

## Making entries

We want to help you get your entries right first time. Around 70% of entries that are submitted to us contain simple and avoidable mistakes – while we can fix most of these without contacting you – this does delay us processing your entry files. Use the tips below to help get entries right first time.

To avoid A2C files getting stuck and being unable to reach us, make sure the name of the file you're trying to send is different from other files in the A2C archive location, eg file names could be 'AX.01', 'AX.02', etc.

### EDI

### Tiers

Only enter a learner for one tier per subject. Entering for both tiers means we will need to fix it manually which will delay your whole entry file. You can change the tier before the amendment deadline with no additional fee.

Try to send only one file per week, but please do check the entry and amendment deadlines to make sure you do not get charged. Sending multiple files a day or week can create a backlog if there are mistakes. Update and save a file locally and send it to us on a day of your choice each week.

### One file

### Name

Use full legal names where possible. However, if you need to enter a learner who has a name longer than 40 characters, please abbreviate or shorten the name to a suitable alternative of 40 characters or fewer. For example, 'JONES SMITH BROWN: ROBERT PAUL' could be 'JONES S B:ROBERT P'

Only enter a learner for one option per subject (eg 7041AA for History). Entering for multiple options means we will need to fix it manually which will delay your whole entry file. You can change the option before the amendment deadline with no additional fee.

### Specs

### UCI

Make sure you use the learners original UCI whenever possible. Using multiple UCIs means we will need to fix it manually which will delay your whole entry file. Using the learners original UCI will also reduce the risk of issues when importing results on results day.