

MAKING CAMBRIDGE NATIONALS ENTRIES

You can choose to make entries for Cambridge Nationals either via our secure website, Interchange, or using EDI files via A2C.

If you want to make entries via Interchange, see the step-by-step instructions on the [OCR website](#).

1 Download the entry codes booklet and read the entry rules

- Use these to check your entry codes, rules of combination and resit rules for each qualification you want to enter students for. Remember, a terminal assessment rule applies to the examined unit for all Level 1/Level 2 Cambridge Nationals – see [entry rules](#)

2 Download the Cambridge Nationals basedata

- This is the same basedata as you use for making entries for OCR GCSEs
- You need the series-specific basedata as well as the certification/unit link file

3 Make unit entries using the relevant exam series basedata

- You need to make an entry for each unit your students want to take in the exam series you want OCR to mark or moderate – all units are available every January and June series
- Unit entry codes all start with an 'R'
- For moderated units, the basedata contains two entry codes for each unit and determines your submission method. If you're planning to upload students' work to OCR via [Submit for Assessment](#), use entry option A and for postal submission, use entry option B – see the [entry codes booklet](#)
- Make the entries by the series [deadline](#) – any entries made after the deadline will incur late fees and could mean we can't send you hard copy question papers

4 When you're ready to certificate, make certification ('cash-in') entries

- Certification entry codes start with a 'J'
- There's no fee for certification entries – the important thing is that you make them before results are released
- You must make the certification entry in the final series. The certification entry acts as a [term-time checkpoint](#) and lets OCR know the candidate needs an overall qualification result in that series to be able to progress. Without a certification entry, students won't receive an overall qualification grade and you'll need to make a late certification request via Interchange

What is the terminal assessment rule?

The terminal assessment rule or 'terminal rule' means the exam must be taken in the student's final assessment series for their Cambridge National, which could be in January or June. Non-examined assessment (NEA) units can be submitted in the same series as the exam or an earlier series but the exam must be taken in their final series. For example scenarios, see the [OCR terminal assessment guide](#).

Need to make changes?

It's really important to submit any amendments using the same method (EDI or Interchange) as you submitted your original entries.

If amendments are submitted via a different method then the information in your amendment file will overwrite your original entry file.

You can withdraw unit entries and receive a refund until the relevant series [deadline](#).

If you need to change the moderation method, eg from moderated postal to moderated upload, please call OCR for advice on **01223 553998** before amending your entry.