

MAKING CAMBRIDGE NATIONALS ENTRIES

You can choose to make entries for Cambridge Nationals either via our secure website, Interchange, or using EDI files via A2C.

If you want to make entries via Interchange, see the step-by-step instructions on the [OCR website](#).

1 Download the entry codes booklet and read the entry rules

- Use these to check your entry codes, rules of combination and resit rules for each qualification you want to enter students for

2 Download the Cambridge Nationals basedata

- This is the same basedata as you use for making entries for OCR GCSEs
- You need the series-specific basedata as well as the certification/unit link file

3 Make unit entries using the relevant exam series basedata

- You need to make an entry for each unit your students want to take in the exam series you want OCR to mark or moderate
- Unit entry codes all start with an 'R'
- Not all units or moderation methods are available in each series; details of available series are shown in the entry codes booklet
- Make the entries by the series deadline – any entries made after the deadline will incur late fees and could mean we can't send you hard copy question papers

4 When you're ready to certify, make certification ('cash-in') entries

- Certification entry codes start with a 'J'
- There's no fee for certification entries – the important thing is that you make them before results are released
- You make the certification entry in the final series so the best results of any permitted unit attempts are used
- Without a certification entry, students won't receive an overall subject award and you'll need to make a late certification entry

Need to make changes?

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

If amendments are submitted via a different method then the information in your amendment file will overwrite your original entry file.

You can withdraw unit entries and receive a refund until the relevant series deadline.

If you need to change the moderation method, eg from visiting to postal moderation, please call OCR for advice on **02476 851509** before amending your entry.