



WELSH BACCALAUREATE QUALIFICATION

REGISTRATION PROCEDURES

2007

It is a requirement of the Welsh Baccalaureate Qualification that candidates embarking upon this course from September 2006 **must** register with the WJEC. **Candidates who have already registered in previous years need not register again.**

Centres will be required to complete and return a registration form detailing each individual candidate's personal details i.e. candidate number, candidate name, Unique Candidate Identifier (UCI), sex and date of birth and which Diploma they will be studying for. **The registration details must be completed for every candidate embarking on the Welsh Baccalaureate Qualification Foundation, Intermediate and Advanced Diplomas.**

1. Methods of Registration

Registration may be submitted in any one of the following formats:

- A. Electronic Data Interchange (EDI).
- B. On a diskette, using an approved package.
- C. In writing, on the Official Registration Forms.

2. Dates for the receipt of Registration

The final date for the receipt of registration is **21 October 2006.**

3. Provision of Registration Details

The notes in this section apply to all three entry methods (EDI, diskettes & forms).

3.1 Centre Details

The full five digit national centre number should be inserted in the field provided.

3.2 Candidate Status

Examination centres must submit **all** candidates registering for the Welsh Baccalaureate Qualification.

3.3 Candidate Numbering

3.3.1 All candidates registering for the Welsh Baccalaureate Qualification require two types of candidate numbers, the standard 4 digit candidate number and the 13 digit UCI number. Centres are requested to allocate a candidate number to each candidate. The allocation of candidate numbers is entirely at the discretion of the centre and numbers need not be consecutive. For each candidate a unique four-figure number within the range 0001 to 9999 must be used. **(The number 0000 must not be used.)**

N.B. Registration received without a candidate number cannot be processed.

Once registrations have been processed, all candidate listings will be

issued in ascending number order.

Centres should use the same four-figure candidate number when entering a candidate for the Key Skills or GCSE examinations offered by any of the other Examining Boards.

- 3.3.2** A 13 digit **Unique Candidate Identifier (UCI)** number must also be submitted for all candidates. **It is absolutely vital therefore that the same UCI is used for ALL examinations sessions.** If your centre is entering candidates who have previously sat examinations at other centres, the correct UCI should be obtained from the original centre. For manual entries, centres which are unable to generate the full 13 digit number are advised that an online check digit generator is available on the WJEC website <http://www.wjec.co.uk/ucipage.html> Alternatively, for manual entries where the first 12 digits of the UCI only are submitted, WJEC will generate the missing digit.

3.4 Registration - Candidate Personal Details

3.4.1 Candidate Number

Enter the candidate number you have allocated in the field provided.

3.4.2 Candidate Unique Identifier

The unique 13 character candidate identifier must be included. Any registration will be rejected if no UCI is supplied and centres will be asked to supply the missing UCI.

3.4.3 Candidate Name

Enter each candidate's name, surname(s) first, then a colon and then the forename or initials.

e.g. SMITH:PATRICIA ANN
JONES-EVANS: D J WYN
DE LA ROSA:THOMAS

Where the surname always appears as the first word(s) of the name, a colon should follow the complete name.

e.g. TANG PO HENG:

Names up to 40 characters, counting the colon, any hyphen or apostrophe, rounded brackets (open and close), full stop and each space as a separate character, can be accepted in full.

N.B. Should the need to abbreviate a candidate's name to meet the maximum allowance of 40 characters create difficulties for any of your candidates, special arrangements can be made, on application to the Examining Board, to record their full names on the diploma and core certificates.

3.4.4 Sex

Enter M for a male candidate, F for a female candidate.

3.4.5 *Date of Birth*

The date of birth must be given in the format DDMMYY e.g. for 12 April 1990 enter

12	04	90
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N.B. Registration without a specific date of birth cannot be accepted.

It would also be helpful if the identical candidate details, i.e. name and date of birth, were used across all examination levels and series and all Examining Boards and Groups for the same candidate.

3.4.6 *Language*

In the 'Lang' column, teachers should register candidates for one of the following:

0 for candidates who have taken all parts of the Welsh Baccalaureate Qualification through the medium of English;

W for candidates who have taken any part of the Welsh Baccalaureate Qualification through the medium of Welsh.

3.4.7 *Option Code*

The registration option codes are:

Foundation Diploma Post 16 (Pilot)	01
Foundation Diploma Pre 16 (Pilot)	P1
Intermediate Diploma Post 16 (Pilot)	02
Intermediate Diploma Pre 16 (Pilot)	P2
Advanced Diploma Post 16 (Pilot)	03

4. **Submission of registration – Method A (Electronic Data Interchange – EDI)**

4.1 Centres using this method of registration must

- Follow the relevant instructions given in Section 3
- Submit their registration by the closing dates given in section 2.

4.2 Centres are particularly encouraged to use this method of registration, as it will save administrative effort at both the centre and the board. Most centre administration packages can easily connect to EDI systems.

- 4.3 Centres using this method of registration will require connection and an account with one of the approved EDI carriers. At present, these are AVCO, Redstone (Dialnet) and RM Securenet.
- 4.4 Centres requiring more information about EDI registration can ring the EDI helpline on 029 20 265168.
- 4.5 EDI data formats are defined in the document “Formats for the Exchange of Examination Related Data (Version 10, September 2006).” This document is available to download from the Joint Council website at www.jcgq.org.uk WJEC do not require backup printouts or backup diskettes if the EDI registration method is used.

4.6 The WJEC examination series and board codes are:

Examination Level	Series	Year	Board
WBQ Registration	9W	06	41

4.7 Base data can be downloaded from the WJEC web site at <http://www.wjec.co.uk/basedata.html>

Base data refers to information required by centres to enable them to be made aware of the various specifications, options and components that the board offers.

It is essential that for the Welsh Baccalaureate, centres use the latest version of base data available.

4.8 **For all files sent via EDI, the unique 13 character candidate identifier (UCI) is compulsory for all candidates registering for the Welsh Baccalaureate Qualification.**

5. Submission of Registration – Method B (Diskette)

5.1 Centres using this method of registration must

- follow the relevant instructions given in Section 3
- submit their registration on the diskette(s) together with a back-up printout by the closing date given in Section 2.

5.2 Any system which produces an MS-DOS diskette in the Joint Council standard format will be acceptable to the WJEC. The format is defined in the document “Formats for the Exchange of Examination Related Data (Version 10, September 2006).” This document is available to download from the Joint Council website at www.jcgq.org.uk

5.3 The WJEC examination series and board codes are:

Examination Level	Series	Year	Board
WBQ Registration	9W	06	41

5.4 Base data can be downloaded from the WJEC web site at <http://www.wjec.co.uk/basedata.html>

Base data refers to information required by centres to enable them to be made aware of the various specifications, options and components that the board offers.

It is essential that for the Welsh Baccalaureate, centres use the latest version of base data available.

5.5 For all files sent via Diskette, the unique 13 character candidate identifier (UCI) is compulsory for candidates entering for the Welsh Baccalaureate.

6. Submission of Registration – Method C (Registration Forms)

6.1 Centres using this method of registration must

- follow the relevant instructions given in Section 3
- submit their registration on the forms provided by the closing date given in Section 2.

6.2 The Registration Form is a two-part carbonised set. No carbon paper is required.

6.3 Write on a smooth flat surface and take care not to put one set on top of another when entering details.

6.4 Do not attempt to erase errors: delete the error and write the correction above.

6.5 Use CAPITAL LETTERS throughout.

6.6 When the registration forms have been completed, they should be carefully checked before despatch.

6.7 The completed top copies of the registration form should be returned in one batch to the WJEC as early as possible and not later than the **21 October 2006**.

6.8 **It is essential that when submitting initial registration for the Welsh Baccalaureate Qualification full candidate details (name, number, d.o.b., UCI, sex and option code.) are provided.**

6.9 Declaration

The Head or Examinations Officer must print his/her name and sign the declaration and date the bottom of each sheet.

6.10 Sheet number

Each sheet must be numbered in the boxes provided at the bottom of the registration form

e.g. for three sheets: Sheet 1 : “1 of 3”
Sheet 2 : “2 of 3”
Sheet 3 : “3 of 3”