

Note

Before completing this form, please refer to the Entry Procedures and Codes booklet, with particular reference to the sections on the Unique Candidate Identifier and the Unique Learner Number.

The form overleaf is to be used for all entry amendments in accordance with these instructions.

1 All amendments

For all amendments, the candidate number, name, UCI and ULN must be entered together with the appropriate *Action code* stated under each of the following headings.

2 Additional (new) candidate

i.e. a new candidate not previously entered in this examination series.

Enter **N** under *Action Code*

Enter **candidate number**
candidate name
sex
date of birth
candidate status (if applicable)
unique candidate identifier (see Note)
unique learner number (see Note)
new entry code(s)

under the appropriate headings.

3 Amendment of subject entries

Enter **S** under *Action Code*

Enter **candidate number**
candidate name
unique candidate identifier (see Note)
unique learner number (see Note)

(a) Changes to an existing entry for a Subject Award, Unit or Component

For each existing subject award, unit or component entry to be amended, enter the incorrect current entry code and the new entry code under the appropriate headings.

(b) additional entries

For each additional entry, enter the new entry code under the appropriate heading.

(c) all candidates

To change *all candidates* from a particular subject award, unit or component to another, enter 'ALL CANDIDATES' under the *Candidate Name* heading and enter details of the incorrect current entry code and new entry code under the appropriate headings.

4 Amendments to the personal details of a candidate

Enter **P** under *Action Code*

Enter **candidate number**
candidate name
sex
date of birth
candidate status (if applicable)
unique candidate identifier (see Note)
unique learner number (see Note)

under the appropriate headings. Underline the details which are to be amended.

5 Withdrawal of entries

Enter **W** under *Action Code*

Enter **candidate number**
candidate name

For each entry to be withdrawn, enter the current entry code and print 'WITHDRAWN' under the *New Entry Code* heading.

This form should be returned to:

The Entries Section
AQA
Devas Street
Manchester
M15 6EX

This form may be photocopied if necessary.