

How to request carry forward

GCSE English Language and A-level Biology, Chemistry & Physics endorsements

- Select the appropriate carry forward status to indicate the previous awarding body on Centre services CMS. Do **not** input a grade.

Grade	Special Status (i)	AQA notes
Select v... ▼	Select ... ▼ Select value Carry Forward - AQA Carry Forward - OCR Carry Forward - Pearson Carry Forward - WJEC Lost Coursework Parental Interest	
Select v... ▼		
Select v... ▼		
Select v... ▼	Select ... ▼	

- EDI coursework mark files only allow for a single carry forward value, so any EDI carry forward requests will be treated as carry forwards from AQA.
- The most recent outcome will be carried forward, even if the most recent attempt was 'not classified'.

Centre marks submission on Centre services

- Select the special status 'Carry forward - AQA' from the drop down list.

Mark (Max 96)	Special Status (i)	AQA notes
Enter marks	Select ... ▼ Select value Absent Carry Forward - AQA Educated Elsewhere Lost Coursework Parental Interest Prime Marked	
Enter marks		
Enter marks		

Electronic data interchange (EDI)

- Insert 'F' in the mark/grade status position instead of 'V'.
- A valid EDI submission should look like:

M500123406238700/C F
- Don't use absent 'A' or zero 'Z'.

Digital Media Portal (DMP)

- Tick the 'No submission' checkbox
- Select 'Marks carried forward' from the drop down list

No Submission	No Submission Reason
<input checked="" type="checkbox"/>	Please Select... 
<input type="checkbox"/>	Please Select...
<input type="checkbox"/>	Absent
	Submitted on another platform
	Missing submission
	Exempt
	Marks carried forward

Physical Education spreadsheets

- Add the students name and candidate number
- In the Mark Status column, select 'carry forward' from the dropdown list

Total mark out of 100	Mark status (if applicable)	Moderator use only	
		Sample	Activity
	Carry forward		
	Carry forward		

- Don't input any marks or activities

Attendance records (AQA marked NEA)

- Write CF on the attendance record.

Present	Absent
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	<input type="checkbox"/>
CF	<input checked="" type="checkbox"/>
<input type="checkbox"/>	<input checked="" type="checkbox"/>

- Don't mark the student 'Absent'.
- Don't leave the attendance record blank.