridge Nationals, FSMQ, Principal Learning, Project, Level 3 Certificate	21 October
June	GCSE, Level 2 Award, Level 1/2 Certificate, Entry Level Certificate, Cambridge Nationals, GCE, FSMQ, Principal Learning, Project, Level 3 Certificate	21 February

It's important we get your entries on time but if you're having unexpected problems, please get in touch and we'll look at what support we can provide.

### Resit entry deadlines

Where a candidate is resitting exactly the same Level 2 Award, Level 1/2 Certificate or Cambridge National unit in June as taken in January, the entry deadline of 21 February is **extended** to 21 March.

Remember: Extended resit deadlines are for **like for like resits only** for which results have just been received.

### Entry fees

All our entry fees are provided in the [fees list](#).

It is important to make entries by the entry deadlines as there are additional late entry fees if you miss the deadline.

### How do I make final entries?

You have a choice of two entry methods: EDI entries made via A2C (an electronic method of transmitting entry and results data to and from OCR without using a third party carrier) or our secure extranet, [Interchange](#).

**You can no longer make entries via fax or paper forms.**

Instructions on how to send your EDI file via A2C are provided on the A2C Migration Application download website at <http://a2c.avcosystems.com>.



## 3: Making the most of A2C

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### What is basedata?

To make entries via A2C, you'll need to use basedata.

Basedata is examination data, which is used to process entries and results using A2C. Designed to be electronically imported into a centre's administration software, it includes the specification codes, entry codes, timetables and fees. Basedata is series specific and needs to be refreshed for each new series.

OCR basedata can be downloaded from our website as soon as it is published ([see the publication timetable](#)).

### What is a series code?

All basedata is series specific and has a **series code** – if you get the series code wrong we don't know when you are making entries for and we won't be able to process your entries.

Series	Series code
November	Ba
January	1a
June GCSE	6a
June GCE	6b

### Hints and tips

- We recommend that if you make entries via A2C then you continue to make any amendments via A2C too.
- Ensure your management information system (MIS) is set up to generate files in the [current JCQ file format](#) – currently version 14. If you are unsure which version you are using, check with your MIS provider.
- Use the right basedata for the series.
- Entry files begin with 'E'. Amendment files begin with 'A'. Only produce one entry file for a series code, ensuring that you generate amendment files beginning with 'A' thereafter. There is no limit to the number of amendment files you can send us. However, if you send us more than one entry file, each new entry file will overwrite previous ones, which could mean that previous entries are deleted.
- If you make your initial entries via Interchange, but submit EDI via A2C files subsequently, please ensure your system can generate EDI amendment files beginning with 'A' straightaway without producing an 'E' entry file first.
- Only include candidates that have entries for that series with OCR. We don't want details of the candidates you plan to enter in future series or with other awarding bodies.
- EDI files end with a number which indicates the sequence of production, for example 'x02'. Please ensure that your files end in different numbers otherwise they may overwrite each other during our processing which could mean that previous entries are deleted.



# 4: Making the most of Interchange

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## Getting started

[Interchange](#) is OCR's secure extranet. If your centre does not currently have an Interchange account, please complete and return the **Interchange Agreement** to receive your login details.

If your centre has an account but you are a new user, or your existing account needs to be updated, please contact your Centre Administrator (usually the exams officer).

We have produced a handy quick start guide to help you get started with Interchange, together with our useful step-by-step guides, which take you through each stage of various processes.

These can all be downloaded from the [OCR website](#).

### Hints and tips

- Within Interchange, you can enter by candidate or by subject.
- You only need to set up a candidate once – they are then ready for use for multiple series.
- It's quick and easy to amend or correct candidates' personal details.



## 5: Checking final entries

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It is vital that the entry information you provide is accurate. There are a number of ways to check your entries.

### Using the entry feedback documents

Entry feedback documents are generated automatically to confirm the entries that you have made. This is another chance to check candidates' personal details – don't wait until certificates are issued as charges are made for [replacement certificates](#).

We issue the following reports:

- Certification warning report – explained in more detail opposite
- Centre summary of entries
- Centre statement of entry by candidate
- Individual candidate statements of entry (you can opt in or out via Interchange to receive these)
- Deleted candidate reports
- Timetable clash report

### Certification warning reports

These alert you to problems and issues; please act on them to ensure that you receive your results successfully.

Some of the issues you may need to check:

- Has the candidate got more than one UCI?
- Has an entry been made?
- Should you have made the certification entry or do you need to withdraw it?
- Is the candidate eligible for certification?
- Have the terminal rules been followed?
- For GCSE, does the candidate have all the unit entries they need to certificate?

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**Certification Warning Report**

This report includes information on candidates who are entered for certification, but who do not appear to have taken a valid combination of units. It will not be possible to make awards to these candidates unless these warning messages are investigated and resolved by the centre. Advice on the action required is available from the OCR Customer Contact Centre on 01223 553999.

<b>Centre Name</b>	<b>Centre Number</b>	
The High School	12345	
<b>Qualification</b>	<b>Specification</b>	
GCSE	Ancient History (J161/J051)	
<b>Candidate Number</b>	<b>Candidate Name</b>	<b>UCI</b>
0019	Ngcse:Nineteen	401030100019F
<b>Entry Code</b>	<b>Qualification</b>	<b>Title</b>
J051	GCSE Short Course	Ancient History
<b>UNITS AVAILABLE TOWARDS CERTIFICATION - INCLUDING CURRENT SESSION</b>		
<b>Unit Code</b>	<b>Unit Title</b>	<b>Session</b>
<b>WARNING MESSAGES</b>		
The candidate has not entered unit A034. This unit is mandatory.		
At least 1 from units A031, A032, A033 must be entered.		

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## Using Interchange

[Interchange](#) is ideal for checking your entries as it always displays the most up-to-date information.

You can view entries by assessment or individual candidate.

View the entry submission history to check that we've processed your entries. To access the entry submission history, once you have logged into Interchange:

- Hover over 'Entries' and click on 'Entry submission history' in the left-hand menu.
- Click on the 'GCE, GCSE, Entry Level Certificate, FSMQ, Cambridge Nationals, Principal Learning, Project' tab at the top of the page.
- Click the 'View entry submission history' link.

You will then see a screen similar to the one opposite.

session history

### View entry submissions

#### Named GCE and GCSE

Filter results

Series	Any series	Code, title or part	
Qualification	Any qualification	title	
Submitted by	Anyone	Date submitted	Anytime
		Processed	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Don't mind

Go

Showing 1-15 of 766

Previous 1 2 3 4 5 6 7 8 9 10 ... Next

Submitted	Series	Code	Title	Qualification	Entries	Processed	Actions
31/03/2008	June 2008	3811	Business Studies	Advanced Sub. GCE	1	Yes	<a href="#">View</a>
30/11/2006	January 2007	2584	English History 1780-1964	Advanced GCE Unit	1	Yes	<a href="#">View</a>
30/11/2006	January 2007	2586	European and World History 1780-1989	Advanced GCE Unit	1	Yes	<a href="#">View</a>
30/05/2006	June 2006	2584	English History 1780-1964	Advanced GCE Unit	1	Yes	<a href="#">View</a>
30/05/2006	June 2006	2586	European and World History 1789-1989	Advanced GCE Unit	1	Yes	<a href="#">View</a>
30/05/2006	June 2006	2812	Chains and Rings	Advanced GCE Unit	1	Yes	<a href="#">View</a>
30/05/2006	June 2006	2814	Chains, Rings and Spectroscopy	Advanced GCE Unit	1	Yes	<a href="#">View</a>
30/05/2006	June 2006	2815	Trends and Patterns/Options in Chemistry	Advanced GCE Unit	1	Yes	<a href="#">View</a>
30/05/2006	June 2006	2816	Unifying Concepts in Chemistry / Experimental	Advanced GCE	1	Yes	<a href="#">View</a>

You can search or filter to find any entries that have not been processed. If you have any entries with 'No' in this column for more than 72 hours, please contact our Customer Contact Centre on 01223 553998 or at [general.qualifications@ocr.org.uk](mailto:general.qualifications@ocr.org.uk)

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## 6: Making changes to your entries

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In an ideal world, all entries would be right first time but we understand that changes often need to be made!

You can use A2C or Interchange to make changes but take care to ensure your own management information system is updated if making amendments via Interchange.

Remember changes you make after the entry deadline may incur [late entry fees](#) or even [replacement certificate fees](#) for personal detail changes requested after certificates have been produced.

### Amendments

After a certain point (see the [Admin Guide](#)), it is no longer possible to make changes to the qualification details; only corrections to a candidate's personal details will be accepted. We may request a copy of a legal document (birth certificate or passport) where proof of identity is necessary.

You can make amendments to candidates' personal details without charge until the post-results services deadlines; after this point any changes will mean that certificates have to be re-issued and replacement certificate charges will be applied.

Where a candidate sits an examination but has no entry (referred to as a 'pirate candidate'), please ensure that you submit an entry amendment via either Interchange or A2C immediately after the examination.

### Withdrawals

Refund for withdrawn entries are available until the following deadlines:

GCSE, Level 2 Award, Level 1/2 Certificate, Entry Level Certificate and Cambridge Nationals: **21 March**.

GCE, FSMQ, Principal Learning, Project, Level 3 Certificate: **21 April**.

You cannot withdraw entries once the withdrawal deadline has passed (see the [Admin Guide](#)).





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**www.ocr.org.uk**

OCR customer contact centre

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