NOTICE TO CENTRES

FAO: Exams Officer

Date: April 2015

Subject: OCR Admin Guide and Entry Codes: 14–19 Qualifications 2014/15

UPDATED VERSION NOW AVAILABLE

We have updated the following pages of the OCR *Admin Guide and Entry Codes: 14–19 Qualifications 2014/15*.

Version	Section	Page	Details of change	Date changed
1.4	3.4	11	Level 3 Certificate added to extended entry deadline of 21 March 2015	02/02/2015
	3.4	12	Entries team email address updated to OCRGQ.EntryProcessing@ocr.org.uk	
	3.5	15		
	GCSE Entry Codes	26 & 78	Qualification number for H856 has been amended to 50024061	

The online version is up to date and available from www.ocr.org.uk/admin-guides. Updated versions of the individual pages are also provided below if you wish to insert them into your hard copy Admin Guide.

If you have any queries about this notice, please call our Customer Contact Centre on 01223 553998.

OCR Customer Contact Centre (General Qualifications): 01223 553998
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For the purposes of the resit rule, units with entry options which provide a choice of moderation methods (e.g. postal or OCR Repository) are treated as the same unit, and hence may be resat only once.

Where a candidate has taken a unit twice, the best result counts towards the final grade.

Rules for retaking a qualification

Candidates may enter for Level 2 Award and Level 1/2 Certificate qualifications an unlimited number of times. Candidates can retake a qualification either by resitting all of the units or by resitting some units and re-using previous results for others.

However, candidates may only re-enter for certification if they have retaken at least one unit which was used towards the first certification result or, where there are optional units, if they have taken another option.

Candidates may not re-certificate with a set of unit results which is identical to that which existed previously, for the purpose of receiving all their subject grades on the same certificate, or for any other reason.

When a qualification is retaken (i.e. after certification), a candidate is allowed two further attempts at each unit. However, only the better of the two most recent non-absent results will count towards the final grade.

Linear qualification entry rules

When retaking a linear qualification, candidates must sit **all** the components.

1.1   Deadlines for submitting final entries

Series	Qualification	Deadline
November 2014	GCSE (Maths, English and English Language) – Resits only	4 October 2014
January 2015	Level 2 Award, Entry Level Certificate, FSMQ, Principal Learning, Project, Level 1/2 Certificate, Level 3 Certificate	21 October 2014
June 2015*	GCSE, Level 2 Award, Level 1/2 Certificate, Entry Level Certificate, GCE, FSMQ, Principal Learning, Project, Level 3 Certificate	21 February 2015

(i) * The entry deadline for the June 2015 series is the **same date** for all available qualifications.

Level 2 Award, Principal Learning, Level 1/2 Certificate and Level 3 Certificate resit deadlines

Where a candidate is resitting exactly the same Level 2 Award, Principal Learning, Level 1/2 Certificate or Level 3 Certificate unit in June as taken in January, the entry deadline of 21 February 2015 is extended as follows:

Original entry series	Resit series	Deadline
January 2015	June 2015	21 March 2015

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Late entries

Centres should make entries as soon as possible as essential exam materials will be despatched following their receipt. We cannot guarantee that materials (e.g. question papers) will be supplied on time if you submit entries within two weeks of a timetabled exam. Late entry fees will apply to entries made after the deadline (see Section 3.5).

Entry amendments and withdrawals

After you have made final entries, we automatically send you entry feedback documents (see Section 3.11) to confirm the entries made and candidate's personal details.

Please double-check all entry information prior to the examination period. If changes need to be made, you should make the amendments and/or withdrawals via A2C or Interchange by the following deadlines (hard copy amendments will not be accepted):

Series	Deadline
November 2014 (GCSE Maths, English and English Language) – Resits only	31 December 2014
January 2015 (Level 2 Award, Entry Level Certificate, FSMQ, Principal Learning, Project, Level 1/2 Certificate, Level 3 Certificate)	26 February 2015
June 2015 (GCE, FSMQ, Principal Learning, Project, Level 3 Certificate)	5 August 2015
June 2015 (GCSE, Level 2 Award, Level 1/2 Certificate, Entry Level Certificate)	12 August 2015

After these deadlines, only corrections to a candidate's name, date of birth, UCI or ULN will be accepted and we do not process electronic amendment files – this is to avoid any mismatch of entry and results data. Amendments should be submitted to the Entries Team in writing, either emailed from your centre's registered email address to OCRGQ.EntryProcessing@ocr.org.uk or faxed on centre-headed paper to 01223 552742. We may request a copy of a legal document (birth certificate or passport) where proof of identity is necessary.

Where a candidate sits an examination but has no entry or is incorrectly entered for a different option/tier (referred to as a 'pirate candidate'), please ensure that you submit an entry amendment via either A2C or Interchange **immediately** after the examination. If you make the amendment via Interchange, remember to update your IT system to ensure that it will accept the result later.

1.2   Entry fees

For unitised qualifications (and linear qualifications with a unitised entry structure), a basic charge is made for every final unit entry; certification entries are free, with the exception of GCSE Short Courses, for which a certification entry fee is made (see the OCR Fees List). Unit entries for carried forward GCSE controlled assessment are also free. For linear specifications, a charge is made for each option entry. Details of fees are provided in the OCR Fees List, available on the OCR website. **Unit and option entries made after the final entry deadlines will incur late entry fees.**

Candidate personal details

You need to provide the following personal details for each candidate:

- **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. Please ensure candidates know the name they are entered under and use that on their exam script.

- **Date of birth** – Be careful not to transpose the information! We often receive requests to swap the day 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 (see Section 13.1).

Candidate number

Candidates must be allocated a four-digit candidate number, which they will need to write on their question papers. Centres normally allocate these candidate numbers at the time of entry. You should ensure that the four-digit 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 is best to use the same candidate number throughout the candidate's exam career.

Unique candidate identifier (UCI)

The unique candidate identifier (UCI) is a 13-character code which is used as a unique attribute in addition to a candidate's name, gender and date of birth. The UCI is used mainly to link a candidate's unit results so that they can be certificated. Therefore, **candidates must not be issued with multiple UCIs**. A candidate's UCI should remain with them even if they move to a different centre or progress to higher qualifications. If you find that 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 OCRGQ.EntryProcessing@ocr.org.uk or faxing the details on centre-headed paper to 01223 552646. We will then merge the candidate details.

Any entries submitted without a UCI will be rejected and you will be requested to supply them.

Examination administration software packages will usually have the facility to generate UCIs. Please check with your software provider. A UCI check character calculator is provided on the OCR website.

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! *To gain a final certificate for unitised specifications, separate unit **and** certification entries **must** be made.*

Entry Code	QN	Title	November BA14	January 1A15	June 6A15	June 6B15	Page
H508	50022702	History B				!	39
H511	50022118	Home Economics (Food, Nutrition and Health)				!	40
H513	6004813X	Humanities				!	41
H515	1004436X	Applied ICT				!	43
H517	50021953	ICT				!	46
H528	10047360	Leisure Studies				!	47
H534	50021965	Law				!	46
H540	50025892	Media Studies				!	56
H542	50025144	Music				!	56
H546	10047220	Performing Arts				!	57
H548	50023068	Performance Studies				!	57
H554	50025879	Physical Education				!	58
H558	50025843	Physics A				!	59
H559	50022052	Physics B (Advancing Physics)				!	59
H560	50025156	Art and Design				!	9
H561	50025156	Art and Design: Fine Art				!	10
H562	50025156	Art and Design: Graphic Communication				!	11
H563	50025156	Art and Design: Photography – Lens and Light-based Media				!	11
H564	50025156	Art and Design: Textile Design				!	12
H565	50025156	Art and Design: Three-Dimensional Design				!	12
H566	50025156	Art and Design: Critical and Contextual Studies				!	10
H568	5002582X	Psychology				!	60
H572	50021990	Religious Studies				!	62
H575	10044401	Applied Science				!	63
H581	50022015	Sociology				!	65
H589	10047426	Travel and Tourism				!	68
H593	50023433	Dutch				!	24
H594	50023421	Gujarati				!	33
H595	50023457	Persian				!	58
H596	50023561	Portuguese				!	60
H597	50023445	Turkish				!	70
H613	10044413	Applied Art and Design (Double Award)				!	8
H626	10047323	Applied Business (Double Award)				!	16
H703	10045594	Health and Social Care (Double Award)				!	36,37
H715	10044371	Applied ICT (Double Award)				!	44
H775	10044450	Applied Science (Double Award)				!	64
H789	10047438	Travel and Tourism (Double Award)				!	68
H809	50024012	Engineering		!		!	72
H810	50023998	Engineering		!		!	73
H811	50024000	Engineering		!		!	74
H854A	50024073	Level 1 Foundation Project (OCR Repository)		M^R		M^R	78
H854B	50024073	Level 1 Foundation Project (Postal Moderation)		M^P		M^P	78
H855A	5002405X	Level 2 Higher Project (OCR Repository)		M^R		M^R	78
H855B	5002405X	Level 2 Higher Project (Postal Moderation)		M^P		M^P	78
H856A	50024061	Level 3 Extended Project (OCR Repository)		M^R		M^R	78
H856B	50024061	Level 3 Extended Project (Postal Moderation)		M^P		M^P	78
H860	50041368	Mathematics for Engineering		–		T/T	170
H863	60114095	Quantitative Methods (MEI)				!	170
H865	50047097	Mathematical techniques and applications for engineers		T		T	170

Key to availability

– = Not available this series	**▲** = Any scaling applied to Task 1 will be applied on a pro-rata basis to Task 2	
C = Mark carried forward	**CB** = Computer-based test	**E** = Examiner-marked coursework/set assignment
M^P = Moderated: postal	**M**^R = Moderated: OCR Repository	**M**^V = Moderated: visiting moderator
T = Timetabled	**VE** = OCR visiting examiner	**W** = Exams that take place in a testing window

! *To gain a final certificate for unitised specifications,*
*separate unit **and** certification entries **must** be made.*

FOUNDATION, HIGHER AND EXTENDED PROJECT

Entry Codes				Availability	
				January 2015 1A15	June 2015 6B15
Level 1 Foundation Project QN: 50024073					
		Candidates must take **one** of the following options:			
H854A	◇	01	OCR Repository	M^R	M^R
H854B	◇	02	Postal Moderation	M^P	M^P
Level 2 Higher Project QN: 5002405X					
		Candidates must take **one** of the following options:			
H855A	◇	01	OCR Repository	M^R	M^R
H855B	◇	02	Postal Moderation	M^P	M^P
Level 3 Extended Project QN: 50024061					
		Candidates must take **one** of the following options:			
H856A	◇	01	OCR Repository	M^R	M^R
H856B	◇	02	Postal Moderation	M^P	M^P

Note: ◇ For each of these units all controlled assessment must be submitted using the same entry option. Centres can choose different options for different units.

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