

# **Guide to the Data Submission Process**

For T2 Examiner/Moderator posts



June 2016

Ofqual/16/5893

# **Contents**

1 Examiner/Moderator posts .....	3
2 File formats.....	4
3 Contacts .....	5

# 1 Examiner/Moderator posts

## 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?

Examiner and Moderator data will be collected for GCSE, AS and A level. This is the total number of posts for each qualification.

## 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. T2\_Examiners.

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 awarding organisations 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

- This template is not country specific, so 'All' should be used in the country field.

---

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

## 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.

### Examiner/Moderator posts

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	Level and type of qualification e.g. GCE, GCSE.	4	^(GCSE AS A level)\$	One of the following list: GCSE, AS, A level

Name	Description	Position	Validation Regular Expression	Description of Regular Expression
Country	For awarding organisation's to enter the specific country the data relates to.	5	^(All)\$	All will be accepted
Total number of Examiner posts	Total number of Examiner posts	6	^\d{1,6}\$	A numeric value between 0 and 999,999 accepted
Total number of moderator posts	Total number of moderator posts	7	^\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)

We wish to make our publications widely accessible. Please contact us at [publications@ofqual.gov.uk](mailto:publications@ofqual.gov.uk) if you have any specific accessibility requirements.



© Crown copyright 2016

This publication is licensed under the terms of the Open Government Licence v3.0 except where otherwise stated. To view this licence, visit <http://nationalarchives.gov.uk/doc/open-government-licence/version/3> or write to the Information Policy Team, The National Archives, Kew, London TW9 4DU, or email: [publications@ofqual.gov.uk](mailto:publications@ofqual.gov.uk).

Where we have identified any third party copyright information you will need to obtain permission from the copyright holders concerned.

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

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