

# Unique Candidate Identifiers

Effective from September 2002, **a valid UCI must be supplied, maintained and submitted for each candidate at each entry series:**

- in all EDI and disk entry files using the JCQ Formats
- on paper entries

This change is in response to the increase in units within unitised specifications being taken at different times in different centres, therefore it is necessary for these units to be linked by the UCI. Strengthening the procedures for UCI's will help to ensure that correct results are available for publication. Where the candidate has already been allocated a UCI, this UCI must be used for all subsequent entries. It is the responsibility of Centres to ensure that the UCI is maintained for all candidates, including those candidates who have moved from another Centre.

It is the responsibility of the Centre to ensure that UCI's are present in electronic entry files and your software provider will either ensure that this happens or provide the means for a UCI to be generated. All commercial software providers were informed in February 2002 of this requirement. **It is also the responsibility of the Centre to generate UCI's for paper/manual entries.**

For Centres unfamiliar with Unique Candidate Identifiers the following general notes may help.

- The UCI is a 13-character code, the structure of which was defined by the Joint Council for Qualifications.
- The candidate's centre number and candidate number are still used as the key for processing examination entries.
- A UCI is only ever attached to one person and once allocated should stay with the person, irrespective of change of centre.

- UCI's are used to link candidates' unit results for certification:

**The UCI structure:**

Position	Data	Comments
1 - 5	Centre Number	Normally 5 digit centre number
6	Unitary Awarding Body	Normally 0 Zero
7 - 8	Year of Registration	The last two digits of the academic year in which the UCI is allocated, e.g. any time in the academic year commencing September 2010 is 11
9 - 12	Candidate number	<b>CCEA require this 4 digit number to be unique to each candidate</b> , normally generated by software packages e.g C2k or NICIS – Northern Ireland College Information System
13	Check digit <i>Leave Blank</i>	Allocated by CCEA if the centre submits paper entries, normally generated by software packages

**Example of UCI generated by centre submitting paper entries.**

717990111002	<b>1-5</b>	Centre number <b>71799</b>
717990111002	<b>6</b>	Awarding Body <b>0</b>
717990111002	<b>7-8</b>	Last two digits of academic year UCI first awarded <b>11</b>
717990111002	<b>9-12</b>	4-digit unique candidate number <b>1002</b>
717990111002?	<b>13</b>	Check digit missing, to be allocated by CCEA

***Please be advised that the UCI is the tracking mechanism for all unit/module results. Failure to maintain the UCI number may result in the late publication of aggregated results.***