November series: frequently asked questions

Find answers to your questions on entries, exams, results, non-exam assessments (NEA) and more.

Entries

What is the series code?
The November series code is always **BG** followed by the year. For example, **BG24** for November 2024. You can check series codes on our website: aqa.org.uk/exams-administration/entries

What is the deadline for making entries for the November series?
Find deadlines on our website: aqa.org.uk/exams-administration/entries
If you are using a management information system (MIS) software to make your entries you can also see the date we will make the basedata for making entries available.

Can we enter a private candidate for a specific subject?
Check the entry codes book, as this contains each qualification and below each qualification it indicates whether the qualification is available to private candidates.

Find the entry codes book on our entries page: aqa.org.uk/exams-administration/entries/make-entries

Do we need separate approval to make entries for non-general qualifications (non-GQs) like Entry Level Certificates (ELC), Functional Skills, Applied Generals etc?
No, if the centre is AQA approved then nothing else is required. The centre just needs to make sure they make the entries.

Deadlines for entries, late entries, amendments, very late entries and receiving a refund for withdrawing?
This information is available on our entry fees page: aqa.org.uk/exams-administration/entries/entry-fees

How to make an entry on Centre Services?
Information on making entries on Centre Services, including a video tutorial, can be found on our website: aqa.org.uk/exams-administration/entries/make-entries/make-entries-with-centre-services

Do I need to enter a Unique Learner Number (ULN)?
Only mandatory for internal candidates at state-funded centres.

Where can I find a candidate's previous Unique Candidate Identifier (UCI)?
It will be listed on a previous statement of results or you may have to contact the centre they previously took their exams at.

Sent an entry file via Electronic Data Interchange (EDI)/A2C/Management Information System (MIS), but not sure if AQA has received it (no entries showing)?

In the 'entries, amendments and queries' section, it will show as 'processing in progress', which means we have received the file, but it's in the queue to be processed.

Made entries via Centre Services, can we amend via EDI/A2C/MIS?
No, the same system must be used to make amendments. The same applies for if the initial entry was made on EDI/A2C/MIS, then the amendments must be made through this system.

When is the final date to amend a name on an entry without incurring a charge?
The final date is two weeks before results day.

Exams

Where to download papers if they haven't arrived, if a late entry was made or if they have a transferred candidate?
Papers are available on day of exam in the resources section on Centre Services. Papers are available 45 minutes before the published start time of an exam. Only a Centre Services Administrator can access this.

Paper isn't available on Centre Services day of exam section, how can it be accessed?
Your centre can call us on the day and we can email the paper to a Centre Administrator or the Head of Centre.

How are papers collected?
Parcelforce will be in contact to arrange the collection.

What to do if paper collection can't be arranged for same day?
Keep papers in secure storage until a collection can be arranged.

How soon after the exams will the papers be available?
Visit our website for information: aqa.org.uk/exams-administration/exams/whats-available-when

Non-exam assessment (NEA)

Submission deadline dates?
Visit our deadlines page to find dates for each qualification: aqa.org.uk/exams-administration/coursework-controlled-assessment-nea/deadlines-for-controlled-assessment

Where to submit?
In the Centre Marks Submission section of Centre Services. Find instructions on our website: aqa.org.uk/exams-administration/coursework-controlled-assessment-nea/submit-marks/submit-marks-online

Can marks be carried forward?
Yes and instead of entering a mark, there is a column adjacent where a special status should be selected instead. More information is on our website: aqa.org.uk/exams-administration/coursework-controlled-assessment-nea/carry-forward-of-marks

Results

When is results day?
Results day dates can be found on our website: aqa.org.uk/exams-administration/results-days

However, results can be accessed the day before (the Wednesday known as EDI day or restricted release day) by exams office staff and the Head of Centre. They must not be shared with students or parents at this stage.

Where can grade boundaries be found?
On results day, grade boundaries will be available on our website: aqa.org.uk/exams-administration/results-days/grade-boundaries

Grade boundaries are also on the relevant component marks report for an subjects you have entries for.

When will we receive our certificates?
The date of delivery window is on our website: aqa.org.uk/exams-administration/after-results/exam-certificates

Post-results

What post-results services are there?
Post-results services are listed on our website: aqa.org.uk/exams-administration/after-results/post-results

When are the post results deadlines?
Post-results deadlines can be found on our website: aqa.org.uk/exams-administration/after-results/post-results

How do I request a post-results service?
Exams Officers can apply for post-result services in the post-results area of Centre Services: onlineservices.aqa.org.uk

Other

Why are Mathematics and English Language the only GCSEs available in November?
The November series is intended for resits and Maths and English Language GCSEs are the most desired GCSEs by employers or further education establishments.

What is the age restriction for the November series?
This is because the series is intended for resitting students, not for students who want to sit it early.

For the November exam series, there are age restrictions for entering students for GCSE English Language and GCSE Maths. Only students who will be at least 16 years old on 31 August of that year can be entered.

If any students arrive to sit exams for these qualifications without an entry, you must make sure they meet the age restrictions before allowing them to do so. If a student who does not meet the age requirement sits the exam, this may be considered as maladministration.

Why can't I apply for access arrangements on access arrangements online (AAO) for Functional Skills?
Functionals Skills isn't covered by Joint Council for Qualifications (JCQ). Centre will need to contact our Access arrangements team.

For more information see our website: aqa.org.uk/exams-administration/special-requirements/access-arrangements

Access arrangements contact email: AccessArrangementsQueries@aqa.org.uk

Exams Officer has left, how do we change our admin? How do we add an additional admin?
Email eos@aqa.org.uk and we'll process this request.

Find more information on our website: aqa.org.uk/contact-us/secure-services/centre-services/how-to-add-change-or-remove-administrators

How do we inform you that we have changed our Head of Centre?
Inform the National Centre Number (NCN) Register (managed by OCR on behalf of the JCQ) and they will then provide us with an update.
Email: ncn@ocr.org.uk