



Making Cambridge Advanced Nationals registrations and entries

You can choose to make registrations and entries 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 [Cambridge OCR website](#).

1 Check the entry codes and resit rules

- Download the [entry codes booklet](#) to check the entry codes and rules of combination. For resit rules, see the [entry rules page](#)

2 Download the Cambridge Advanced Nationals basedata

Download the basedata from [our website](#):

- Annual/September basedata for registrations – **9AXX**
- Series-specific basedata for unit and certification entries:
 - January exams – **1AXX**
 - Moderation window 1 (February series) – **2AXX**
 - June exams and moderation window 2 – **6BXX**

3 Register your students for the subject

- Registration entry codes all start with 'A'
- Students must be registered for the **subject**
- You only need to register students once
- Registration entries are made using annual/September basedata
- There is no final deadline for registrations but you must register your students **before** you make any unit entries

4 Make unit entries using the relevant series basedata

- Unit entry codes all start with 'F'
- Make entries for each examined and moderated unit students take
- Examined units are available every **January** and **June** series
- Moderated units are available in two windows:
 - Moderation window 1 entries are made in the **February** series
 - Moderation window 2 entries are made in the **June** series
- 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 for exams

5 When you're ready to certificate, make certification entries

- Certification entry codes all start with 'H'
- Also known as 'cashing-in', you must make the certification entry in the final series at the same time as your unit entries
- Without a certification entry, students won't receive an overall qualification grade on results day and you'll need to make a late certification request via Interchange
- You can certificate for qualifications of different sizes without making a new registration entry
- Certification entries are free of charge

Need to make changes?

It's important to submit any amendments using the same method (A2C or Interchange) as you submitted your original entries for the series.

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**. Refunds will only be given for registration entries if you have not made any examined or moderated unit entries.

If you need any support, please call Cambridge OCR on **01223 553998**.