Exams Support

Estimated Entries

Version 2 March 2023

Estimated entries

Why we need estimated entries

Prior to actual entries being submitted by the deadlines on our Dates and timetables page, we need to collect as much information as possible so we can plan well and ensure you receive everything you need for upcoming exam series to run smoothly.

What we use estimated entries for

All subjects and units require materials to be produced and sent to you. We will use the information you give us to make sure you have everything you need before exams start.

We also use estimated entries to assign examiners or moderators to your school.

It's free to submit estimated entries and they are completely provisional – they don't commit your school in any way.

You can only submit estimated entries using Centre Services, our secure extranet. Entries from the previous year can be re-used as a starting point.

You don't need to tell us about minor adjustments to estimated entries after you've submitted them.

Before you begin you will need to record:

- which OxfordAQA subjects are being taught in your school
- the numbers of students who may sit exams in each International GCSE subject, or International AS/A-level unit.

The following guide will help you and we recommend you refer to the Entry codes booklet.

How to submit estimated entries

The Examination Officer, or person registered as the Centre Administrator with OxfordAQA, must:

- log into Centre Services
- select **Pre-exams** from the main menu
- select **Entries**, then
- select **Estimated entries summary**.
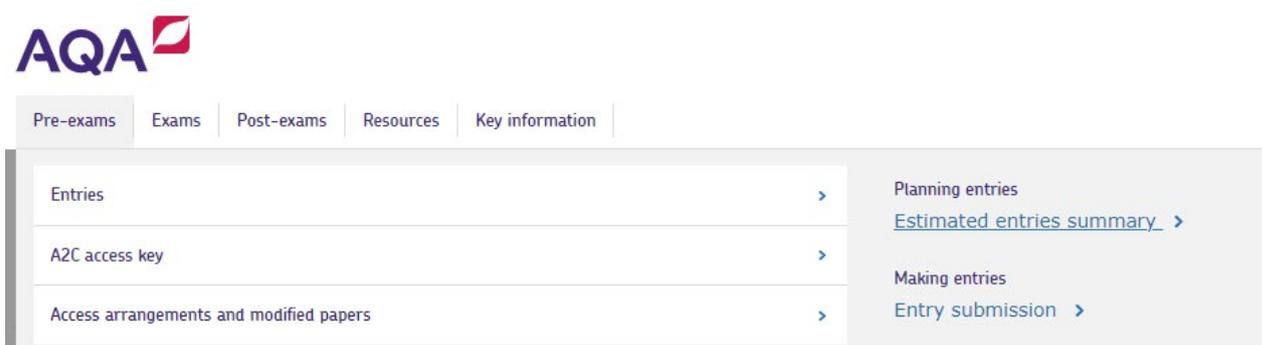
The **Estimated entries summary** screen will appear.
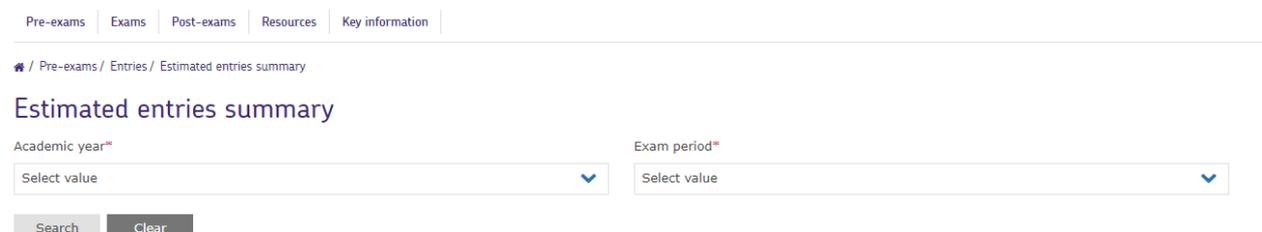
- select the **Academic year** from the drop down list
- select **Exam period** from the drop down list

When they have been completed, the **Search** button will become active
- Click on **Search**

Once the search is complete a results table will appear on screen.
- Only 5 records will show by default, select to view more than 5 using the drop down list otherwise not all records will appear.

OXFORDAQA **ESTIMATED ENTRIES**

Estimated entries summary

Academic year*
| 2022/2023 | ∨ |

Exam period*
| March - June 2023 | ∨ |

[Search] [Clear]

Due date - Mon, 31 Oct 2022

Showing 1-4 of 4 results   Show 5 ∨

Series	Entries in previous year	Status	Nil return	Action
JUNE 2023 SERIES 6Y	☐	Not Started	☐	👁 ✚ 🔍 🖺
JUNE 2023 SERIES 6A	☐	Not Started	☐	👁 ✚ 🔍 🖺
JUNE 2023 SERIES 6G	☐	Not Started	☐	👁 ✚ 🔍 🖺
JUNE 2023 SERIES 6X	☐	Not Started	☐	👁 ✚ 🔍 🖺

Page 1

- Carefully select the series code using the plus icon
  - for May/June exams the code will end in **6Y** for International GCSE and **6X** for International AS and A-level.
  - For November exams the code will end in BY
  - For January exams the code will end in 1X

Make estimated entries

Academic year
| 2022/2023 | ∨ |

Exam period
| March - June | ∨ |

Series
| JUNE 2023 SERIES 6X |

Status
| Not Started |

Qualification
| ALL | ∨ |

Subject group
| ALL | ∨ |

[Search] [Clear] [Close]

- You can refine your search by selecting the required level under the **Qualification** drop down list
  – selecting either OXG for OxfordAQA International GCSE **or** OXA for OxfordAQA International AS or A-level.
- Refine further by using the **Subject Group** drop-down list.

Make estimated entries

Academic year
| 2022/2023 | ∨ |

Exam period
| March - June | ∨ |

Series
| JUNE 2023 SERIES 6X |

Status
| Not Started |

Qualification
| OXA | ∨ |

Subject group
| Biology | ∨ |

[Search] [Clear]

OXA 9610 BIOLOGY (OXFORD INTERNATIONAL)

[Save] [Copy actuals] [Submit] [Close]

An invalid combination will result in an error message, as shown below.

- For International AS and A-level subjects, we require the estimated entries to be input for each **unit** your school plan to have entries for in the relevant series.

- Input the number of students planning to sit the exams

- Best practice is to click on the Save button before moving to the next subject/unit, but you can complete multiple units or subjects before saving a number of records
- The SUBMIT button will not become active until all records submitted have been saved.

Helpful tip - If your school has previously made entries with OxfordAQA, these can be copied across into the new series

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- Select copy actuals if the button is active (blue in colour)

OXA 9685 PSYCHOLOGY (OXFORD INTERNATIONAL)

		June 22 - Actual	June 23 - Estimate
PSYCHOLOGY (OXFORD INTERNATIONAL) UNIT 4	PS04	40	Enter value
PSYCHOLOGY (OXFORD INTERNATIONAL) UNIT 3	PS03	40	Enter value
PSYCHOLOGY (OXFORD INTERNATIONAL) UNIT 2	PS02	40	Enter value
PSYCHOLOGY (OXFORD INTERNATIONAL) UNIT 1	PS01	40	Enter value

OXPJ 9693 INDEPENDENT PROJECT

Save   Copy actuals   Submit   Close

Once you have selected to Copy actuals, the estimated entries fields will populate – these can be saved if the numbers and subjects match your information, or edited if necessary

⌂ / Pre-exams / Entries / Make estimated entries

Make estimated entries

Academic year	Exam period	
2022/2023	March - June	

Series	Status
JUNE 2023 SERIES 6X	Not Started

Qualification	Subject group
OXA	Biology

Search   Clear

OXA 9610 BIOLOGY (OXFORD INTERNATIONAL)

		June 22 - Actual	June 23 - Estimate
BIOLOGY (OXFORD INTERNATIONAL) UNIT 5	BL05	36	36
BIOLOGY (OXFORD INTERNATIONAL) UNIT 4	BL04	36	36
BIOLOGY (OXFORD INTERNATIONAL) UNIT 3	BL03	36	36
BIOLOGY (OXFORD INTERNATIONAL) UNIT 2	BL02	36	36
BIOLOGY (OXFORD INTERNATIONAL) UNIT 1	BL01	36	36

Save   Copy actuals   Submit   Close

- Best practice is to click on the Save button before moving to the next subject/unit, but you can complete multiple units or subjects before saving a number of records
- The Submit button will not become active until all records to be submitted have been saved.

A green banner will appear at the top of the screen once data has successfully saved or been submitted.

As you complete estimated entries, the status will change accordingly.

Status	What this means	Action required
Not Started	No data has been input or saved	Please log in to Centre Services to complete
In Progress	Data has been input and saved, not submitted	If this is complete, please log in to submit the data
Submitted	Complete, you do not need to tell us about any changes	No further action required

Helpful tip – you can easily move between the View estimates and Make estimates screens using the buttons found near the bottom left hand corner of the results table, or by using the + icon in the series table.

How to view estimated entries

The Examination Officer, or person registered as the Centre Administrator with OxfordAQA, must:
- log into Centre Services
- select **Pre-exams** from the main menu
- select **Entries**, then
- select **Estimated entries summary**.
- select the **Academic year** from the drop down list
- select **Exam period** from the drop down list

When they have been completed, the **Search** button will become active
- Click on **Search**

Once the search is complete a results table will appear on screen.

- Select the **View (eye)** icon from the **Action** column of the required row.

This will take you to the **View estimated entries** screen.

The example below has no estimated entries input yet, so there is no record to display.

- Click on the subject or component title to see what was previously entered

How to use the fast key

This function can be used when the entry codes for the subjects are known and you want to enter the data yourself.

- Select the key icon next to the relevant series

A number of blank rows will appear.

The entry codes are set up by series and level.

In the example below, the 6Y International GCSE entry codes are being used. Any applicable entry codes for the series will appear in a list as you type.

- Input the entry code
- Input the number of students planning to sit the exams
- Save the data
- Once all subjects/units are complete, save and submit the estimated entries

For further support you can email us at info@oxfordaqa.com or call us on +44 (0)161 969 5995.

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