

GUIDANCE

# Mark/Grade changes outside of Reviews of Marking and Moderation (ROMM) and Appeals

Guide to the data submission process

**ofqual**

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## Introduction

In order to fulfil our regulatory and accreditation functions as set out in the [Apprenticeships, Skills, Children and Learning Act 2009](#), we require awarding organisations to provide exams delivery data for regulated qualifications.

## What data will be collected?

Data on post-result mark and/or grade changes, outside of Reviews of Marking and Moderation (ROMM) and Appeals, will be collected for GCSE, AS and A level.

The scope of the collection is to capture any instance where an issued result is replaced by a different result, outside of the ROMM and appeals process. Therefore, all mark and/or grade changes which have occurred subsequent to the issue of results, which are not the direct result of a Review or an Appeal, should be recorded in this data return.

## 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.

## File format

The file must be CSV format and the first row 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.

## General completion guidelines

- Numeric values must not have any formatting.
- All mark changes should be provided, regardless of whether or not it has resulted in a grade change.
- The final two fields should have the relevant codes entered as per the agreed lists, included in the specification.
- Changes to English Endorsements and Science Practicals should also be reported.
- If a unit has more than one change for different reasons, this should be recorded as an additional row of data.
- Changes relating to special consideration should only be for requests made on or after results dates.

- When reporting mark and/or grade changes for outcomes that are reconsidered or changed for more than 1 reason we expect the mark and/or grade changes to be reported at the overall qualification level. As such, if the same mark and/or grade is changed for 2 distinct reasons, the change seen across both rows is the same and **not** distinct to each individual reason.
- When reporting cases where there is more than one mark/grade change associated to the same candidate with the same reason for reconsideration and change (be this across 2 different units or the same unit) we expect each mark/grade change to be recorded separately. The cumulative effect of the several mark changes to be seen across the multiple records.
- When a change is made to a candidate's mark and/or grade which is later reversed, we would like to capture both changes. For the row indicating the change back to the original mark/grade we would expect the reason for change to be documented "reversal of a previous grade change". If possible, we advise that AOs only report on the change and reversal of change if the initial change was issued to a centre.

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Name	Description	Position	Validation Regular Expression	Description of Regular Expression
ExamSeries	Exam series data relates to e.g. June 2019	1	^(June)([ ][0-9][0-9][0-9][0-9])\$	Full month name of exam series and year.
ReportingDate	Date the file was due to be submitted regardless of when it was actually uploaded. Format accepted 120 ODBC canonical <b>yyyy-mm-dd</b> .	2	^(20)\d\d[-](0[1-9] 1[012])[-](0[1-9] 1[12][0-9] 3[01])\$	The date in the following format: year (4 digits), a dash, month (2 digits), a dash, day (2 digits).
AwardingOrganisation	Name of the awarding organisation	3	^{1,100}\$	1 to 100 characters accepted.
CentreNo	Centre number (NCN)	4	^d{1,5}\$	Up to 5-digit integer accepted.
UniqueCandidateIdentifier	Unique Candidate Identifier (UCI)	5	^{1,13}\$	Alphanumeric 13 characters accepted.
QAN	Qualification Accreditation Number e.g. 123/1234/1	6	^{1,10}\$	1 to 10 characters accepted.
SpecificationTitle	Specification title also known as subject title	7	^{1,150}\$	1 to 150 characters accepted.
SpecificationCode	Specification code also known as Subject Award Code and Cash-in Code	8	^{1,7}\$	1 to 7 characters accepted.
QualificationLevel	Level of qualification e.g. GCSE	9	^(GCSE AS A level)\$	One of the following list: GCSE, AS, A level.
UnitCode	Unit or component identifier	10	^{1,10}\$	1 to 10 characters accepted.
OriginalQualificationUMSModularOrScaleScorelinear	Original qualification UMS (modular) / Scale score (linear)	11	^d{1,3}\$	Up to 3-digit integer accepted. <b>-2 also accepted for not applicable or unknown value.</b>

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ResultingQualificati onUMSModularOr ScaleScorelinear	Resulting qualification UMS (modular) / Scale score (linear)	12	^d{1,3}\$	Up to 3-digit integer accepted.  <b>-2 also accepted for not applicable or unknown value.</b>
OriginalQualificatio nGrade	Original qualification grade	13	^(A*A* A*A AA* AA  AB BB BC BC* C*C*  C*C CC CD DD DE  EE EF FF FG GG A*  A B C* C D E F G U  9 8 7 6 5 4 3 2 1 9- 9 9-8 8-8 8-7 7-7 7- 6 6-6 6-5 5-5 5-4 4- 4 4-3 3-3 3-2 2-2 2- 1 1-1 -2)\$	One of the following list: A*, A Star, A*A*, A Star A Star, A*A, A Star A, AA*, AA, AB, BB, BC, BC*, C*C*, C*C, CC, CD, DD, DE, EE, EF, FF, FG, GG, A, B, C*, C, D, E, F, G, U, 9-1, 9-9 to 1-1, Pass, Merit, Distinction.  <b>-2 also accepted for unknown value.</b>
ResultingQualificati onGrade	Resulting qualification grade	14	^(A*A* A*A AA* AA  AB BB BC BC* C*C*  C*C CC CD DD DE  EE EF FF FG GG A*  A B C* C D E F G U  9 8 7 6 5 4 3 2 1 9- 9 9-8 8-8 8-7 7-7 7- 6 6-6 6-5 5-5 5-4 4- 4 4-3 3-3 3-2 2-2 2- 1 1-1 -2)\$	One of the following list: A*, A Star, A*A*, A Star A Star, A*A, A Star A, AA*, AA, AB, BB, BC, BC*, C*C*, C*C, CC, CD, DD, DE, EE, EF, FF, FG, GG, A, B, C*, C, D, E, F, G, U, 9-1, 9-9 to 1-1, Pass, Merit, Distinction.  <b>-2 also accepted for unknown value.</b>
ReasonForReconsi deration	To indicate how the mark/grade came under re-consideration	15	^(1 2 3 4 5 6 7 8)\$	Accepted values: 1, 2, 3, 4 ,5, 6, 7, 8. See Annex 1 for the reasons relating to these codes.

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ReasonForMark/GradeChange	To indicate reason for mark/grade change	16	^(1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 18 19)\$	Accepted values: 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 18, 19. See Annex 2 for the reasons relating to these codes.
DateOfChange	Date of the mark/grade change	17	^(20)\d\d[-](0[1-9] 1[012])[-](0[1-9] 1[12])[0-9]{3}[01]\$	The date in the following format: year (4 digits), a dash, month (2 digits), a dash, day (2 digits).

## Annex 1: Reasons for reconsideration

<b>Reason for reconsideration</b>	<b>Code to be entered for this field</b>
Wider investigation into marking as a result of a review of marking	1
Wider investigation into marking as a result of a review of moderation	2
Wider investigation as a result of an appeal	3
Wider investigation, not as a result of a review of marking, moderation or appeal.	4
Complaints	5
Other (any reason other than those listed here)	6
Special consideration	7
Malpractice	8



## Annex 2: Reasons for mark and grade changes

Reasons for mark/grade change	Code to be entered for this field
Work not seen or marked by original examiner	1
Error in totalling of marks by original examiner (e.g. examiner did not add up marks correctly)	2
Error in transferring marks from paper script to exam processing system (e.g. discrepancy between marks on script and marks on exam board system)	3
Error in inputting marks on online marking system by original examiner (e.g. mark incorrectly input)	4
Error in centre submitting marks (e.g. incorrect mark submitted for non-examination assessment)	5
Original marking/processing had incorrectly dealt with a candidate rubric error and/or answer in wrong answer space.	6
Original marker unable to read candidate response (e.g. illegible handwriting)	7
Application of special consideration during post-results	8
Missing script located (e.g. original script not marked).	9
Processing error (e.g. scanning, scaling, grading)	10
Auto-marking error (e.g. wrong answer key)	11
Outcome of malpractice investigation (e.g. mark change due to estimation of marks)	12
Marking – misapplication of levels based mark scheme	13
Marking – misapplication of points-based mark scheme	14
Marking – unusual candidate response (e.g. candidate response not covered by the mark scheme)	15
Moderation – misapplication of criteria by original moderator (e.g. error by original moderator)	16
<i>Value removed</i>	17
Special cases (e.g. candidate sat wrong paper)	18
Reversal of a previous grade change	19

## Contacts

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

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CV1 3BH

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