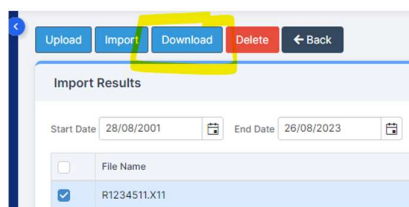# Importing Cambridge Technical overall qualification results.

Unlike other results files you will need to adjust your results file in order to import these into your system. This summer, they will be sent out with the series details for September 2022, and this needs to be changed to June 2023. If you received your file via the integrated A2C exchange this will first need to be downloaded from the manage results page.



Once this is done you can follow the instructions on adjusting your file from the exam board. This can be done is a basic text reader such as Notepad or Wordpad.

https://www.ocr.org.uk/administration/cambridge-technicals/entries-and-registrations/basedata/importing-results-into-summer-series/

As per the guide make sure you take a copy of the original file before making changes.

The part you are changing will be along the lines of 9I23_72. The 9 is the month of September, the letter, in this example I, is the exam type, and 22 is the year. These need to be June 2023 instead. So as per the guidance from OCR, this example would then be 6I23_72. You would not change the exam type letter.
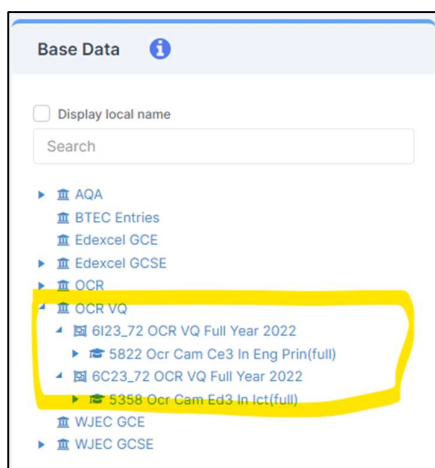Once you have amended the file as needed you need to upload the amended file to the system. This file can then be imported.

https://docs.bromcom.com/knowledge-base/how-to-import-exam-board-results-files/

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## Common issues and problem solving on upload/import

**The new uploaded file doesn't show**
In order to import your results you will need to ensure that the series is imported in your basedata. This is a June 2023 series so can be imported into your existing summer 2023 season (yours might be named differently but the one for your other June 2023 exams).



The series name is the name you adjusted your file to. In the example above this is 6I23_72, but when in doubt you will need to check with the exam board. They will be able to confirm which series the results are for.
https://docs.bromcom.com/knowledge-base/how-to-import-refresh-basedata/

**"Exam Code not in Basedata"**

| Candidate | UCI | Candidate No | Exam Code | Exam Name | Problem | Results File Entry Code | Ignore Entry | Current Candidate Exam Entries | All Exam Codes of the Series | Exam Option |
|---|---|---|---|---|---|---|---|---|---|---|
| | | | 583511 | | Exam Code not in Basedata. | ○ | ● | ○ | ○ | |

Check your series basedata and import the qualification you are importing results for.
https://docs.bromcom.com/knowledge-base/how-to-import-refresh-basedata/

**"Not matched by a candidate in this season"**

| Line | Name | UCI | Candidate No | Exam Code | Exam Name | Problem |
|---|---|---|---|---|---|---|
| | | | | for 583712 | | Not matched by a candidate in this season |

Your candidates need to be in the season – add them via manage candidates.
https://docs.bromcom.com/knowledge-base/how-to-manage-candidates/

**"Exam Code not in Candidate entered Exams"**

| Candidate | UCI | Candidate No | Exam Code | Exam Name | Problem | Results File Entry Code | Ignore Entry | Current Candidate Exam Entries | All Exam Codes of the Series | Exam Option |
|---|---|---|---|---|---|---|---|---|---|---|
| | | | 583500 | | Exam Code not in Candidate entered Exams. | ○ | ● | ○ | ○ | |

You should have entries for these candidates into these qualifications. Either you can make these manually, or if the system detects both the candidate and the exam qualification, but no entry, there will be an option to create the entries based on the results file. If you know why there are no entries then proceed with this option. If you think there should be entries already then check the file is the correct one and going into the correct place before proceeding.

A good place to check an individual student's entries is their student profile page, assessments, exams panel. The column for exam codes can be sorted for easy checking and it then shows the season that entry is made in.
https://docs.bromcom.com/knowledge-base/how-to-make-exam-entries/