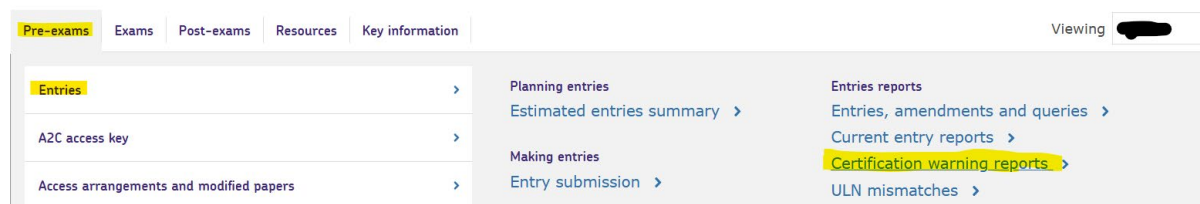# Certification Warning Reports

Published June 2025

Find your schools' Certification Warning Reports

- Log in to **Centre Services** with your credentials. You can use this hyperlink : <u>Log in to Centre Services</u>
- **Navigate to the Certification Warning Reports page.**
  1. Click '**Pre-Exams**' from the main menu.
  2. Select '**Entries**'.
  3. Click on '**Certification Warning Reports'.**

Pre-exams	Exams	Post-exams	Resources	Key information		Viewing ▬▬▬

Entries	>	**Planning entries**		**Entries reports**
		Estimated entries summary >		Entries, amendments and queries >
A2C access key	>			Current entry reports >
		Making entries		Certification warning reports >
Access arrangements and modified papers	>	Entry submission >		ULN mismatches >

  4. Select the relevant **Year** and **Series**.
  5. Click '**Search**'.

🏠 / Pre-exams / Entries / Entries reports / Certification warning reports

Certification warning reports

Series Year*

| 25 | ⌄ |

Series Code*

| 6X | ⌄ |

[Search] [Clear]

  6. Click the **blue link** for your centre (e.g., "OXA") to view the report.

Certification warning reports

Series Year*

| 25 | ⌄ |

Series Code*

| 6X | ⌄ |

[Search] [Clear]

Certification warning report for 6X June 2025 Oxford AQA International AS/A-levels / Extended Project

Report date	Unsubstantiated awards	Potential awards	Unused units
07 Apr 25	OXA		
01 May 25	OXA		

  7. If no report appears, a "**No records found**" message will be displayed — this means there are no current warnings.

Understanding the two types of Certification Warning Reports

1) Unsubstantiated Entry Report

This means:

- An entry for an award code has been made but there are not enough units to claim the award.
- A result will not be issued unless the problem is resolved.

Common Issues:

- **Student is entered for the award code but doesn't have enough units to claim the award.** To resolve this issue, check the Entry Code Book and make entries for the missing units that align for the subject award code.

- **The wrong award code has been entered:** For example, a student is entered for Level 2 award but has Level 1 units. This can be resolved by withdrawing the incorrect award code and adding the correct award code.

- **Candidate has two UCI numbers**: Please check whether the student has two Unique Candidate Identifiers (UCI). If so, please fill in a UCI merge request form, available in the Resources area of Centre Services.

To resolve an Unsubstantiated Entry Report:

1. Log into Centre Services, look at each listed student on Subject records, select the correct series year and code.
2. Look at the match between AS AND/OR A-level units against the entry codes booklet to ensure the unit codes align to the subject award code
3. Make an entry for the subject award code using the original method of entry (Centre Services/EDI).
4. Or, if the student has two UCI numbers, please email us a completed merge request form.
5. Or, if the student has missed an exam in this series, withdraw the unit entries you made.

2) Potential Award Report

This means:

- The candidate has enough unit entries to gain an award but no entry for the subject award.

Common Issues:

- **Candidate has completed AS units but no AS award code.**
- **Candidate has completed all A-level units but is missing the A-level award entry.**
- **Candidate has completed all A-Level units and can claim the AS award in addition**

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To resolve a **Potential Award Report**:

1. Log into Centre Services, look at each student listed on the potential award report and search them in student records, selecting the correct series year and code.
2. Look at the match between AS AND/OR A-level units against the entry codes booklet to ensure the unit codes align to the subject award code.
3. Make an entry for the subject award code using the original method of entry (Centre Services/EDI).
4. or, if the student has missed an exam in this series, withdraw the unit and awards code entries you made.

Step by step guide on amending student entries

- **Find the candidate**

Locate the candidate whose entry you want to amend.

- **Edit the Candidate's Details**
  1. Click on the '**EDIT**' icon to the right of the candidate's name.

  2. On the candidate's page, you'll see their **personal and entry information.**

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- **Make your changes**
  - To **amend personal information**: Remove the incorrect details and enter the correct information.

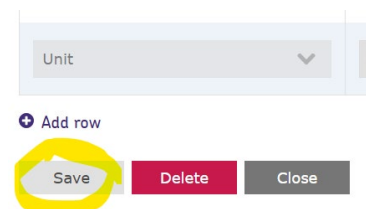 - To **withdraw an entry**: Click the blue '**WITHDRAW**' button.
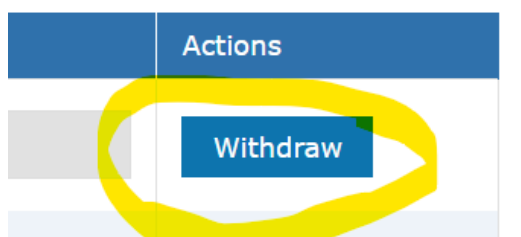
  - To **add a new entry**: Click '**ADD ROW**' at the bottom of the screen, the select the relevant award/unit type and entry code.
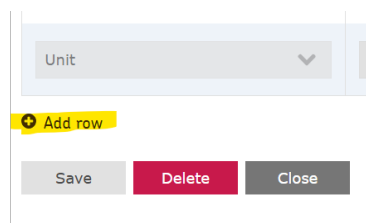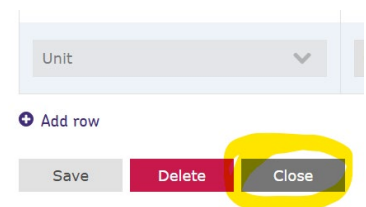

- **Save your changes.**

Click '**SAVE**' to save your amendments. Please note, this does not submit your changes.

- **Return to the Entry Submission Page.**

Click '**CLOSE**' to exit the candidate page.

- **Submit the Changes.**

Click the blue '**SUBMIT**' button at the button of the screen to send your updated records.

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- **Check Your Submission been successful.**

You can confirm your submission was received by:

1) Go to Centre Services > Pre-Exams > Entries > **Entries Amendments and Queries**.

2) Enter the **Series year** and **Series code**, then click '**Seach**'.

3) Check the file status:

- '**Processing in progress**': This means your file has been successfully received by the Entries team and is waiting to be manually checked and uploaded. Please note, if your submission/file was received before the deadline, no late fees will be charged.

- '**None**' or '**Query report**': This means that the file has been reviewed and uploaded. You can now view your entry statements.

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Additional information:

- Please allow for a few working days for any changes to update on Centre Services.
- No charges apply for adding a subject award **within the current series**.
- **Late entry of units** after the final amendment date (as listed in the Key Dates Calendar) **may incur late or very late fees.**
- Award codes cannot be withdrawn within two weeks prior to the publication of results.
- An Award codes can be added as a Late Award Request after results day.
- **Any issues or queries should be escalated to <u>info@oxfordaqa.com</u>.**

More information on making entries, and the information to support the processes can be found on our website