


# 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, Level 2 Award, FSMQ, Level 3 Certificate, Principal Learning and Project – and is designed to complement the **OCR Admin Guide: 14–19 Qualifications**. 

**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 EDI

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

### Need additional help?

**5** Checking final entries

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) 

**6** Making changes to your entries



# 1: What information do you need to provide?

## 1 What information do you need to provide?

Page 1

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.

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

## 3 Making the most of EDI

## 4 Making the most of Interchange


## 5 Checking final entries

## 6 Making changes to your entries

### 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, you need to fax our Centre Services team details of the UCIs in use and the candidate's name on centre-headed paper to 01223 552646. We will then merge the candidate details.

...continued

1 What information do you need to provide?

Page 2

2 When and how do I make final entries?

3 Making the most of EDI

4 Making the most of Interchange


5 Checking final entries

6 Making changes to your entries

## ULN

The unique learner number (ULN) is a ten-digit number, which is essential for Diploma candidates and is used to link the Diploma component results together for certification.

### Hints and tips

- Where a candidate is not working towards a Diploma, **leave the ULN field blank; do not add a piece of placeholder text**, such as '999999999' 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 Diploma component results to the Diploma Aggregation Service until the details match.

### Example

If the LRS record is Jonathan James Smith, dob 04/01/1994, the following OCR entries will not validate:

Jonath**o**n James Smith, dob 04/01/1994

**Jon** Smith, dob 04/01/1994

**Jon J Jones-Smith**, dob 04/01/1994

Jonathan James Smith, dob **01**/01/1994

## 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 two types of final entry:

- **Unitised qualifications** – You have to make certification entries **and** unit entries.
- **Linear qualifications** – A single qualification entry is made 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 or submitted via post. For each of these units, all candidates' work must be submitted using the same entry option.
- **A choice between forms of assessment** – For example, a written question paper or a computer-based test (CBT).

...continued

## 1 What information do you need to provide?

Page 3

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

## 3 Making the most of EDI

## 4 Making the most of Interchange

## 5 Checking final entries

## 6 Making changes to your entries

### Example

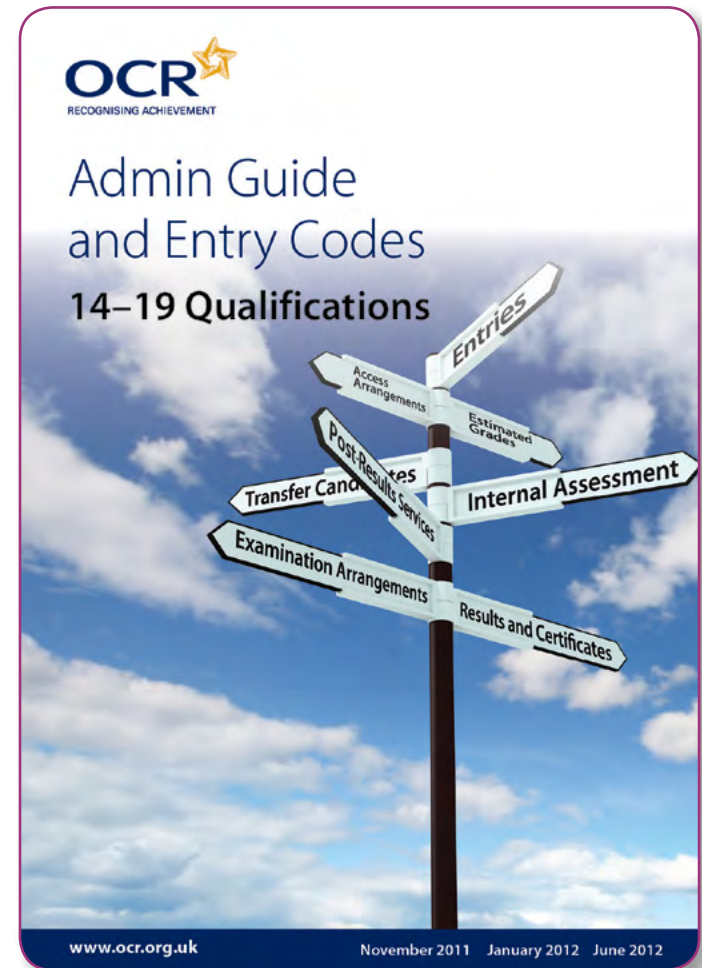
You have ten candidates taking GCSE Citizenship Studies (J269). There are two internally assessed units:

- 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.

### 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.
- Watch out for any terminal rules – see the *Admin Guide* for details.
- Make sure that you don't break the re-sit rules – see the *Admin Guide*.
- 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?

1 What information do you need to provide?

2 When and how do I make final entries?

3 Making the most of EDI

4 Making the most of Interchange

5 Checking final entries

6 Making changes to your entries

## Final entry deadlines

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

| Series   | Qualification   | Deadline    |
|----------|---|-------------|
| November | GCSE units (Maths)  | 4 October   |
| January  | All   | 21 October  |
| June     | GCSE, Entry Level Certificate                               | 21 February |
|          | GCE, FSMQ, Principal Learning, Project, Level 3 Certificate | 21 March    |

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.

## Re-sit entry deadlines

Where a candidate is re-sitting exactly the same GCSE or ELC unit in June as taken in January, the entry deadline of 21 February is **extended** to 21 March.

Remember: Extended re-sit deadlines are for **like for like re-sits only** for which results have just been received.

### Example


A candidate who has taken GCSE Science A: Unit 1 (A211H) in the January series can be entered for exactly the same unit in the June series as a re-sit, but they could not take GCSE Science A: Unit 2 (A212H) as a re-sit as it is a different unit. However, they could be entered for GCSE Science A: Unit 1 (A211F) as this is the same unit at a different tier (Foundation as opposed to Higher).

## 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 (an electronic method of transmitting entry and results data to and from OCR using a third party carrier) or our secure extranet, **Interchange**.  **You can no longer make entries via fax or paper forms.**

It is possible to make entries using a combination of Interchange and EDI; however, you must ensure that you update your management information system so that entries made via Interchange are not overwritten when you submit an EDI file. This will also enable you to import your EDI results files successfully. We recommend that if you make entries via EDI then you continue to make any amendments via EDI too.



# 3: Making the most of EDI

1 What information do you need to provide?

2 When and how do I make final entries?

3 Making the most of EDI

4 Making the most of Interchange


5 Checking final entries

6 Making changes to your entries

## What is basedata?

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

Basedata is examination data, which is used to process entries and results using EDI. 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 EDI then you continue to make any amendments via EDI 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 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

1 What information do you need to provide?

2 When and how do I make final entries?



3 Making the most of EDI

4 Making the most of Interchange

5 Checking final entries

6 Making changes to your entries

## 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.

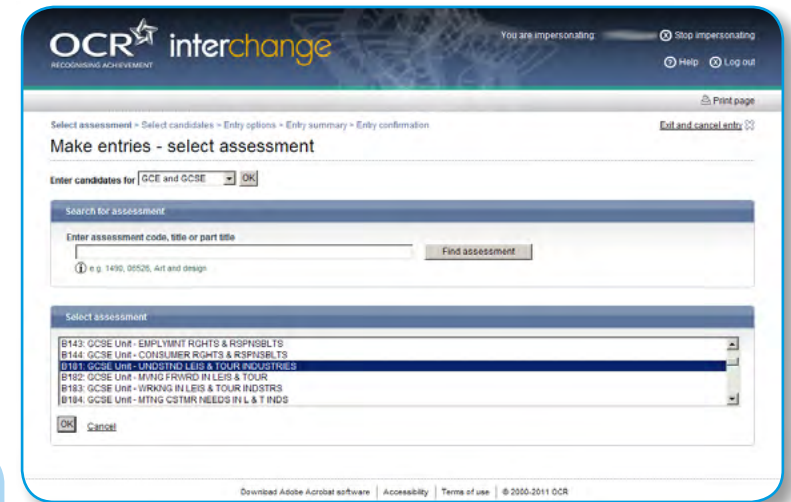
If your centre has an account but you are a new user, or your existing account needs to be updated, please contact your Centre Administrator (usually the exams officer).

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.



The screenshot shows the OCR Interchange web interface. At the top, it says 'OCR interchange' and 'RECOGNISING ACHIEVEMENT'. Below that, there's a navigation menu with 'Select assessment', 'Select candidates', 'Entry options', 'Entry summary', and 'Entry confirmation'. The main heading is 'Make entries - select assessment'. There's a dropdown menu for 'Enter candidates for' set to 'GCSE and GCSE'. Below that is a search bar for 'Enter assessment code, title or part title' with a 'Find assessment' button. A list of assessments is shown, including 'B143: GCSE UMR - EMPLOYMENT RIGHTS & RESPONSIBILITIES', 'B144: GCSE UMR - CONSUMER RIGHTS & RESPONSIBILITIES', 'B101: GCSE UMR - UNDERSTANDING LEISURE & TOUR INDUSTRIES', 'B182: GCSE UMR - MOVING FORWARD IN LEISURE & TOURISM', 'B183: GCSE UMR - WORKING IN LEISURE & TOURISM', and 'B184: GCSE UMR - MEETING CUSTOMER NEEDS IN LEISURE & TOURISM'. There are 'OK' and 'Cancel' buttons at the bottom of the list. The footer of the page includes 'Downloaded Adobe Acrobat software | Accessibility | Terms of use | © 2010-2011 OCR'.

# 5: Checking final entries

1 What information do you need to provide?

2 When and how do I make final entries?

3 Making the most of EDI

4 Making the most of Interchange

5 Checking final entries

6 Making changes to your entries

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. **W**

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

Page 1


...continued

## 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?



### 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 those warning messages are investigated and resolved by the centre. Advice on the action required is available from the OCR Customer Contact Centre on 01223 953999.

|                  |                             |               |
|------------------|-----------------------------|---------------|
| Centre Name      | Centre Number               |               |
| The High School  | 12345                       |               |
| Qualification    | Specification               |               |
| GCSE             | Ancient History (J161/J051) |               |
| Candidate Number | Candidate Name              | UCI           |
| 0019             | Ngose:Nineteen              | 401030100019F |

---

| Entry Code | Qualification     | Title           |
|------------|-------------------|-----------------|
| J051       | GCSE Short Course | Ancient History |

**UNITS AVAILABLE TOWARDS CERTIFICATION - INCLUDING CURRENT SESSION**

| Unit Code | Unit Title | Session |
|-----------|------------|---------|
|-----------|------------|---------|

**WARNING MESSAGES**

The candidate has not entered unit A034. This unit is mandatory.  
At least 1 from units A031, A032, A033 must be entered.



1 What information do you need to provide?

2 When and how do I make final entries?

3 Making the most of EDI


4 Making the most of Interchange

5 Checking final entries

6 Making changes to your entries

Page 2

## Using Interchange

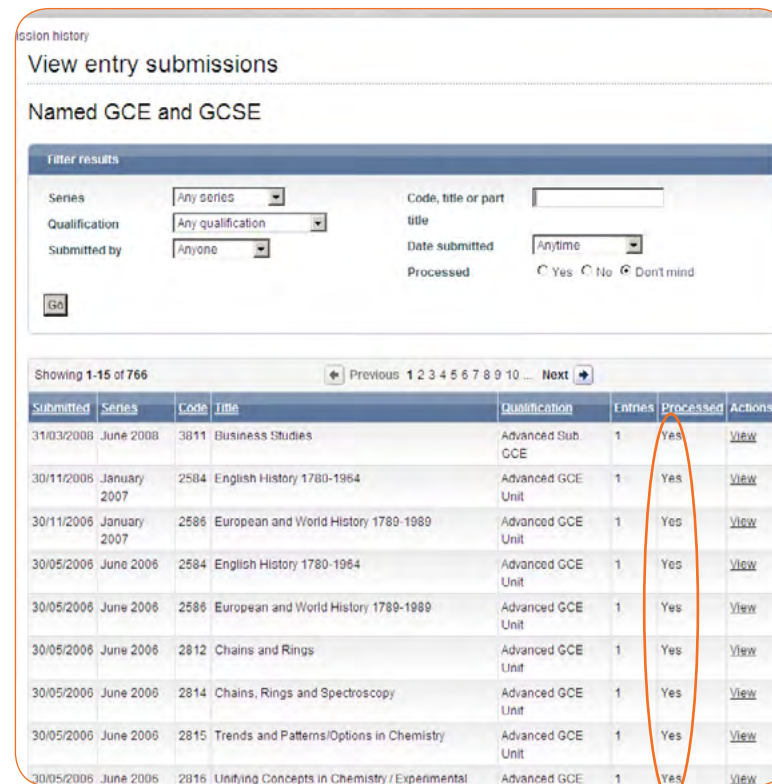
**Interchange**  is ideal for checking your entries as it always displays the most up-to-date information.

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, 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.



View entry submissions

Named GCE and GCSE


Filter results

Series: Any series  
Qualification: Any qualification  
Submitted by: Anyone  
Code, title or part title:   
Date submitted: Anytime  
Processed:  Yes  No  Don't mind

Go

Showing 1-15 of 766

| 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 1780-1989          | 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) 

# 6: Making changes to your entries

---

**1** What information do you need to provide?

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

**3** Making the most of EDI

**4** Making the most of Interchange

**5** Checking final entries

**6** Making changes to your entries

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

You can use EDI 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. **W**

## Amendments

After a certain point (**see the Admin Guide**), **W** 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 EDI immediately after the examination.

## Withdrawals

Remember, you can withdraw within one month of the entry deadline and receive a refund of the entry fee.

You cannot withdraw entries once the withdrawal deadline has passed (**see the Admin Guide**). **W**





---

**www.ocr.org.uk**

OCR customer contact centre

**Vocational qualifications**

Telephone 024 76 851509

Facsimile 024 76 851633

Email [vocational.qualifications@ocr.org.uk](mailto:vocational.qualifications@ocr.org.uk)

**General qualifications**

Telephone 01223 553998

Facsimile 01223 552627

Email [general.qualifications@ocr.org.uk](mailto:general.qualifications@ocr.org.uk)

For staff training purposes and as part of our quality assurance programme your call may be recorded or monitored.  
© OCR 2011 Oxford Cambridge and RSA Examinations is a Company Limited by Guarantee. Registered in England.  
Registered office 1 Hills Road, Cambridge CB1 2EU. Registered company number 3484466. OCR is an exempt charity.

