



Secure FTP site

Connecting to Ofqual's secure FTP site and transferring files



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Contents

1 Introduction.....	3
2 Connecting to the FTP site.....	4
3 Uploading and downloading files.....	7

1 Introduction

Ofqual's secure FTP site provides a facility for transferring files and documents securely. It allows your computer to establish a connection to our Ofqual FTP server so you can upload a file to that server, or download a file from it.

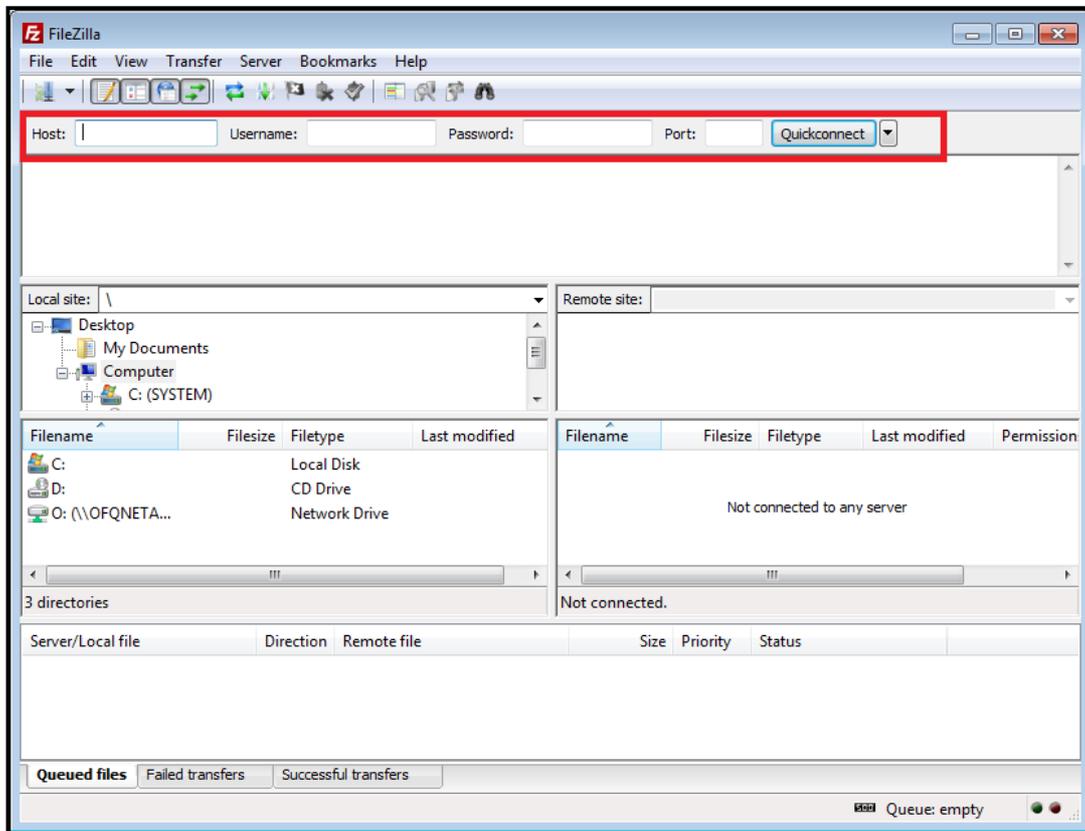
To enable you to connect to the FTP server you need to download and install a piece of software: FileZilla FTP client. The FTP client is a free piece of software you can download from FileZilla's web page.

You should also have received a username and password for the FTP site. If you haven't received them, please contact data.services@ofqual.gov.uk.

2 Connecting to the FTP site

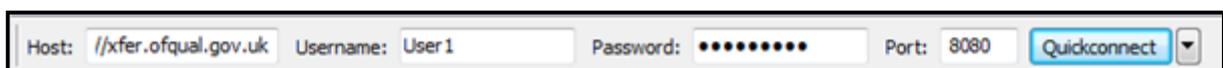
Download and install FileZilla FTP Client, then open it.

You will see a window similar to the one below.



In the boxes highlighted by the red rectangle above you need to enter the following, as you can see in the example below:

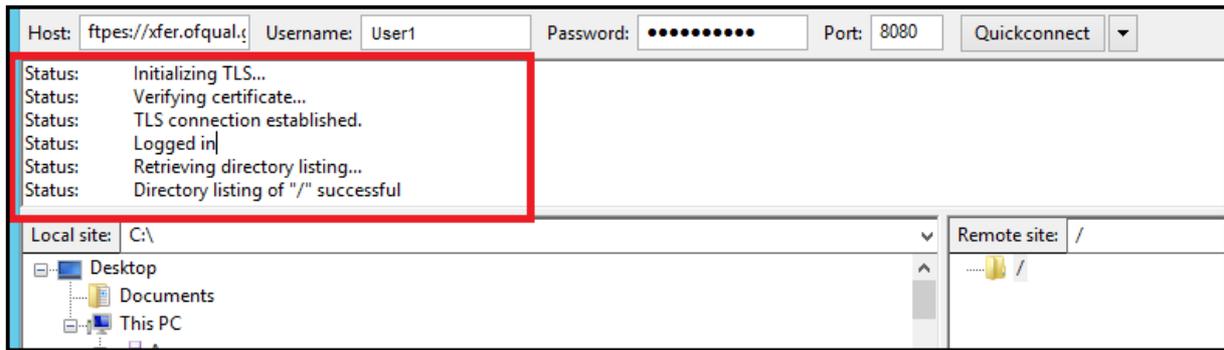
Host: FTPES://xfer.ofqual.gov.uk
Username: *Username assigned to you by Ofqual*
Password: *Password assigned to you by Ofqual*
Port: 8080



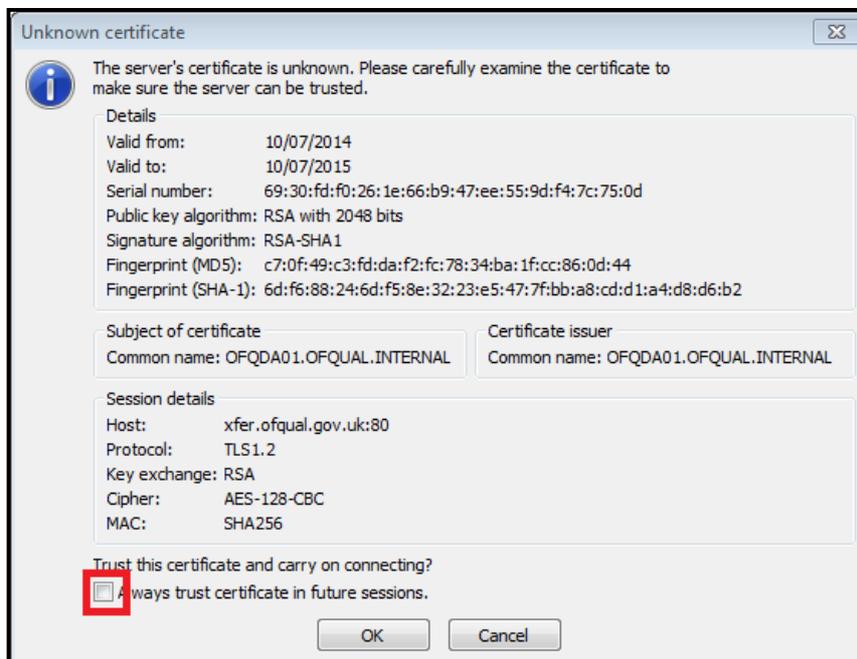
Click on the **Quickconnect** button.

You will be asked whether or not you want the program to remember your password. You can make either choice.

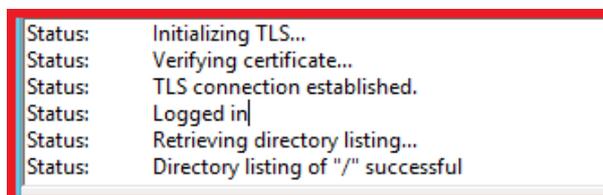
FileZilla will then attempt to communicate, connect and authenticate with the Ofqual FTP server, displaying various connection messages in the upper pane (see below).



The first time you make a connection it will ask you to trust a certificate. Select the **'Always trust certificate in future sessions'** check box (in red box below) and click **OK**.



You will see in the upper pane whether your connection has been successful (see below):



If you are unable to connect to the site please double-check the connection credentials you are using. If you still have problems it is likely that your organisation's firewall is blocking the connection to the FTP server. Please contact your organisation's IT team, asking them to amend the firewall to allow a connection to our FTP site (details below).

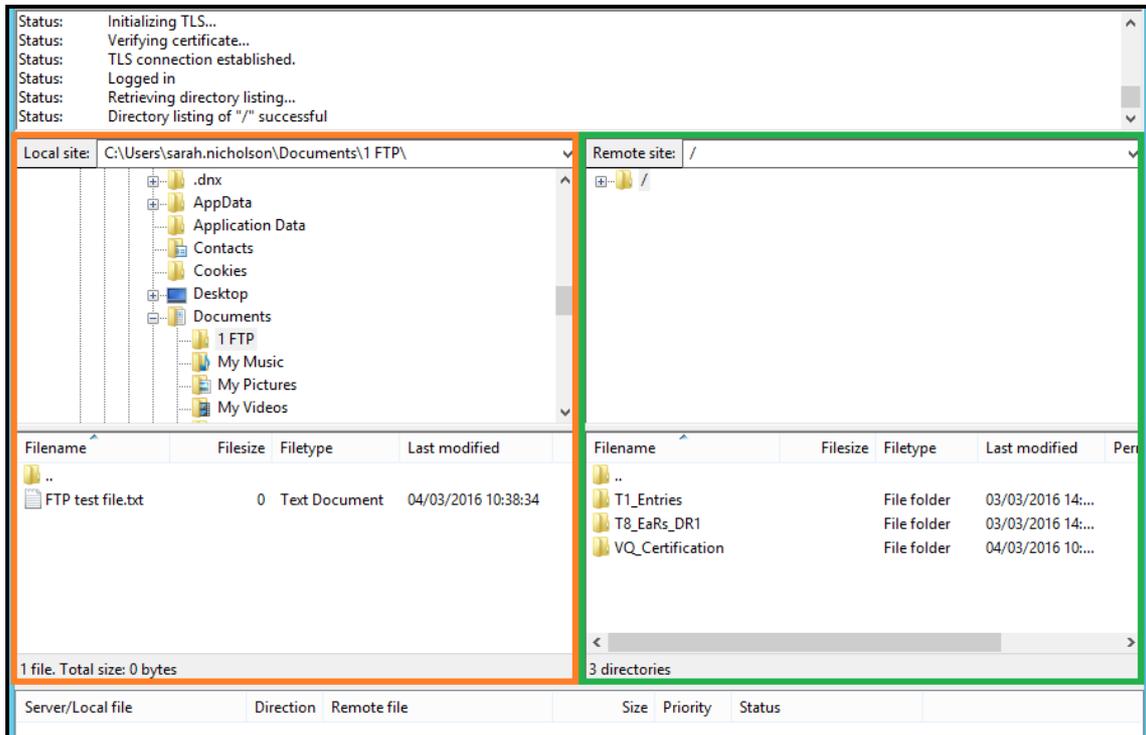
Host: FTPES://xfer.ofqual.gov.uk
IP address 23.97.183.42
Port: 8080

If you continue to have issues connecting to the site, please contact us for guidance.

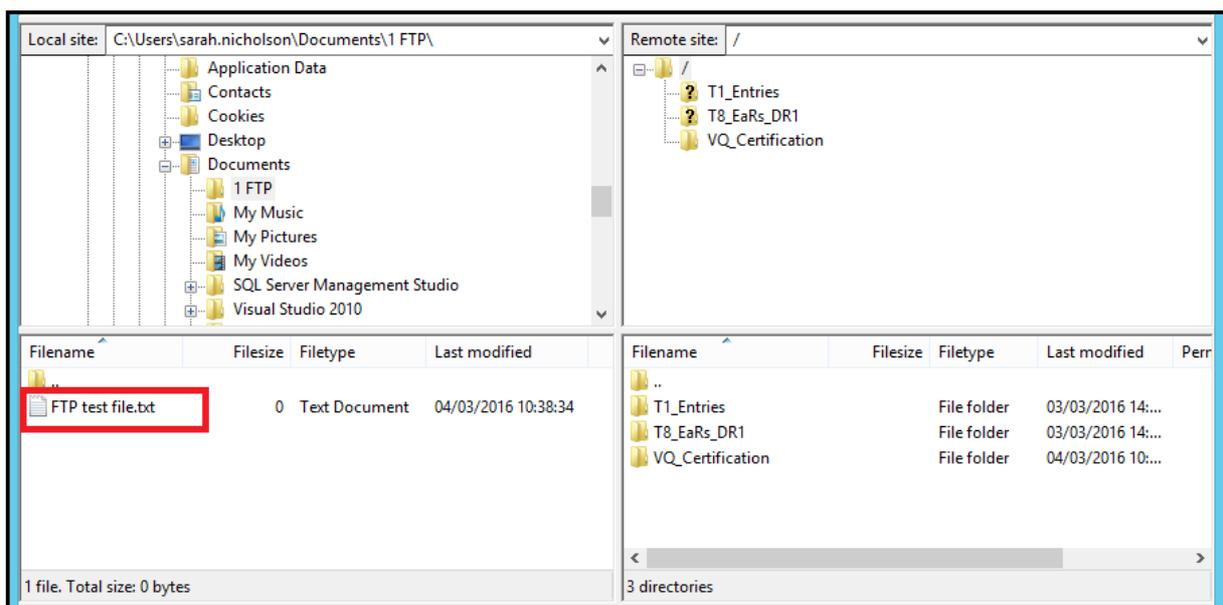
3 Uploading and downloading files

Uploading

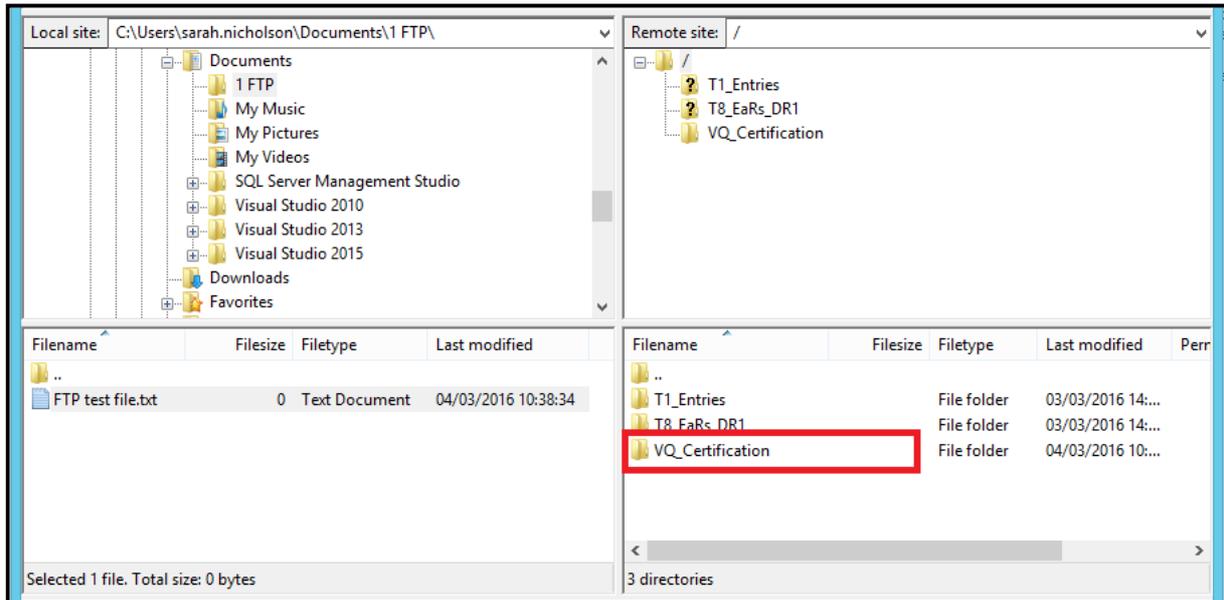
In the FTP program window the left-hand pane (in the orange box below) shows files and folders on your own computer. The right-hand pane shows files and folders on the FTP site.



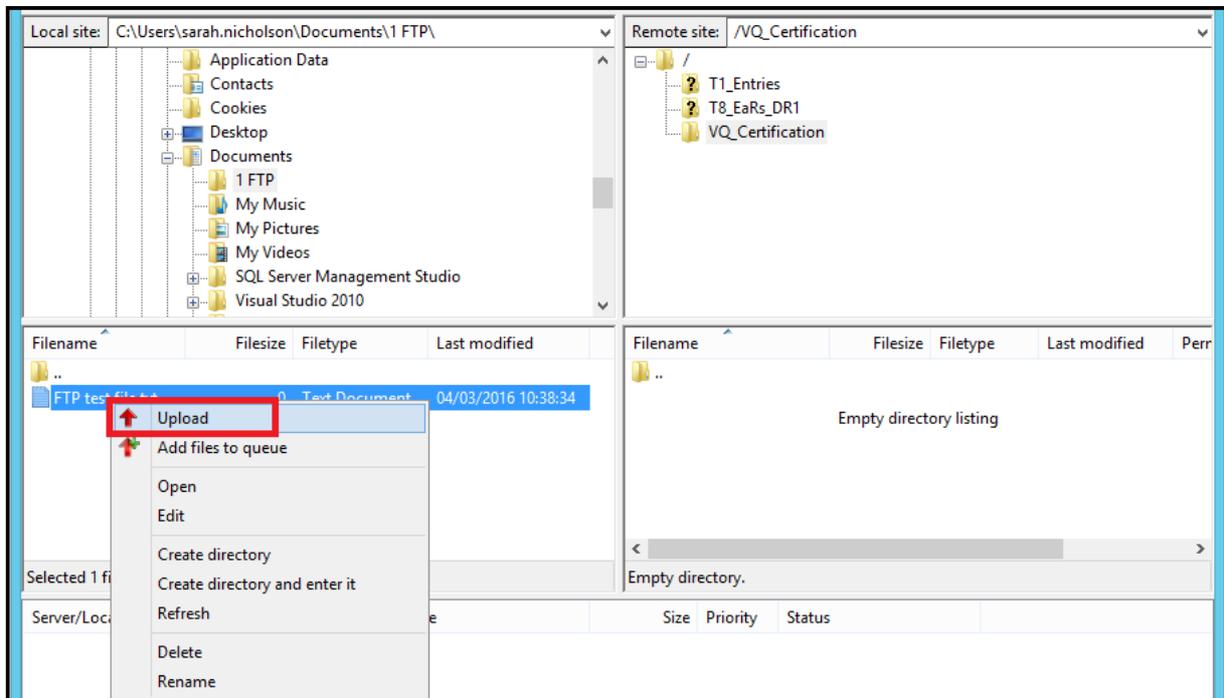
In the left-hand pane, navigate to the file you wish to upload from your own computer (you'll see an example file in the red box below)



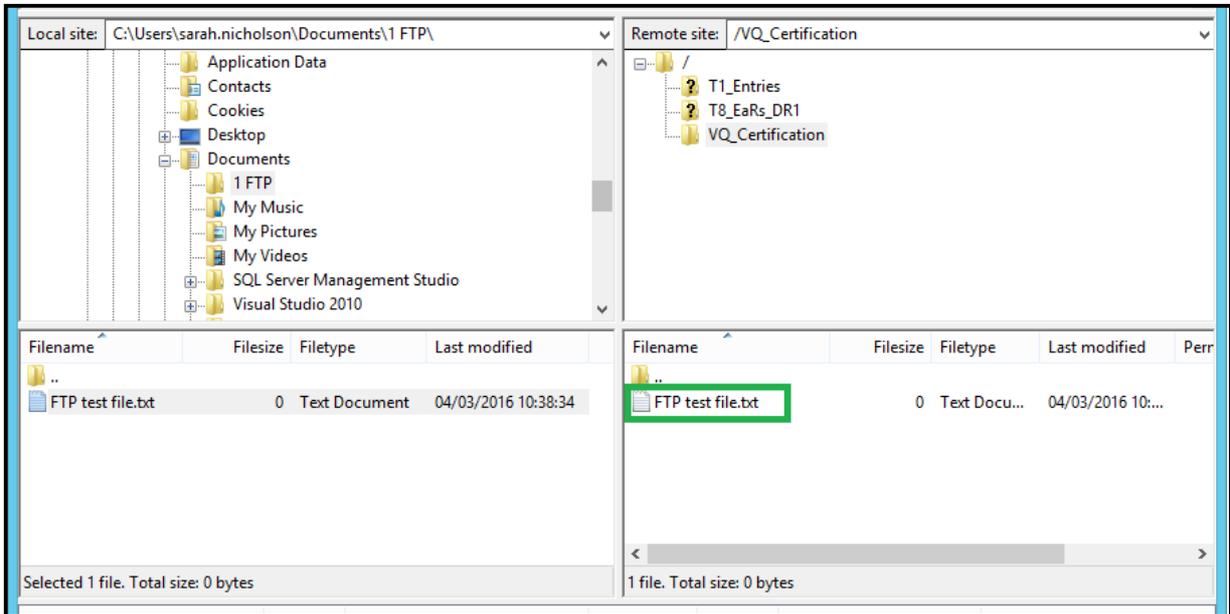
Double click on the folder for the data collection you are submitting data to (in the example below, in the red box, the VQ_Certification data collection).



Right-click on the file on your own computer and click 'Upload', or drag and drop the file from the left to the right pane.

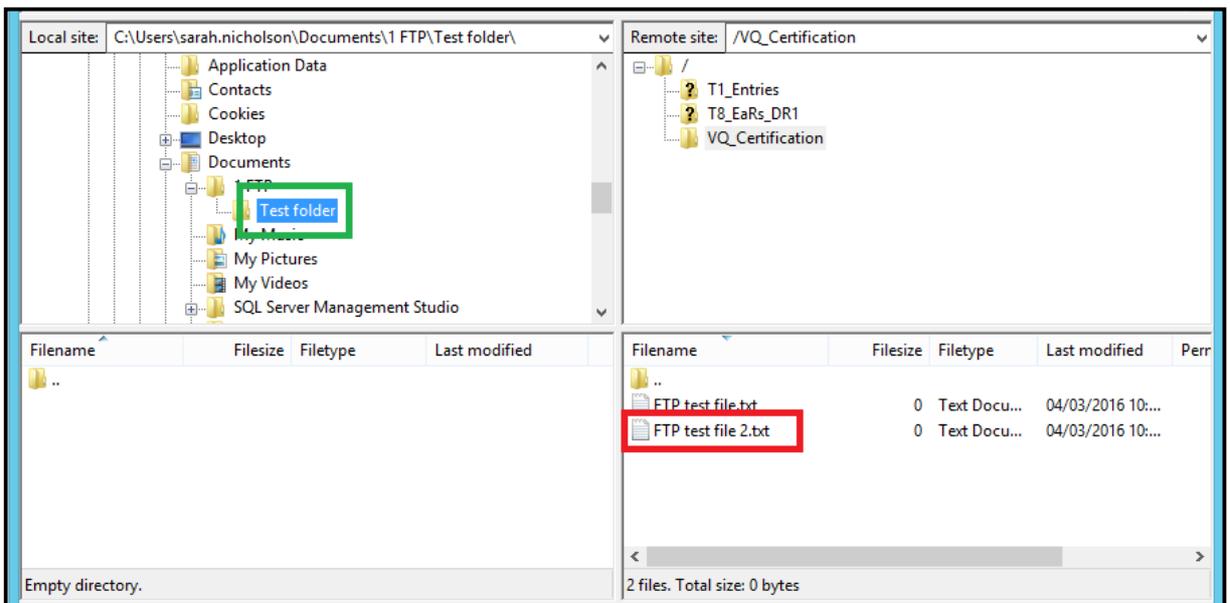


The file will be uploaded. You will see the progress of this in the bottom pane, and once the upload is complete the file will appear on the FTP site (in the green box below).

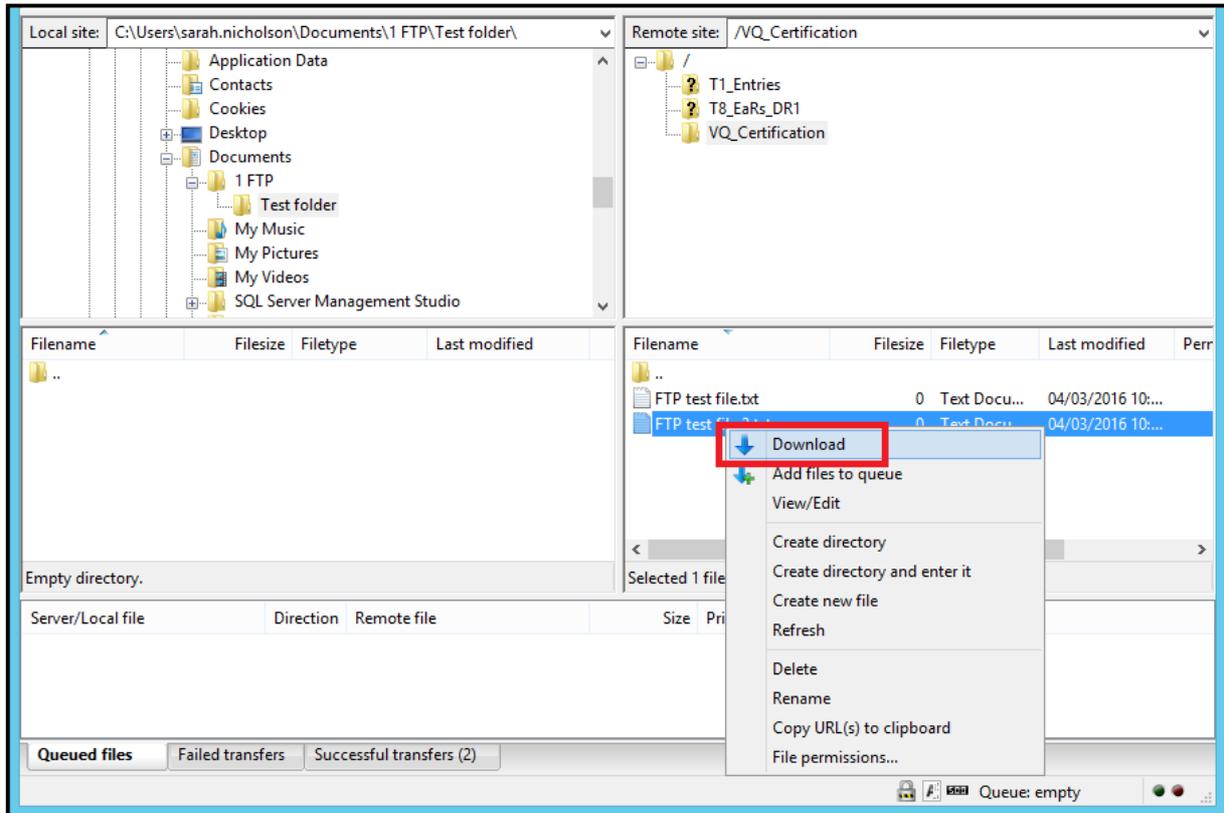


Downloading

To download a file from the FTP server, navigate to the file you wish to download (for example, in the red box below) and to the location you want to download it to (in green).



Right-click on the file you want to download and click on 'Download', or drag and drop the file from the right to the left pane.



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