Exam Entries Checklist

No.	Steps to complete	✅
1.	**Check your Centre setup** Make sure you have added a centre number to **_Students > Examinations > Administration > Centre Setup_**. Also check your default sitting times.	
2.	**Qualification Offering** Ensure all the qualifications and units your school is running are on the **_Students > Examinations > Qualification Offering_** page for this academic year. ● You can copy them over from last year. ● If you have centre-specific basedata (such as for Pearson BTECs), first upload it from **_Students > Examinations > Administration > Pearson Basedata Upload_**. You can then click +Add on the **_Qualification Offering_** to add the awards and units.	
3.	**Internal exam candidates** ● Go to **_Students > Examinations > Candidates > Internal Candidates_** and make sure they have been added as candidates. ● Assign them a UCI and candidate number. ● Ensure any Access Arrangements have been recorded.	
4.	**External exam candidates** ● Search in the search box for their name to ensure a student profile has been added for them (do not enrol the student). ● Go to **_Students > Examinations > Candidates > External / Previous Candidates_** and make sure they have been added as candidates. ● Assign them a UCI and candidate number. ● Ensure any Access Arrangements have been recorded.	
5.	**Making entries** Enter candidates into awards and/or units and see all your entries in **_Entries > Entries by Student Group_** using the bulk actions.	
6.	**Create entries files** Generate your EDI Entry files from **_Students > Examinations > Entries > EDI Exports > Entries_**. ● The file will show as Pending Submission. ● Once generated and downloaded, this will then display as Submitted.	
7.	**Submit entries files** Submit your entries files (these begin with E) to the Awarding Organisation via the A2C website.	

8.	**Confirm, approve or reject the files**	
	The awarding organisation will contact you to let you know the status of the entries you have submitted.	
	● If they have confirmed, mark the file as Approved.	
	● If they have rejected the file, check the file name and your centre number, and try resubmitting.	
9.	**Report on entries**	
	● Use the **Students > Examinations > EDI Candidate Entries** page to check total numbers of students entered per subject.	
	● Print out a list of all students who have entries for a particular subject, so your department or subject leads can check them from **Students > Examinations > Entries > Download Statement of Entry**.	
	● Download the table in **Students > Examinations > Entries > Candidate Entries Summary** for total entries per student.	
10.	**Share entries with students and/or parents**	
	Generate statements of entries. You can share these via email, with parents through the Parent Portal and Arbor App, or with students through the Student Portal.	
11.	**Start scheduling the exams!**	