

# **Guide to the Data Submission Process**

## Access Arrangements - Number of referrals



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# 1 Number of referrals

## 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?

Data on the number of referrals made to awarding organisation 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. NumberOfReferrals.

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.

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

## **General completion guidelines**

- Data should be supplied on the number of referrals received in an academic year

## **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.

### **Number of referrals**

<b>Name</b>	<b>Description</b>	<b>Position</b>	<b>Validation Regular Expression</b>	<b>Description of Regular Expression</b>
Exam Series	Exam series data relates to e.g. June 2016	1	^(January March June November)([ ]?[0-9][0-9][0-9])\$	Full month name of exam series and year.
Awarding organisation name	Awarding organisation name	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	Level and type of qualification e.g. GCSE	4	^(GCSE GCE)\$	One of the following list: GCSE, GCE
Number of referrals	Number of referrals	5	^.{1,4}\$	A numeric value between 0 and 9,999 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  
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