

4 Making Entries – AEA, DiDA, ELC (Academic), GCE including Applied GCE, GCSE including Applied GCSE and IGCSE

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1 Entry procedures

1.1 Methods of entry

Centres must use EDI or Edexcel Online. Entries for examinations may be made using the following methods:

- EDI – for methods of transferring EDI files to Edexcel please see the EDI section of this manual. Please note, disks cannot be accepted but files can be emailed to us if you do not wish to pay for the services of a Value Added Network (VAN) provider (for example, webXchange). Correctly formatted EDI files should be sent to: <yourcentrenumber>@edidata.edexcel.com (eg centre 99999 would send EDI files to 99999@edidata.edexcel.com). Please check the EDI section for further details before using this transfer method.
- Edexcel Online – please see section 10 of this part of the manual.

1.2 Early notification of entries

In the 2008-2009 academic year, centres may be contacted requesting early notification of entries for a limited number of GCSE and GCE courses for the January 2009, June 2009, January 2010 and June 2010 examination series, to ensure that centres receive the appropriate assessment materials. Further information will be provided at the time.

1.3 Confidentiality

If you have particular concerns regarding the confidentiality of any candidate undertaking Edexcel examinations at your centre, please contact us prior to the entry date. Please be aware that the details of all candidates entered with Edexcel are maintained securely and are confidential, according to the requirements of the Data Protection Act.

2 Registration and entry procedures for DiDA and GCE in Applied Subjects

2.1 General

Edexcel operates a registration system with respect to DiDA and GCE in Applied Subjects. At the start of the academic year in which students begin their study, centres will need to register all those who intend to follow the qualification. Registering allows you to access important information and support documentation for completion of the qualification, as well as allowing Edexcel to offer discounted fees.

Please note that students should be registered for the relevant qualification in the year they begin their study on that qualification, even if you do not intend to enter them for any unit assessments until subsequent years. You will be liable for a late registration fee if your students are not registered before the registration deadlines given in the GCE and DiDA sections.

2.2 Confidentiality

If you have particular concerns regarding the confidentiality of any candidate undertaking Edexcel examinations at your centre, please contact us prior to the entry date. Please be aware that the details of all candidates entered with Edexcel are maintained securely and confidentially according to the requirements of the Data Protection Act.

2.3 Registration requirements

On registration, centres will be required to supply personal details for each candidate, along with their Unique Candidate Identifier (UCI) number.

For GCE in Applied Subjects, you will be asked to indicate the size of qualification (Advanced Subsidiary, Advanced Subsidiary (Double Award) or Advanced, Advanced (Double Award)) you expect the student to complete, according to the number of units that would comprise that qualification.

Three registration codes exist for each subject area where appropriate. The three codes represent:

- 3-unit GCE in Applied Subjects (ie Advanced Subsidiary) which covers 3-unit entries
- 6-unit GCE in Applied Subjects (ie Advanced or AS (Double Award)) which covers 6-unit entries
- 12-unit GCE in Applied Subjects (ie Advanced (Double Award)) which covers 12-unit entries.

The specific registration codes are listed in the GCE section. Registering for a particular qualification does not oblige the student to complete that particular award. A student registered for a 6-unit GCE in Applied Subjects can cash-in for an AS award and, similarly, a student registered for a 3-unit GCE in Applied Subjects can cash-in for an Advanced award, *provided that they have completed the required number of units*.

However, the qualification on which you register your students will affect the fees you will be charged. See part 3 on registration and entry fees for details.

Note: It is required that candidates are registered before entering for individual unit assessments. Where entries are received for unregistered candidates, a registration will automatically be created for them at the 3-unit level in the relevant qualification area. This may result in higher fees being incurred for them over the course of the qualification.

At registration DiDA centres will also be asked to indicate the qualification stage they expect the candidate to complete (ie *Award, Certificate, Extended Certificate or Diploma*) but there is no need to indicate the level at which the qualification will be claimed. The registration codes are:

- GADA – Award in Digital Applications
- GCDA – Certificate in Digital Applications
- GEDA – Extended Certificate in Digital Applications
- GDDA – Diploma in Digital Applications

Registering for a particular qualification does not oblige the candidate to complete it. A candidate registered for a Diploma can be awarded a Certificate and, similarly, a candidate registered for a Certificate can be awarded a Diploma, *provided that they have completed the required number of units*.

Note: The qualification for which a candidate is registered will determine the fee that will be charged. Where entries are received for unregistered candidates, a registration will automatically be created for them at the AiDA level. This may result in higher fees being incurred for them over the course of the qualification.

Because a candidate's registration does not need to match the qualification which they claim, there is no process for amending a registration. If a candidate is registered for a Certificate and decides to complete a Diploma, you will not be required to change the registration. However, you

will be charged additional unit fees for the extra units the candidate will be required to take, over and above the two unit entries covered by the registration fee for the Certificate. Please note that if a candidate does not withdraw from a unit before the high late fee date, then this will count as an attempt at the unit.

The same process applies to GCE in Applied Subjects registrations (for example, if a student is registered on a 3-unit GCE in Applied Subjects and decides to go on and complete an Advanced award, you will not be required to change the registration from 3-unit GCE in Applied Subjects to a 6-unit GCE in Applied Subjects. However, you will be charged additional unit fees for the units the student will be required to take, over and above the unit entries covered by their 3-unit registration fee). Also, any unit withdrawn after the high late fee date will count as an attempt at the unit.

2.4 Entry requirements

Students must be registered on GCE in Applied Subjects or DiDA registration in order to be eligible to enter for individual units. It is not possible to enter unregistered students for units using Edexcel Online. Entries which are received from centres via EDI for unregistered students will result in registrations being automatically created for them at the 3-unit level (for GCE in Applied Subjects) or Award level (for DiDA). **It will not be possible to amend this registration following its creation, which may lead to the payment of higher fees for the candidate over their course of study.**

The personal information required on entry should match the data supplied on registration. Please ensure that the student's Unique Candidate Identifier, or UCI, number remains the same throughout their period of study. Failure to do so could lead to incomplete results being issued.

2.5 Methods of registration and entry

Centres will need to register and enter either by using our secure web-based service, Edexcel Online, or by EDI. There are no paper registration forms for these qualifications. Please contact us if you require support in using either of these services.

Edexcel Online

Guidance on registering for this service can be found in the Edexcel Online section of this manual. Once registered, information about how to use the online registration and entry screens can be found by accessing the online help within the service.

EDI

Guidance on using EDI can be found in the EDI section of this manual. You can also find further information and the required basedata files on the EDI section of the main Edexcel website at www.edexcel.com/edi.

Those centres choosing to register and enter by EDI should still ensure that they are registered for Edexcel Online in order to take advantage of EDI file-tracking facilities and further services, such as the Online Support for Centre Assessors (OSCA) system that provides training for staff in the marking of student portfolio work.

2.6 Registration and entry confirmation documentation

Registration confirmation listings will be available on Edexcel Online. These can be saved electronically or printed out as required. These listings will not normally be sent on paper.

Centres sending in their registrations via EDI should check their EDI acknowledgement emails and/or Edexcel Online to confirm that the registrations have been received and processed correctly.

The standard GCE entry confirmation document will be sent to centres following receipt of entries at Edexcel.

2.7 Flagging a candidate as 'Complete' or 'Withdrawn'

You can flag a registration as 'Complete' at any time. For example, if a candidate who originally registered for a 6-unit GCE in Applied Subjects decides not to progress beyond the Advanced Subsidiary level, the registration should be flagged as 'Complete'. This will prevent the candidate appearing in any lists of registered candidates either sent to you in hard copy or on Edexcel Online.

Similarly, if a student leaves the course before completing, you can flag them as 'Withdrawn'. In the same way as for completed candidates, this will prevent the candidate appearing on listings.

You can reactivate a completed or withdrawn registration at any time using Edexcel Online. Previously achieved unit scores for candidates flagged as Withdrawn or Complete remain available should their registrations become reactivated. For information on the fee implications of withdrawing a student, see part 4.3 of this section.

2.8 Transfer of registrations from one centre to another

If a candidate's registration requires transferring to another centre, please contact Edexcel Entries and Certification.

3 Registration and entry fees

3.1 General

Entry fees are charged for each unit test or subject entry. Edexcel fees are confirmed on our website www.edexcel.com and within the Edexcel price lists. Edexcel reserves the right to:

- alter entry fees at any time, although it will not normally do so without giving adequate notice of its intention
- refuse to accept new entries from a centre, if the centre has a debt outstanding to Edexcel at the due date of submission of new entries
- withhold certificates from the centre, if the centre has a debt outstanding to Edexcel at the due date of issue of certificates.

3.2 Registration fees

On registering, GCE in Applied Subjects centres will be charged an initial registration fee. This registration fee will cover the cost of a specified number of unit entries following the student's registration. The number of unit entries covered is dependent on whether the candidate is registered for a 3-unit, 6-unit or 12-unit GCE in Applied Subjects.

DiDA centres will be charged a registration fee per candidate registered. This registration fee will cover the cost of a specified number of unit entries for the candidate. The number of unit entries covered is dependent on whether the candidate is registered for an Award, Certificate, Extended Certificate or Diploma and is one unit, two units, three units or four units respectively.

The number of entries covered by the registration fee does not necessarily need to be for different units, but can cover the cost of re-sits. Unit entries made over and above the number of entries covered by the student registration are charged at the additional unit fee rate. For example, a student registered on a 6-unit GCE in Applied Subjects can be entered for a single attempt at 6 separate units at no extra cost. However, the same student could be entered for 3 separate units *twice* (ie 1 initial attempt and 1 re-sit attempt at each) at no extra cost, although any subsequent unit entry would be charged at the additional unit entry fee rate.

Centres could register their students for a smaller qualification (eg a 3-unit or 6-unit GCE in Applied Subjects) but then enter them for the additional units required to complete the larger qualification (ie 6-unit or 12-unit GCE in Applied Subjects). However, they will then be paying more than those

centres that register their students for the number of units that they expect the student ultimately to complete in the first place.

Note: Centres will still be liable to penalty late fees for unit entries made after the deadline for entry for a particular assessment window, even if the cost of unit entry itself is covered by the registration fee paid (please refer to the specific qualification sections for entry deadlines and late fee dates).

Please also refer to the Edexcel GCE and GCSE price list.

3.3 Late registrations and registration withdrawals

Centres will need to register their students at the start of the academic year in which they begin their study on the qualification (that is, after 31 August). Centres will be liable to late registration fees for registrations received by Edexcel after the registration deadlines provided in the GCE and DiDA sections. See the Fees information issued separately concerning late registration fees.

Centres can withdraw student registrations at any time. Edexcel will offer the centre a full refund of the registration fee originally charged for the student if: (a) the student is withdrawn without having been entered for any units, or (b) the registration withdrawal request is received before the relevant higher late fee deadline for the assessment window in which any unit entries have been made.

Centres can reactivate withdrawn registrations at any time. They will only be recharged the registration fee for the reactivated registration if it was refunded on withdrawal.

3.4 Late entry fees

Late entry fees will be charged for initial entries made after the normal entry deadline. Late or higher late entry fees will be charged if units are added or a change in option is made after the respective late fee, amendment fee and high late fee dates within the GCE, GCSE, DiDA, ELC (A) and AEA sections. Late fees will be charged for requests for subject awards (cash-in) made after the entry deadline where confirmed in the Edexcel price lists.

Centres will be liable for these late charges even if the cost of unit entry is covered by the registration fee already paid for the student. Where an additional unit entry fee has been charged for a unit entry (ie where the unit entry is not covered by the fee paid for the student registration), this will be refunded should the entry be withdrawn before the withdrawal deadline for the assessment window in which the entry has been made.

The following table shows the charges and refunds which will be made for the different kinds of entry changes at different times after the main entry deadline. For the late fees date, the amendment fees date and the higher late fees date, please refer to the appropriate qualification section of this manual.

Type of change	Between late fees date and higher late fees date	From higher late fees date
New unit or subject for a new candidate or new unit or subject for an existing candidate	Double fee	Triple fee
Withdrawal of a unit or subject entry	Full refund of entry fee	No refund*

Type of change	Between amendment fees date and higher late fees date	From higher late fees date
Change of option	Normal fee	Double fee

Request for subject award (cash-in) – modular specifications only	Late fee (See the Edexcel price lists)	Late fee (See the Edexcel price lists)
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**A refund of the unit entry fee for each unit from which a candidate is withdrawn on the grounds of ill-health or death will be made, if applied for with supporting evidence by the date of the examination.*

3.5 Fees for transfer of entry where candidates are registered

If a candidate needs to transfer their entry from one centre to another, the original centre will normally receive a refund of the initial fees and the receiving centre will be charged the normal examination entry fees. If the transfer request (which will be made by the receiving centre) is made after the date when late entry fees may be charged, late fees will be charged. Refunds are also subject to the published deadlines.

It is also possible for a candidate to remain entered at their original centre, but to sit one or all of their examinations at another centre. This is known as a transferred candidate arrangement (see part 6.2 of this section). A fee is payable for this service.

3.6 Invoices

Following initial entry, your centre will be issued with an initial invoice. Thereafter, supplementary invoices and credit notes will be sent periodically and will show details of charges made for changes to your entry since the previous invoice or credit note. Invoices can be viewed on Edexcel Online - please see the Edexcel Online section of this Information Manual.

- Queries about the candidate entries on the invoice should be referred to Edexcel Customer Services. If fees are in dispute, please enclose copies of all relevant documentation so that we can fully investigate your claim. Please see the Contact section of this Information Manual.
- Queries about payment of invoices should be referred to the Finance Department at Edexcel. (See the Contact Information section of this manual.)

3.7 Payment

Payment for all fees is due thirty (30) days from the date of the invoice. Payment cannot be withheld unless you dispute the amount of the charges by notifying Edexcel in writing, within twenty-one (21) days of receipt of an invoice, giving full details of the amounts disputed and the reason such charges are disputed.

Unless good and sufficient reason is given for non-payment of invoices by the due date, late payment interest at the rate of 8% plus current bank rate, as per the Late Payment of Commercial Debts (Interest) Act 1998, will be charged.

Cheques or BACs transfers should be made payable to Edexcel Ltd. Remittance advices should be addressed to the Edexcel Finance Department. Bank details:

HSBC Bank plc
City of London Corporate Office
PO Box 125
8 Canada Square
London
E14 5XL

Account no. 51214012
Sort code 40-02-50

4 Refund of fees

4.1 General

Late entry fees will not be refunded.

Fees cannot be transferred from one examination series to another. The full fees will be payable by a candidate for any subsequent entry.

Edexcel will endeavour to ensure that the examination in any particular unit or component will take place as published. However, this cannot be guaranteed. In the event of a particular examination not taking place, Edexcel will refund the fees already paid, but will not be under any further liability to centres or candidates.

4.2 Refund of examination entry fees

A full refund of examination entry fees will be issued for each unit from which a candidate is withdrawn if notification of the withdrawal arrives in Edexcel by the higher late fees date. After that date, no refunds will be issued for withdrawals except on medical grounds, when applied for with supporting evidence (eg doctor's note).

4.3 Death of a candidate

If a candidate dies, all unused fees paid will be refunded on request. Alternatively, if some examinations have been taken, a posthumous award may be possible. Please contact Edexcel for guidance.

5 Late entries, amendments and withdrawals

5.1 Instructions for late entries, amendments and withdrawals

Late entries, amendments and withdrawals should be made by EDI or using Edexcel Online.

Late entries should be notified as soon as possible and normally no later than seven days before the date of the candidate's first examination. Edexcel reserves the right to refuse any late entry that does not fulfil these conditions.

It is essential that centres familiarise themselves with Edexcel's policy on late entries and amendments. Edexcel cannot guarantee the delivery of results on time where late entries and amendments have been made. Affected candidates should be informed accordingly.

Edexcel reserves the right to refuse entries which are made late or to charge excess fees to cover costs incurred by accepting them. Late entries for some subjects will not be accepted if it is too late for Edexcel to allocate an examiner or send assessment material. For further fee information, please see our website www.edexcel.com and the Edexcel price lists.

Candidates can be withdrawn up to 14 days before the publication of results. However, the entry fees will not be refunded if a candidate is withdrawn after the higher late fees date.

6 Transfer of entry

6.1 Transfer of centre

Where a candidate's entry needs to be transferred from one centre to another, the centre the candidate is leaving should send a withdrawal request and the receiving centre should send the entry request, using EDI or Edexcel Online. Fees and refunds will apply according to the information in part 3.5 of this section.

6.2 Transferred candidates

Where a candidate is unable to sit any or all of his/her examinations at his/her centre of entry, it may be possible for arrangements to be made for the examinations to be sat at an alternative registered centre. A fee is payable to Edexcel for this service.

Details are published in the *Notes of Guidance Concerning Transferred Candidates* issued by the Joint Council for Qualifications. Requests for transferred candidates should be submitted on form JCQ/TC and sent to the following address:

Transferred Candidates
Edexcel
One90 High Holborn
London
WC1V 7BH.

7 Centre consortium arrangements

Edexcel must be informed of centres with joint teaching arrangements so that the candidates for each specification can be treated as a single group for the purposes of coursework/portfolio moderation.

In cases where candidates from different centres have been taught together, form JCQ/CCA should be submitted to Edexcel to indicate that the centres wish to be treated as a consortium. Further details concerning centre consortium arrangements may be found in a notice to centres, *JCQ/CCA (Notes)*, issued by the Joint Council for Qualifications.

8 Entry procedure for private candidates

8.1 Information on entering private candidates

Centres may submit entries for private candidates although there is no obligation to provide examination facilities for private candidates.

Specific details regarding the availability of qualifications and subjects to private candidates are available on our website: www.edexcel.com or by contacting Edexcel on the relevant customer service number.

DiDA qualifications are *not* available to private candidates.

9 Entry submission

9.1 Candidate details

The following characters are acceptable: A-Z ' . : () / - but all others will be removed and any lower-case ones will be changed to upper case. Do not use accents. Edexcel will amend any names that are submitted in an incorrect format.

Ensure that the same, full, legal name is used every time for a candidate's entry in every examination series. The name, date of birth and the UCI (see part 9.3) will be used to track candidates in modular examinations.

9.2 Candidate number

A candidate number is required for all candidates. Allot a four-digit number within the range 0001–9999, generated within your centre, to each candidate. This number (with the centre's number and the centre's name) is used to identify a candidate for entry to a current examination series. It may change if he/she enters a later examination series or enters from another centre.

In allotting numbers, centres may wish to separate candidates into class groups by using the first character as a class identifier, eg 1000–1999 for class 1, 2000–2999 for class 2, etc. A candidate number cannot be changed once the entry has been submitted to Edexcel for a specific examination series. No two candidates at the same centre can have the same candidate number in a specific examination series, whatever the status of the candidates. Similarly, a single candidate should not be allocated two different candidate numbers in the same examination series.

9.3 Unique Candidate Identifier (UCI)

Each candidate must be given a unique candidate identifier (UCI) number. For new candidates, this UCI number must be generated. This UCI number must never be changed. Any EDI entry files received without candidate UCI numbers will be rejected back to the centre for resubmission. Resubmitted entries will be dated from receipt of resubmission and shall be subject to late fees if received after the entry deadline.

UCIs are used for Applied GCE and DiDA registrations therefore please ensure you submit the correct UCI each examination series to avoid duplicate registrations.

A candidate who has previously taken any ELC (A), DiDA, GCE, GCSE or IGCSE examinations at your centre should therefore already have a UCI number, which will have been printed on their Candidate Statement of Provisional Results. For anyone who has transferred to your centre, obtain their UCI number from their parent or original centre. If the correct UCI number is not supplied, a candidate may not have all their results credited to them, and may not receive a grade after final examinations.

Note: when submitting bulk entries using Edexcel Online the UCI banked details (the original candidate details) will be processed. Please do not re-use UCIs.

For a private candidate, the UCI number must be generated at the centre where they take their examinations, provided that they have not already been allocated one by a previous centre.

9.4 How to generate a UCI

Each UCI number is made up of 12 digits and an alphabetical 'check character'.

Example		
Position 1–5	Your centre number	99999
Position 6	Should be B	B
Position 7–8	The year of the candidate's enrolment	08
Position 9–12	The candidate's number when enrolled	0001
Position 13	Check character: leave blank, Edexcel will calculate one. Edexcel will confirm the correct check character, eg A, with the statements of entry, etc.	

9.5 Specification and unit codes

Codes are given in the qualification sections of this manual. For every unit the candidate intends to take in the examination series, the unit code must be submitted.

- GCSE (linear) specification codes begin with a 1.
- Applied GCSE and unitised GCSE cash-in codes begin with a 2.
- GCSE (short course) specification and unitised GCSE (short course) cash-in codes begin with a 3.
- GCE in Applied subjects registration codes begin with a 3.
- GCE Ordinary level specification codes begin with a 7.
- IGCSE specification codes begin with a 4.
- All GCSE unit codes begin with a 5.
- All GCE AS and A level unit codes begin with a 6.
- All ELC (A) specification codes begin with an 8.
- GCE Advanced Subsidiary specification cash-in codes begin with an 8.
- GCE Advanced level specification cash-in codes begin with a 9.
- Advanced Extension Award specification codes also begin with a 9.
- DiDA unit codes begin with a D.
- DiDA cash-in codes begin with a G.

GCE 2008 unit and cash-in codes are now all 5-digits in length and begin as above. The next two characters indicate the subject area and the last two indicate the unit number. Where appropriate, a one character option may be required.

Units taken on a previous occasion should not be submitted unless they are being retaken.

If a candidate requires a subject grade to be issued on the designated results day, the specification cash-in code *must* be entered in addition to the unit codes. Candidates will not be awarded an overall subject grade unless they are entered for the relevant specification cash-in code(s). Entries for the cash-in codes do not generate unit entries, and cash-in codes will only certificate candidates where the appropriate units are available. Entries for coursework (portfolio) units should be submitted.

9.6 Option codes

If the specification or unit number lists option codes, then the correct one must be selected. Otherwise, your centre may not receive the correct examination materials. If no option code is shown, all papers are compulsory.

If an option code has not been specified where one is required, or two or more option codes are submitted, Edexcel will assume the option the candidate requires. If an assumption has been made, you will be informed of this within the entry clearance documentation (on statements of entry, candidate listings and the queries outstanding list). Changes to option codes made after the amendment date will incur a fee.

Candidates cannot attempt two options of a unit in the same examination series.

9.7 Transferring moderated coursework marks for some subject areas

To simplify the method of carrying forward moderated coursework marks, these have been allocated specific option codes. Only those papers, or combinations of papers, identified as transferable may be transferred, subject to the following conditions:

- It is the centre's responsibility to check the validity of an application to carry forward a candidate's mark. In cases of difficulty, you are advised to contact the appropriate Exams Management team at Edexcel for advice.
- In addition to indicating the relevant transfer option code on entry, form CF0004 should also be completed and sent to the address indicated.

10 Submitting initial entries using Edexcel Online

10.1 Overview of current functionality

New functions are being developed within Edexcel Online all the time, and so any list becomes out of date very quickly. The following list is therefore not exhaustive, but gives an idea of the variety of different services that are available. They include:

- search for existing registrations and entries
- create and amend registrations and entries (individual and bulk)
- download entry confirmation reports
- report centre-assessed unit results
- report coursework/portfolio marks
- access post results services
- track receipt of forms and electronic data interchange (EDI) files
- check candidates' eligibility status
- upload and download EDI files

We will shortly be introducing a search/help function to the home page that will allow you to find out more about what is available.

10.2 Future developments

At present, the site is aimed at those responsible for administration in centres. Over the course of the 2008–2009 academic year, services will be developed which are targeted at those with other responsibilities within the centre, such as support materials for those who deliver qualifications and entry and results analysis functions. Check the homepages for announcements about these new services as they become available.

10.3 Submitting entries using Edexcel Online

Initial entries may be submitted on Edexcel Online initially via bulk method. Amendments and all entries may be submitted using the individual entry submission method.

Please note that these instructions are for entering candidates for GCE (including GCE in Applied Subjects and O level) and GCSE (including Applied GCSE and IGCSE) qualifications.

1. Log in to Edexcel Online (and choose centre number as appropriate)
2. Select the GCE or GCSE tab at the top of the screen.

The screenshot shows the Edexcel Online interface. At the top, there is a header with the Edexcel logo and the tagline 'advancing learning, changing lives'. Below this, there is a navigation bar with links for Home, Mailbox, Edit My Account, and Ask a question. A 'Log-out' button is visible in the top right corner. The main content area is titled 'Home Page *UAT*' and features a 'Welcome to the GCSE section of Edexcel Online.' message. A sidebar on the left contains a menu with options: Candidates, Tracking, Post Results, Results, and NEW Results Analysis. The main content area also includes a 'Select site:' dropdown menu and a 'Centre number:' input field with the value '00'. Below these, there are tabs for various qualifications: BTEC, GCE, GCSE, GNVQ, KS/ALAN, NVQ, VCE, DiDA, and PLA. The 'GCSE' tab is selected. The main content area displays 'Important News' with two bullet points: 'Archiving Summer 2004 exam results' and 'Results Analysis Service'.

3. From the menus on the left select 'Multiple Candidate Entries (Spreadsheet Upload)'.

This screenshot shows the same Edexcel Online interface as the previous one, but with the 'Multiple Candidate Entries (Spreadsheet Upload)' option selected in the left-hand menu. The 'Centre number:' input field now contains '60' and a message 'Please Enter A Centre Number.' is displayed. The 'GCSE' tab remains selected. The main content area displays 'Important News' with two bullet points: 'Results Analysis Service' and 'OSCA for Applied GCE'. The footer of the page includes the text 'Home | Mailbox | Edit My Account | Ask a question' and a version number '0.02'.

4. Select the correct exam series for which you want to make entries and click "Go".

edexcel **advancing learning, changing lives** [Log-out](#)

Other Edexcel Sites [Home](#) | [Mailbox](#) | [Edit My Account](#) | [Ask a question](#)

Centre number:

Select site:

Friday 31 August 2007

- Candidates
- Tracking
- Post Results
- Results
- NEW Results Analysis**

BTEC | **GCE** | **GCSE** | **GNVQ** | **KS/ALAN** | **NVQ** | **VCE** | **DiDA** | **PLA**

Bulk Upload - New Entries *UAT* [Help](#)

Choose Session:

Session:

Please download and use the spreadsheet template on the next screen by clicking the 'Template' link. Your computer should ask you what you want to do with this file. The safest thing to do is to save the spreadsheet to your computer. Once it has saved you can double click it to open.

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Friday 31 August 2007

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BTEC | **GCE** | **GCSE** | **GNVQ** | **KS/ALAN** | **NVQ** | **VCE** | **DiDA** | **PLA**

Bulk Upload - New Entries *UAT* [Help](#)

Choose Session:

Session:

Upload Spreadsheet:

Please click Upload to commit the file submission and accept the associated costs. Confirmation of the file receipt will be provided. Please check the entry processing file acknowledgments and error spreadsheets.

Upload Completed Spreadsheet:

OR Download Template: [Template](#)

Please fill in carefully the fields named 'Specification' for unit codes and 'SpecOption' for option codes.

It is recommended that if you have a large number of candidates, you submit more than one spreadsheet. In an examination series where GCSE and IGCSE entries are available, entries for candidates should be submitted together. In an examination series where GCE, Applied GCE and O level entries are available, entries for candidates should be submitted together.

A candidate may only be entered via the spreadsheet method once. Please ensure all cash-ins, subjects and units are submitted, where applicable, on the spreadsheet. Additional entries, subtractions and amendments for a candidate must be submitted via the 'Individual Candidate Entries' function.

1	A	B	C	D	E	F	G	H
2	UCI Number	Candidate Number	Firstname	Lastname	Gender(M or F)	DOB(dd/mm/yyyy)	Status(Centre - 0, Private - 1, Guest - 2)	Parent Centre
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								
13								
14								
15								
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35								

Please do not alter any of the column headings of the spreadsheet including adding or subtracting columns. If you do you will not be able to upload it to EOL and an error message like this will appear as a result.

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Other Edexcel Sites | Home | Mailbox | Edit My Account | Ask a question | Log-out

Friday 31 August 2007

Error *UAT* [Help ?](#)

The file could not be processed. The upload file was not processed as the column headers are not as expected. They should be the same as the downloadable template file. If your spreadsheet appears to be in the correct format, then it might be that cells in other columns were previously used to store data and later deleted. This is a problem caused by Microsoft Excel. In which case, the solution is to select all data in the invalid columns and Delete or Clear them.

To upload the spreadsheet once it is completed, follow these steps:

Next to the field that says 'Upload Completed Spreadsheet', click the button that says 'Browse'. Locate your completed spreadsheet and then click 'Open'. The location of your spreadsheet will now appear on the EOL screen. Click 'Upload'.

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Home | Mailbox | Edit My Account | Ask a question

Centre number:

Select site:

Friday 31 August 2007

Candidates
Tracking
Post Results
Results
NEW Results Analysis

BTEC GCE GCSE GNVQ KS/ALAN NVQ VCE DIDA PLA

Bulk Upload - New Entries ^{UAT} Help?

The file submitted has been uploaded and will be processed.

Choose Session:
Session:

Upload Spreadsheet:
Please click Upload to commit the file submission and accept the associated costs. Confirmation of the file receipt will be provided. Please check the entry processing file acknowledgments and error spreadsheets.

Upload Completed Spreadsheet:

OR Download Template: [Template](#)

If the System reports the file has been uploaded successfully an email response should be automatically sent to the user mailbox. Please click the link at the bottom of the e-mail to view historical results of uploaded files.

<http://www.edexcelonline.co.uk/EIE/GQBulkEntries/ViewHistory.aspx>

Bulk Entries - GCSE Sent: Tuesday 28/08/07 14:53
From: Bulk Entry
To:
Subject: Bulk Entries - GCSE
 Bulk Entries - Processing Receipt

Thank you for your entries. The bulk entries file submitted at 28/08/2007 02:50:48 was processed as follows:

Total number of candidates successfully processed: 15
 These candidates and entries were successfully processed. Any additional entries, amendments or withdrawals should be completed via the Entries Edit web page on Edexcel Online.

Total number of candidates partially successful/partial errors: 4
 The candidates with partial successful entry processing may require additional submissions: please check the errors and submit corrected entries via the Entries Edit web page on Edexcel Online.

Total number of candidates completely unsuccessful/full errors: 1
 None of these entries for these candidates were successful. These should be corrected and re-submitted via Bulk Upload page. Please check the errors and re-submit.

Click <http://www.edexcelonline.co.uk/EIE/GQBulkEntries/ViewHistory.aspx> to view historical results of uploaded files.

PLEASE KEEP THIS EMAIL FOR YOUR RECORDS

The Uploaded Files History will show how many records have been processed successfully, with incomplete errors and complete errors.

The screenshot shows the Edexcel website interface. At the top, there is a navigation bar with the Edexcel logo and the tagline 'advancing learning, changing lives'. Below this, there are links for 'Home', 'Mailbox', 'Edit My Account', and 'Ask a question'. A 'Log-out' button is visible in the top right corner. The main content area is titled 'Bulk Upload Entries History' and includes a sub-header 'UAT'. Below the header, there is a message: 'Statements of Entry may be downloaded via the Entry Confirmation Reports. Edexcel suggests that these are requested after all entries have been successfully processed.' The main part of the page is a table titled 'Uploaded Files History'.

Session	DateTime Uploaded	Submitter	Uploaded File	Successful	Incomplete Errors	Complete Errors	Notes
June 2007	29/08/2007 10:29:35	Rosa.Ruiz	Original File			4	Process Completed
June 2007	29/08/2007 10:27:41	Rosa.Ruiz	Original File			4	Process Completed
June 2007	29/08/2007 10:23:59	Rosa.Ruiz	Original File			1	Process Completed
June 2007	29/08/2007 10:11:41	Rosa.Ruiz	Original File	1			Process Completed
June 2007	28/08/2007 14:50:48	Rosa.Ruiz	Original File	15	4	1	Process Completed

A more detailed report of this can be found when clicking in the number specified in each column. In the report there is a tab in the bottom of the page named error messages.

Please note that a warning will not stop an entry being processed but errors will do and should be amended and re-submitted.

Statements of Entry may be downloaded via the Entry Confirmation Reports. Edexcel suggests that these are requested after all entries have been successfully processed.

Tips for successful spreadsheet uploads

Partially successful/Incomplete errors - Entries have been processed partially for these candidates. Please note that these candidates are already entered in the system for some units, do not amend the unit in this spreadsheet and re-submit it as the following error message will appear:

Candidate already has entries in this session.

	B	C	D	E	F	G	H
1	UCI Number	Candidate Number	Firstname	Lastname	Field	Message Type	Message
2	90001B060174	0175	MICHEL	MAAMARY EMIL	Candidate Number	Error	Candidate already has entries in this session.
3	90001B060175	0176	JONATHAN	MACHADO DANIL	Candidate Number	Error	Candidate already has entries in this session.
4	90001B060181	0182	KHALID	MARAQA WALI	Candidate Number	Error	Candidate already has entries in this session.
5	90001B060184	0185	karin	rmehta	Candidate Number	Error	Candidate already has entries in this session.
6							
7							
8							
9							
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32							
33							
34							
35							

To add units for candidates that are already entered for one or more units, enter centre number, select the GCE or GCSE tab at the top of the screen, from the menus on the left select 'Candidates' - 'Search by Candidate'.

Select the correct exam series for which you want to make entries and the candidate's details and click 'Next'.

The screenshot shows the Edexcel Online homepage. At the top, there is a navigation bar with the Edexcel logo and the tagline 'advancing learning, changing lives'. Below this, there are links for 'Home', 'Mailbox', 'Edit My Account', and 'Ask a question'. A 'Log-out' link is in the top right corner. The main content area has a header with 'Other Edexcel Sites' and a date 'Tuesday 18 September 2007'. A central form prompts the user to enter a 'Centre number' (with '00' in the input field) and to 'Select site'. A left-hand navigation menu is open, showing options like 'Candidates', 'OSCA', 'Tracking', 'Post Results', 'Results', and 'NEW Results Analysis'. A dropdown menu is open under 'Candidates', listing search methods: 'Search by Candidate', 'Search by Registration', 'Search by Course', 'Multiple Candidate Entries (Spreadsheet Upload)', 'Customised Units', 'Individual Candidate Entries', 'Register Candidates (Applied Subjects)', 'Add/Withdraw Entries (Applied Subjects)', 'Eligibility Check', and 'Estimated Entries'. The main content area contains a 'Section of Edexcel Online' with a 'Help?' icon and some introductory text. At the bottom, there are navigation links and a version number '0.02'.

This screenshot shows the 'Candidate Search' form in the Edexcel Online system. The top navigation bar is identical to the previous screenshot. The date is 'Friday 31 August 2007'. The 'Centre number' field contains '00'. The 'Select site' dropdown is open. The main content area has a header with tabs for 'BTEC', 'GCE', 'GCSE', 'GNVQ', 'KS/ALAN', 'NVQ', 'YCE', 'DIDA', and 'PLA'. The 'GCE' tab is selected. Below the tabs, the form is titled 'Candidate Search *UAT*' and includes a 'Help?' icon. The form fields are: 'Session' (dropdown menu set to 'June 2007'), 'Specification' (dropdown menu set to 'Any Specification'), 'Candidate Number' (text input), 'UCI Number' (text input), 'Firstname' (text input), 'Lastname' (text input), 'Sex' (dropdown menu set to 'Any'), and 'Date of Birth' (text input with a format '(dd/mm/yy)'). A 'Next' button is located below the form. At the bottom of the form, there is a note: 'If the Specification you are looking for is not on this list, then there are no entries for that specification at your centre.' The version number '0.04' is visible in the bottom right corner.

Click on 'Details' in the next screen.

edexcel **advancing learning, changing lives** Close

Help | Printer Friendly

Qualification Details	
Qualification	Session
GCSE	June 2007

Search Criteria					
Regn No	Centre Reference	First Name	Last Name	Sex	DOB
Any	Any	Any	Any	Any	

Candidates

<input type="checkbox"/> All	Candidate	UCI No	First Name	Last Name	Sex	DOB	
<input type="checkbox"/>	0175	900018060174T	MICHEL	MAAMARY EMILE	M	02/05/92	Details

Exit View Selected Back

Select 'Edit'

edexcel **advancing learning, changing lives** Close

Help | Printer Friendly

Candidate Details:

UCI Number:

Candidate Num:

Candidate Status:

First Name: Date of Birth: (dd/MM/yyyy)

Last Name: Sex: M F

Selected Session | [Results History](#) | [Transaction History](#)

Specification	Subjects	Option Code	Papers	Last Amend Date	Created By
2732	ENGLISH:DOUBLE AWARD		Papers	26/08/2007	
5711	CONSTRUCT.& BUILT ENV.1		Papers	26/08/2007	
5720	CONSTRUCT.& BUILT ENV.10	<input type="text" value="AF"/>	Papers	26/08/2007	

[Statement of Entry](#)

Add Unit Entry

Add Award Entry

*Making changes for GCE Applied subjects will not be saved although this functionality is still working for GCE and GCSE subjects.

Prev Next **Edit** Save Cancel Delete Back Exit

Select the unit from the list and click on 'Add to list'.

edexcel **advancing learning, changing lives** Close

Help | Printer Friendly

Candidate Details:

UCI Number:
 Candidate Num:
 Candidate Status:
 First Name: Date of Birth: (dd/MM/yyyy)
 Last Name: Sex: M F

Selected Sessions | Results History | Transaction History

Specification	Subject	Option Code	Papers	Last Amend Date	Created By	Withdrawn
5732	ENGLISH: DOUBLE AWARD		Paper	26/08/2007	Ross.Rutz	Delete
5731	CONSTRUCT & BUILT ENV.1		Paper	26/08/2007	Ross.Rutz	Delete
5730	CONSTRUCT & BUILT ENV.1.0	<input type="text" value="A2"/>	Paper	29/09/2007	Ross.Rutz	Delete

[Statement of Entry](#)

Add Unit Entry:

Add Award Entry:

* Making changes for GCE Applied subjects will not be saved although this functionality is still working for GCE and GCSE subjects.

To save the changes click on 'Save' and 'Accept'.

If the unit to be entered does not appear on the list please see below.

To get to the Customised units screen you first need to select a qualification from the tabs at the top of the screen. Then from the menus on the left, select 'Candidates' > 'Customised Units'.

edexcel **advancing learning, changing lives** Log-out

Other Edexcel Sites | Home | Mailbox | Edit My Account | Ask a question

Centre number: **Please Enter A Centre Number.**

Select site:

Tuesday 18 September 2007

- Candidates
 - Search by Candidate
 - Search by Registration
 - Search by Course
 - Multiple Candidate Entries (Spreadsheet Upload)
 - Customised Units**
 - Individual Candidate Entries
 - Register Candidates (Applied Subjects)
 - Add/Withdraw Entries (Applied Subjects)
 - Eligibility Check
 - Estimated Entries
- OSCA
- Tracking
- Post Results
- Results
- NEW Results Analysis

KS/ALAN | NVQ | VCE | DiDA | PLA Help ?

Section of Edexcel Online.

on are listed on the left of the screen.

its: Please note that as from Monday 25th no longer be available on this service.

- Results Analysis Service:** access the Results Analysis Service to view question by question marks for your candidates in selected summer 2006 papers. For more information on how to use this service, click [here](#). For more information on setting up new users, click [here](#).
- OSCA for Applied GCE:** The Online Support for Centre Assessors service is available this year for Applied GCE. For more information, click [here](#).

0.02

Home | Mailbox | Edit My Account | Ask a question

Once you are in the Customised Units screen, the first thing to do is select a session that you want to make your entries for and then press the 'Get Subjects' button.

This will show you a list of units that are available in your selected examination session.

Description	Option Code(s)	Selected
1027 : ART AND DESIGN		<input type="checkbox"/>
1028 : FINE ART		<input type="checkbox"/>
1029 : 3D DESIGN		<input type="checkbox"/>
1030 : TEXTILES		<input type="checkbox"/>
1031 : PHOTOGRAPHY		<input type="checkbox"/>
1032 : GRAPHIC DESIGN		<input type="checkbox"/>
1171 : BUS.STUDIES & ECON.(NUFF)	F	<input type="checkbox"/>
1185 : ICT	F	<input type="checkbox"/>
1203 : ENGLISH A	F	<input type="checkbox"/>
1204 : ENGLISH B	F	<input type="checkbox"/>
1213 : ENGLISH LITERATURE	F	<input type="checkbox"/>
1226 : FRENCH	A	<input type="checkbox"/>

You then just need to tick the blank box in the 'Selected' column for the units that you want to make entries for. It doesn't matter if you select units that you later realise you are not going to be making entries for because you are only compiling a customised list. If you later find on the Making Entries screens that you have forgotten to add a unit to your Customised list, you can always come back to this screen and add it on.

Some units have an option code next to them. It is not necessary to select the correct option at this stage because all option codes will be available for you to select on the making entries screen which comes later.

Remember to include AS and A2 cash-in codes. These begin with the numbers 8 and 9 respectively. Advanced Extension Awards also begin with the number 9 and these can be found right at the bottom of the GCE list. **Please check that the correct codes have been submitted to ensure the correct papers are despatched. GCE 2008 unit and cash-in codes have two characters to indicate the subject area.**

When selecting GCSE or IGCSE entries, GCSE including Applied GCSE cash-ins should be included. If you select an option code at this stage, it will be the default option code when submitting individual candidate entries.

The last thing you need to do once you are satisfied that your Customised List is complete is to click the 'Save Selection' button.

10.4 Further guidance

Please be aware that the Multiple Candidate Entries (Spreadsheet Upload) facility is only available for GCSE (including Applied GCSE and IGCSE) and GCE (including GCE in Applied Subjects, linear A level and O levels).

It is recommended that if you have a large number of candidates, you submit more than one spreadsheet. For example, year 10 GCSE candidates on one spreadsheet and year 11 on another. Alternatively, candidate numbers 0001-1000 on one spreadsheet, 1001-2000 on another and so on. **A candidate may only be entered via the spreadsheet method once. Please ensure all cash-ins, subjects and units are submitted, where applicable, on the spreadsheet.** Additional entries, subtractions and amendments for a candidate must be submitted via the 'Individual Candidate Entries' function.

10.5 Individual entry submission using Edexcel Online

Log in to Edexcel Online and select the qualification for entry submission. For GCE AS level and A level cash-in entries, GCE unit entries, GCE O level entries and AEA entries please select the GCE tab. For GCSE units, linear and cash-in entries, GCSE Short Course unit, linear and cash-in entries as well as IGCSE entries please select the GCSE tab.

Then select the 'Customised Units' field from the candidates field on the left hand of the screen. Select the relevant and available session and click on 'Get Subjects'. You must then select all the Individual Units (this includes cash-ins and linear specifications) that your centre wishes to submit entries for. To select these Individual Units, click in the 'Selected' field as required before clicking the 'Save Selection' tab.

To add, or remove, Individual Units simply return to the 'Customised Units' screens and amend as necessary.

11 Entry confirmation documentation

11.1 Confirmation of initial entries

Within four weeks of receipt of your centre's correctly completed initial entries, Edexcel will send the following documents via Edexcel Online, or hard copy if requested:

- statements of entry (two per candidate)
- confirmation of entry by subject
- candidate list
- centre timetable and subject summary.

Some centres may also receive:

- a queries outstanding list
- confirmation of details for modular candidates.

The following documents will be issued at a later date:

- invoices for entry fees
- attendance registers with examiner address labels
- OPTEMS (optically-read teacher-examiner marksheets) with moderator address labels
- estimated grade sheets.

11.2 Confirmation of amendments to entries

Revised statements of entry may be downloaded from EOL for immediate confirmation. If for any reason your centre makes additional entries or amendments to existing entries, the following document will be issued within two weeks of receipt of the amendment request:

- revised statement of entry (one copy).

11.3 Notes about documents

Statements of entry

You should receive two copies of the statement of entry for each candidate entered as part of your centre's initial entry. One copy should be passed to the candidate to serve as an individual timetable and to allow them to check their personal details and the details of their entries. Carefully check the notes on the reverse of the statement of entry. If the word 'Check' appears on the statement of entry, a warning exists about the candidate's entry which must be investigated as soon as possible. Please refer to the queries outstanding list.

Confirmation of entry by subject

One list is produced for each subject area entered and – where appropriate – for each option group or tier within each subject area, showing the details of all candidates entered. These listings can be passed to the appropriate subject teacher(s) for checking.

Candidate list

This shows the details of each candidate entered by your centre, in candidate number order, for you to check.

Centre timetable and subject summary

This printout gives the dates and times for the examinations for which candidates have been entered, together with the total number entered for each examination. This information is to assist you in the planning of examination accommodation.

Queries outstanding list

This printout contains queries that Edexcel has with entry information supplied by your centre. Please act on these queries as soon as possible to avoid delays in the issue of results.

- 301 Two Papers in the Same Session
- 302 Three or More Papers on Same Day
- 304 Three or More Papers Same AM or PM
- 320 More Than Three Hours in Session

Please refer to the *JCQ Instructions for Conduct of Examinations* when any of the above circumstances arise. For example:

'For candidates entered for *two or more* papers time-tabled for a session and where the total time exceeds three hours, the JCQ Awarding Bodies permit centres to conduct examinations in a later or earlier session than the published time *within the same day*, without prior permission, subject to maintenance of the security of the examination.'

'Where candidates are entered for *three or more* papers time-tabled for the same day and the total time allowed for those papers exceeds:

6 hours for GCE

5.5 hours for GCSE, Intermediate GNVQ or Foundation GNVQ

respectively, transfer to a session on a later day may be permitted for those candidates.'

306 State Sex as 'F' or 'M'

A valid sex has not been supplied for the candidate. Please confirm the candidate's sex. This can be notified by sending an EDI amendment file or by using Edexcel Online.

307 Sex Not Supplied

The candidate's sex has not been supplied with the entry. This can be notified by sending an EDI amendment file or by using Edexcel Online.

308 Date of Birth Not Supplied

A date of birth has not been supplied with the candidate's entry. This can be notified by sending an EDI amendment file or by using Edexcel Online.

309 Date of Birth Incomplete

310 Date of Birth Not Possible

312 Date of Birth Not Numeric

A valid date of birth has not been supplied with the candidate's entry. This can be notified by sending an EDI amendment file or by using Edexcel Online.

313 Name has Invalid Characters

The following characters are acceptable when supplying candidates' details: A-Z ' . : () / - . . All other characters, including accents, are not acceptable and will therefore need to be removed.

314 Cand. Must Meet Coursework Reqt

316 Cand. Must Meet Coursework Reqt

318 Cand. Must Meet Coursework Reqt

A private candidate has been entered for a specification that includes a coursework element. The centre entering the candidate must be able to authenticate the coursework.

371 Forbidden Subject Combination

The candidate has been entered for a forbidden combination of subjects. Please confirm which entry should be withdrawn.

372 Candidate Has No Subjects

If the candidate should be entered for examinations, please check that the correct unit and/or specification codes have been supplied with the entry.

373 No Opts: Those Shown Are Assumed

Where option codes exist for a unit or specification they must be quoted when an entry is made, otherwise your centre may not receive the correct examination materials. Please confirm the *correct option code* by sending an EDI amendment file or by using Edexcel Online.

374 Invalid Opts – Default Assumed

An invalid option code has been supplied with a unit or specification entry and this can result in your centre not receiving the correct examination materials. If necessary, please confirm the *correct option code* by sending an EDI amendment file or by using Edexcel Online.

375 Non-Numeric Modular ID**376 13 Char. UCI Must Be Supplied****377 UCI in Incorrect Format**

A valid UCI has not been supplied with the candidate's entry. It is vital that the correct UCI is quoted each time a candidate is entered. If the correct UCI is not supplied, candidates will not have all their results credited to them. Please confirm the correct UCI by sending an EDI amendment file or by using Edexcel Online.

378 Cash-in – No Units Entered

To alert a centre that a candidate has a cash-in entry but no units on the current entry, the cash-in entry will not generate examination materials. The warning is issued, irrespective of units previously taken.

380 EDI duplicate subject/option supplied**381 EDI duplicate subject, different option supplied**

An EDI file contained duplicate entries or options for a candidate. The duplicate has been ignored. Please check the option codes confirmed for the candidate and amend as necessary.

Confirmation of details for candidates taking modular qualifications

This first, main listing shows the details of each candidate entered for a modular GCSE, an Applied GCSE (GCSE in vocational subjects), a GCE subject or an Applied GCE subject by your centre. It confirms the details of all known results for units achieved by candidates in previous examination series. If the candidate has no previous unit results, the message 'NONE (NEW CANDIDATE)' will appear. Check these details carefully for errors and report any problems to Entries and Certification. Units taken in the previous examination series might not be shown. You may also receive a second listing entitled *Confirmation of Details for Modular Candidates – Warnings*. This listing is produced where we think there is a problem with the UCI numbers you have supplied.

The following examples are to help you to interpret the listing but, if you are unsure, please see the contact Entries and Certification.

Problem - No UCI supplied, no UCI found

CLP 741X JUNE 2008 EDEXCEL 1/4/08 20:25:45 PAGE 42
CONFIRMATION OF DETAILS FOR MODULAR CANDIDATES - WARNINGS

CENTRE 99999 EDEXCEL CENTRE

PERSONAL DETAILS	DETAILS DIFFERENT ON BANK	UCI SUPPLIED WITH ENTRY IF DIFFERENT	UCI FOUND ON BANK CHANGED	SUPPLIED UCI (YEAR TAKEN/UNIFORM MARK)	AVAILABLE UNITS BANKED UNIT
0001		NONE			13 DIGIT UCI MUST BE SUPPLIED

SUPPLIED DETAILS HUDSON: KEITH 5/11/90 M

Explanation Each candidate entered for a modular GCE and GCSE *must* have a UCI number. No valid UCI has been supplied with the entry and no UCI number has been found for the candidate in Edexcel's unit bank.

Action required If the candidate already has a UCI number, this should be reported to Edexcel. If not, a UCI number must be generated and reported to Edexcel. Please ensure that this UCI number is quoted in any future correspondence.

Problem - No UCI supplied, UCI found by Edexcel

CLP 741X JUNE 2008 EDEXCEL 1/4/08 20:25:45 PAGE 42
 CONFIRMATION OF DETAILS FOR MODULAR CANDIDATES - WARNINGS

CENTRE 99999 EDEXCEL CENTRE

PERSONAL DETAILS	DETAILS DIFFERENT ON BANK	UCI SUPPLIED WITH ENTRY IF DIFFERENT	UCI FOUND ON BANK CHANGED	SUPPLIED UCI (YEAR TAKEN/UNIFORM MARK)	AVAILABLE UNITS BANKED UNIT
0002		NONE	100480970002E	Y	6241 (0706/34)

SUPPLIED DETAILS THOMPSON: JIM 03/12/90 M

Explanation No valid UCI number was supplied with the entry for this candidate. A UCI number matching the candidate's personal details has been found on Edexcel's unit bank and added to the candidate's record.

Action required Please ensure that the UCI found is noted on your records and quoted in any future correspondence. Contact Entries and Certification with any queries.

Problem - UCI supplied, different UCI found

CLP 741X JUNE 2008 EXCECEL 1/4/08 20:25:45 PAGE 42
 CONFIRMATION OF DETAILS FOR MODULAR CANDIDATES - WARNINGS

CENTRE 99999 EDEXCEL CENTRE

PERSONAL DETAILS	DETAILS DIFFERENT ON BANK	UCI SUPPLIED WITH ENTRY IF DIFFERENT	UCI FOUND ON BANK CHANGED	SUPPLIED UCI (YEAR TAKEN/UNIFORM MARK)	AVAILABLE UNITS BANKED UNIT
0003		100480960103H	100480960003A	Y	6671 6672 (0706/54) (0801/62)

SUPPLIED DETAILS PATTON: AMY 31/05/90

Explanation The UCI supplied for the candidate for the examination is not the same as the UCI quoted for previous examinations. The UCI number supplied has been replaced by the UCI found on Edexcel's unit bank.

Action required Please amend the UCI on your records with the UCI found on Edexcel's unit bank. Contact Entries and Certification in case of difficulty.

Problem - UCI supplied, personal details do not match

CLP 741X JUNE 2008 EDEXCEL 1/4/08 20:25:45 PAGE 42
 CONFIRMATION OF DETAILS FOR MODULAR CANDIDATES - WARNINGS

CENTRE 99999 EDEXCEL CENTRE

PERSONAL DETAILS	DETAILS DIFFERENT ON BANK	UCI SUPPLIED WITH ENTRY IF DIFFERENT	UCI FOUND ON BANK CHANGED	SUPPLIED UCI (YEAR TAKEN/UNIFORM MARK)	AVAILABLE UNITS BANKED UNIT
0004 SUPPLIED DETAILS BANK DETAILS	Y	100480960004F FORD: LOU FORD: LOU		10/12/90 M 12/10/90 F	6683 6684 (0706/82) (0801/90)

Explanation:

Either The UCI supplied has already been used by another candidate.

Action required A new UCI must be generated for the new candidate, added to your records, reported to Edexcel and quoted on all future correspondence regarding the candidate.

Or The personal details of the candidate in this examination do not match the details supplied for an earlier examination.

Action required Please compare two sets of personal details printed on the listing and confirm the correct details.

In case of confusion or difficulty, see the Contact Information section of this manual for details of how to get in touch with Edexcel.

All required amendments identified on this listing should be put in writing or annotated on the listing and sent to Entries and Certification.

12 Eligibility

In order to be eligible for an award, a candidate must be entered for or have taken all the required units. However, a candidate can be flagged as ineligible for various reasons. As a guide to resolving your eligibility problems, please follow the steps below. Remember that you should use Edexcel Online to check the very latest entry and eligibility status of your candidates.

Unique Candidate Identifier (UCI) problems

The candidate may have been entered without a UCI. Details of the candidate's UCI should be sent to Entries and Certification.

Each candidate should only be allocated one UCI. This allows us to bank a candidate's unit results. Please check to ensure that all units taken by a candidate are banked under the same UCI. If results are banked under more than one UCI, please notify Entries and Certification of each UCI and confirm which identifier you would like to keep.

One common cause of a candidate having more than one UCI is that he/she has been entered with different personal details in different examination sessions. Edexcel attempts to match a candidate's records but our ability to do this is affected if candidates are entered with different spellings of their names or with different dates of birth. Please ensure that a candidate is entered with *exactly* the same surname, forename, sex and date of birth each time they are entered for an examination.

Specification (cash-in) codes

It is possible that a candidate has been entered for the incorrect specification (cash-in) code or has been entered for a specification code in error. If this is the case, please withdraw the entry by sending an EDI amendment file or by using Edexcel Online. The last date for withdrawals is 14 days before the publication of results.

Credit transfer

A credit transfer request has not been made for a candidate who wishes to claim credit for an AS award taken with another awarding body. In this circumstance, please contact the Special Requirements team on +44 (0)20 7190 4668.

Candidate has not sat the required units

It is possible that a candidate has not sat the required units needed to be eligible for an award. In such cases, please contact Entries and Certification.

GCE in Applied Subjects

Centres wishing to claim a qualification for a student in a particular assessment window can do so by making an entry for a cash-in (ie award claim) code, along with any unit entries required in that window. The cash-in code indicates the level at which the student wishes to claim. In order to be eligible for a particular claim, the student must have completed the required combination of units (see the GCE section).

A GCE in Applied Subjects AS, AS (Double Award), A level, or A level (Double Award) can be claimed, regardless of the student's initial registration, provided that he/she meets the eligibility requirements for the qualification claimed. This allows you to claim an AS and/or an A level for a

student who will ultimately complete an A level (Double Award), without the need to transfer or top-up the registration.

Claiming a DiDA qualification

Centres wishing to claim a qualification for a candidate in a particular examination series can do so by making an award claim, along with any unit entries required in that examination series. The cash-in code indicates whether the candidate requires an Award, Certificate or Diploma, and also indicates the level at which the candidate wishes to claim. In order to be eligible for a particular claim, the candidate must have completed the required number of units.

A claim may be made for a Digital Applications qualification at any level, regardless of the programme on which the candidate was originally registered, provided that he/she meets the eligibility requirements for the qualification claimed. This allows claims to be made for an Award and/or a Certificate for a candidate who will ultimately complete a Diploma, without the need to transfer or top-up the registration.

For a candidate to be issued with a grade for a particular qualification, he/she must satisfy the eligibility requirements for that qualification. It is essential that centres check that each candidate is eligible for any qualification claimed. Eligibility checks on candidates for whom claims have been made can be carried out using Edexcel Online.

Note: In order to cash-in, candidates must have sat the correct number and combination of units. At least 50 per cent of the units being cashed-in must have been sat at the level of the cash-in.

To claim GA1DA, D101 as a current or banked unit should be available.

To claim GA2DA, D201 as a current or banked unit should be available.

To claim GC1DA, D101 or D201 plus one other unit. At least one of the two units must be at level 1.

To claim GC2DA, D101 or D201 plus one other unit. At least one of the two units must be at level 2.

To claim GE1DA, three different units. At least 2 of the three units must be at level 1.

To claim GE2DA, three different units. At least 2 of the three units must be at level 2.

To claim GD1DA, four different units. At least 2 of the four units must be at level 1.

To claim GD2DA, four different units. At least 2 of the four units must be at level 2.

Candidates may cash-in AiDA, CiDA, CiDA+ and DiDA in the same exam series at one level only. For example, a candidate may have enough units for GA1DA, GA2DA and GC2DA but may only cash-in either GA1DA and GC2DA or GA2DA and GC2DA. GA1DA and GA2DA cannot be claimed in the same examination series. This applies to GCADA and GC2DA as well as GD1DA and GD2DA.

GCSE Mathematics and Science

Please see the GCSE section of the Information Manual for GCSE Mathematics and Science eligibility rules and unit requirements for both legacy and new specifications. Candidates may, if appropriate, transfer GCSE Science units. Please see the 360Science website or contact Entries and Certification for further assistance if necessary.

GCSE Religious Studies

For those candidates who wish to receive an overall grade, a cash-in entry must be made. This begins with a 2 for a full award or 3 for the short course award. Please see the GCSE Section of the Information Manual for further guidance.

Applied GCSE

For those candidates who wish to receive an overall grade, an entry should be made for the specification code, which begins with a 2. If a candidate is not claiming an award, an entry for the specification code is not required.

Please see the GCSE section of the Information Manual for Applied GCSE eligibility rules and unit requirements all specifications.

General information

GCSE Religious Studies modules can only be taken in the June examination series (but can be retaken and cashed-in in a following summer series).

GCSE modular cash-ins will use the better result of two attempts at GCSE modules, regardless of the series.

13 Results

At 00:01 hours on the day before the scheduled results day, results will be available through Edexcel Online or EDI for centres to download. Statements of results will be sent to arrive on results day for distribution to individual candidates.

All GCE qualifications will be graded on a scale of A to E. Candidates not achieving grade E will be reported as Unclassified (U) and this will not be recorded on the certificate.

All GCSE and IGCSE qualifications will be graded on a scale of A* to G. Candidates not achieving grade G will be reported as Unclassified (U) and this will not be recorded on the certificate. The additional spoken options for IGCSE English as a Second Language, French, German and Spanish will be graded on a scale of A* to G. The IGCSE Accounting additional Computerised Accounting option will be graded as either Distinction or Merit or Pass.

All AEA qualifications are graded as either Distinction or Merit. Candidates not achieving Merit will be reported as Unclassified (U)) and this will not be recorded on the certificate.

All DiDA qualifications will be graded on a scale of Pass, Credit, Merit, and Distinction. Candidates not achieving a Pass will receive Unclassified (U) and this will not be recorded on a certificate.

All ELC(A) qualifications are graded on a three-point scale. Candidates not achieving a grade will not have a result recorded on the certificate. ELC(A) results are not available via EDI.

In modular or unitised specifications, a uniform mark scale (UMS) will be used to aggregate marks from individual assessment units and generate qualification grades.

Full details of the uniform mark scale, together with procedures and rules for entry, aggregation and certification may be found in the document *GCE, VCE and GNVQ Entry, Aggregation and Certification Rules* issued by the Joint Council for Qualifications.

13.1 Formal Enquiries About Results and Access to Scripts

For Enquiries About Results and Access to Scripts, please see the Post-results Service section of this manual.

13.2 Results address

If you wish your statement of results to be sent to a different address from that of the normal examinations office address, you should complete form C47 and send it to Entries and Certification. Completed forms relating to the June 2009 examination series must reach Edexcel by 20 July 2009.

13.3 Declined grades

The declined grade process is no longer applicable following the June 2007 series.

13.4 Requests for subject awards after the issue of unit results

Requests for subject awards (cash-in) made after the deadline for entry will be subject to late fees. Edexcel will continue to accept requests for subject awards after the issue of unit results, four weeks after the January results and June results (as confirmed by the JCQ notification), at the standard late fees rate.

Requests for subject awards after the issue of unit results should be made via email to entries@edexcel.com or by using the JCQ/Late Award form. This form may be photocopied. It is not possible to process requests for subject awards made by EDI after the issue of unit results.

13.5 Uniform mark scales

The following qualifications are awarded using uniform marks:

- Applied GCSE
- GCSE modular subjects
- GCSE Modern Foreign Languages
- all GCE AS and A level qualifications
- all DiDA qualifications.

A guide explaining the process of converting candidates' raw marks will be sent with the summer results pack in August, and will also be available on the Edexcel website: www.edexcel.com.

14 Certification

Certificates will be issued to centres for distribution to candidates as soon as possible after the examination. Certificates will only be produced at qualification level.

14.1 Early certification

If you require your certificates earlier than the date specified, please write to Entries and Certification, who will endeavour to meet your request.

Please note that there is a Joint Council agreement that certificates will not be issued until after the deadline for late award claims for GCE, including GCE in Applied subjects, qualifications. This also applies for DiDA qualifications. This means that we will be unable to provide the certificates until at least two weeks after this deadline, at the earliest, for these qualifications.

14.2 Retention of certificates

If candidates do not collect certificates, it is the responsibility of centres to retain the documentation for a minimum period of 12 months. After this time, the certificates may be destroyed (in a confidential manner). However, candidates should be informed that replacement certificates are no longer available (see part 14.4 of this section). Uncollected certificates should *not* be returned to Edexcel.

14.3 Withholding certificates

Centres are reminded that certificates are and remain at all times the property of Edexcel. Where a candidate has been entered and an award has been claimed, but he/she has an outstanding financial obligation to the centre and the centre is considering withholding the candidate's certificate until settlement of the financial obligation is made, the centre must always seek the prior consent of Edexcel to withhold the certificate. Edexcel reserves the right not to permit the centre to withhold a certificate.

The additional charge of a late entry fee can be levied by a centre on a candidate who does not pay the initial entry fees when required to. In order to avoid problems, you are advised to ensure that you receive all necessary payments from candidates prior to entry.

Certificates may also be withheld where a centre has an outstanding financial obligation to Edexcel.

14.4 Replacement of certificates

Replacement certificates will no longer be available unless the original has been damaged, destroyed or irretrievably lost by the centre. In all other cases, a Certifying Statement of Results will be issued.

Where a certificate for the current session has been lost by the centre or in the post between the centre and the candidate, the centre may apply for a duplicate on behalf of the candidate. In the event of the certificate being damaged, the original should be returned before a replacement may be issued. There will be a fee for this service.

Where the candidate has received a certificate that has subsequently been lost, he/she may apply to Entries and Certification (Past Records) for a Certifying Statement of Results. The Certifying Statement of Results is an official copy of the final examination results held by Edexcel. It will be printed on current Certifying Statement of Results stationery. There is a fee for this service.

Replacement CSE certificates cannot be issued. Results may, however, be confirmed by a Certifying Statement of Results. There will be a fee for this service and the application form SA5 is available from Entries and Certification (Past Records). Please note that only the records of CSE examinations taken at centres in East Anglia or in the London area are stored by Edexcel. Other examining authorities will hold the results for centres within their areas.

Amendment

Where a certificate requires essential amendment, it should be returned to Edexcel by the centre as soon as possible. Late certificate amendments received after issue will incur standard fees.

Where a certificate requires amendment following an enquiry about a result, the certificate should be returned to Edexcel by the centre as soon as possible with a covering letter. No charge will be made to the centre in this instance for issue of an amended certificate. Centres should submit candidate detail amendments before the issue of results.

14.5 Certifying Statement of Results to a third party

A Statement is frequently requested by official bodies in preference to documents held by the candidate himself/herself. There is a fee for this service for up to five Statements of one examination type. If there are two examination types, there will be a higher fee. Application form SA5 is available from Entries and Certification (Past Records).