MAKING CAMBRIDGE TECHNICALS (2016 SUITE) ENTRIES

You can choose to make entries for Cambridge Technicals 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 our 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
- You can also use the rules of combination calculators on the planning and teaching sections of the qualification pages

2 Download the Cambridge Technicals (2016 suite) qualification basedata

- You'll need the qualification basedata which starts with a '9'
- Download it into your September series
- Use 72/RSA as the board identifier

3 Make qualification entries to register your students

- Select the relevant full award entry codes:
  - A standard full award will end in '00'
  - Top up or move down entry codes end in 'U' or 'D'.
  - Qualification re-entry codes end in '0R'.
- Ignore all the unit entry codes
- There's no deadline but you'll need to allow 48 hours before making your test unit entries

4 Download the relevant exam series basedata

- January starts with a '1' and June starts with a '6'

5 Make test unit entries using the series basedata so we can send you question papers

- Don't use the qualification basedata (even though the units are included in this basedata too)
- Make sure the unit codes match up with the overall qualification entry you've already made (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
- Check your test entries are showing in Interchange – allow 5 working days

Need to make changes?

If you need to make **new entries** for candidates, you can send us an EDI amendment file.

If you want to amend or withdraw any of your **existing** entries, **you must not send an EDI amendment file** as this will simply create duplicate entries.

Instead, please email the team with the details: **vqprocessing@ocr.org.uk**. You can withdraw test unit entries via email and receive a refund until the relevant series deadline.

If you need to withdraw qualification entries (registrations), please use the Progress Tracker. Select 'Withdraw' from the lozenge you use to amend the estimated completion date.