OXFORD AQA
INTERNATIONAL QUALIFICATIONS

MAKING AN ENTRY

READY TO MAKE ENTRIES?

To make entries you need to be an approved OxfordAQA school.

Entries can be made when the series basedata is available on the website.

Please refer to our Key dates calendar on the Dates and Timetables webpage.

Basedata files will be on our Entries page.

After the published closing date we charge an additional fee.

HOW DO I MAKE MY ENTRIES?

Only make entries using **one** of the following methods.

A2C (EDI) USING YOUR MANAGEMENT INFORMATION SYSTEM (MIS)

You will need to download:

- A2C transport application
- basedata for the relevant series
- JCQ CIC formats for the exchange of exam related data.

OR

CENTRE SERVICES ONLINE ENTRY SUBMISSIONS

You will need to register as main centre administrator on Centre Services. Training can be found here

For further guidance on making entries with Centre Services, please refer to the Entries section of our Exams Admin webpages.

WHAT WILL I NEED TO MAKE ENTRIES?

For each student you will need to submit the correct student data formats:

- a four digit candidate number
- full legal name for the student (up to 40 characters long) in the format:
  SURNAME: FORENAME
- date of birth **DD/MM/YY**
- gender
- Unique Candidate Identifier (UCI)

More details can be found here.

You will also need our Entry Codes booklet, which details all units/options **and** awards available and any entry restrictions affecting a subject, and the Key Dates Calendar.

Full details will be found on our Entries page.

REQUESTING A LATE AWARD?

Not available for GCSEs – see our Exams Admin webpage to find out how to request late awards.

SUBMIT YOUR ENTRIES

We **only** receive your entries for processing once you 'confirm' them on Centre Services or your chosen method of entry.

NEED TO MAKE CHANGES TO YOUR ENTRIES?

To make amendments, use the same method you used to make your original entries for:

- A2C (EDI), the system only needs to send the entries being amended on the amendment file
- Centre Services, the system will send **complete** replacement entry records each time for **all** students whose entries or details have changed.

We will **only** process the changes between the amendment file and the data held on our database.

If a student's name is too long for the available space, find out more about our name variations process.

We charge an additional fee for entries or amendments received after the closing date.

VIEW, PRINT AND CHECK YOUR ENTRIES ON CENTRE SERVICES

- Candidate statements of entry.
- Centre statements of entry.
- Confirmation of amendments.
- Centre Entry Query Reports
- Attendance lists.

You can also find information about warning reports on our Exams Admin webpages.

NEED SOME HELP? For questions about entries, please contact info@oxfordaqa.com or call us on +44 (0)161 696 5995