

# **Guide to the Data Submission Process**

## T8a Extended Reviews



March 2016

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# 1 Extended Reviews

## Introduction

In order to fulfil our regulatory and accreditation functions as set out in the Apprenticeships, Skills, Children and Learning Act 2009<sup>1</sup>, we require awarding organisations to provide exams delivery data for regulated qualifications.

## When will data be collected?

Data will be collected according to the reporting schedule which is agreed and maintained by Ofqual's Data Services team.

## What data will be collected?

Extended reviews data will be collected for GCE and GCSE. If you offer these qualifications, you must upload a line of data for it, even if it is a line of zeros.

## How will the data be collected?

Awarding Organisations will need to login to the secure FTP site and upload a CSV file to the relevant folder, e.g. T8aExtendedReviews.

In each folder, there will also be two sub folders called **Valid** and **Invalid**. Every time a file is uploaded, the validation process will generate a report, either confirming the file is valid or invalid.

This report will then be placed in the **Valid** or **Invalid** folder for reference. When an invalid report has been generated, a notification e-mail will be sent to AOs and the invalid CSV file will be removed from the folder it was placed in so that a replacement file can be uploaded.

## General completion guidelines

- If submitting country specific data, awarding organisations should enter the relevant country. Alternatively, if submitting total figures for all three countries

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<sup>1</sup> <http://www.legislation.gov.uk/ukpga/2009/22/contents>

combined, the word '**All**' should be entered in the country field. **This template is not required to be country specific.**

## **2 File formats**

### **Standard formats**

The first row of the file must be headers as displayed in the '**Name**' column of the table below. The subsequent rows must have the values of the data to be reported which must match the format and validation rules below.

### **T8a Extended reviews**

Name	Description	Position	Validation Regular Expression	Description of Regular Expression
Exam Series	Exam series data relates to e.g. June 2016	1	^(January March June November)([0-9][0-9][0-9][0-9])\$	Full month name of exam series and year.
Awarding Organisation	Name of the awarding organisation	2	^{1,100}\$	One, to one hundred characters accepted
Reporting date	Date the file was due to be submitted regardless of when it was actually uploaded. Format accepted either 103 British/French <b>dd/mm/yyyy</b> , or 120 ODBC canonical <b>yyyy-mm-dd</b> .	3	^(20)\d\d[-](0[1-9] 1[012])[-](0[1-9] 12)[0-9]{3}[01]\$	The date in the following format: day (two digits), forward slash, month (two digits), forward slash, year (four digits),  or:  year (four digits), a dash, month (two digits), a dash, day (two digits).
Qualification	Type of qualification e.g. GCSE, GCE	4	^(GCSE GCE)\$	One of the following list: GCSE, GCE
Country	For AO's to enter the specific country the data relates to e.g. England, Wales, Northern Ireland. If data is an accumulative figure for all countries AO's should enter All	5	^(England Wales Northern Ireland All Non UK Other UK Regions)\$	England, Wales, Northern Ireland, Non UK, Other UK Regions and/or All will be accepted

Unit grade moved up as a result of extended review	Instances where unit grade moved up as a result of extended review of marking or other post-results review/change	6	^d{1,6}\$	A numeric value between 0 and 999,999 accepted
Unit grade unchanged after an extended review	Instances where unit grade unchanged after an extended review of marking or other post-results review/change	7	^d{1,6}\$	A numeric value between 0 and 999,999 accepted
Qual grade moved up as a result of extended review	Instances where Qualification Grade moved up as a result of extended review of marking or other post-results review/change	8	^d{1,6}\$	A numeric value between 0 and 999,999 accepted

### 3 Contacts

For all queries relating to the data collection process, amendments to data previously provided, or for general guidance, please contact:

Awarding Body Performance  
 Office of Qualifications and Examinations Regulation  
 Spring Place  
 Coventry Business Park  
 Herald Avenue  
 Coventry CV5 6UB

Email

[Data.Services@ofqual.gov.uk](mailto:Data.Services@ofqual.gov.uk)

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Any enquiries regarding this publication should be sent to us at:

Office of Qualifications and Examinations Regulation

Spring Place  
Coventry Business Park  
Herald Avenue  
Coventry CV5 6UB

2nd Floor  
Glendinning House  
6 Murray Street  
Belfast BT1 6DN

Telephone 0300 303 3344  
Textphone 0300 303 3345  
Helpline 0300 303 3346