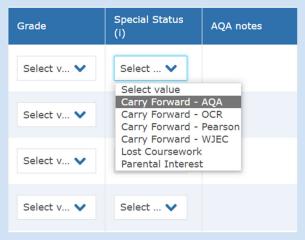# How to request carry forward

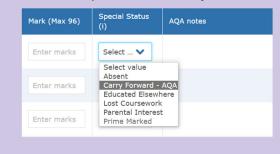## GCSE English Language and A-level Biology, Chemistry & Physics endorsements

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

- 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.

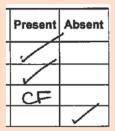

Electronic data interchange (EDI)

- 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'.

Attendance records (AQA marked NEA)

- Write CF on the attendance record.

- Don't mark the student 'Absent'.

- Don't leave the attendance record blank.

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