

# **Guide to the Data Submission Process**

For T9 Appeals – series totals



March 2016

Ofqual/16/5899

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# 1 Appeals – series totals

## 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?

Appeals series totals data will be collected for GCE and GCSE.

## 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. T9 Appeals.

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

- **Appeals totals should be country specific.**
- Numeric values must not have any formatting.
- When providing a figure for the median, a whole number should be used.

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<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.

### Appeals – series totals

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

Name	Description	Position	Validation Regular Expression	Description of Regular Expression
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
Total Stage 1 Appeals received	The total number of Appeals received for Stage 1 for the summer series	6	^d{1,4}\$	A numeric value between 0 and 9,999 accepted
Candidate <b>unit</b> grades being challenged in Stage 1	The number of individual candidate <b>unit</b> grades being challenged in Stage 1	7	^d{1,6}\$	A numeric value between 0 and 999,999 accepted
Total Stage 1 Appeals completed	The total number of Stage 1 Appeals completed for the summer series	8	^d{1,4}\$	A numeric value between 0 and 9,999 accepted
Stage 1 Appeals completed and upheld	The number of completed stage 1 appeals that were upheld	9	^d{1,4}\$	A numeric value between 0 and 9,999 accepted
Stage 1 Appeals completed within 50 working days	The number of Stage 1 Appeals completed within 50 working days of receipt of original appeal (50 working days excludes any working days falling between 25th December and 1st January)	10	^d{1,4}\$	A numeric value between 0 and 9,999 accepted

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Name	Description	Position	Validation Regular Expression	Description of Regular Expression
Stage 1 Appeals not progressing to Stage 2	The number of Stage 1 Appeals not progressing to Stage 2	11	^\d{1,4}\$	A numeric value between 0 and 9,999 accepted
Stage 1 Appeals progressing to Stage 2	The number of Stage 1 Appeals progressing to Stage 2	12	^\d{1,4}\$	A numeric value between 0 and 9,999 accepted
Completed S1 Appeals where Qual grade moved up	The total number of completed Stage 1 Appeals where the qualification grade moved up	13	^\d{1,4}\$	A numeric value between 0 and 9,999 accepted
Completed S1 Appeals where Qual grade moved down	The total number of completed Stage 1 Appeals where the qualification grade moved down	14	^\d{1,4}\$	A numeric value between 0 and 9,999 accepted
Completed S1 Appeals where Qual grade not changed	The total number of completed Stage 1 Appeals where the qualification grade has not changed	15	^\d{1,4}\$	A numeric value between 0 and 9,999 accepted
No. of candidates where <b>unit</b> grade changed at S1	Number of candidates where the <b>unit</b> grade changed (moved up or down) at Stage 1	16	^\d{1,4}\$	A numeric value between 0 and 9,999 accepted
No. of candidates where <b>Qual</b> grade changed at S1	Number of candidates where <b>qualification</b> grade changed (moved up or down) at Stage 1	17	^\d{1,4}\$	A numeric value between 0 and 9,999 accepted

Name	Description	Position	Validation Regular Expression	Description of Regular Expression
No. of candidates where <b>Qual</b> grade <b>unchanged</b> at S1	Number of candidates where the <b>qualification</b> grade was <b>unchanged</b> at Stage 1	18	^\d{1,4}\$	A numeric value between 0 and 9,999 accepted
Stage 2 Appeals still in progress	The number of Stage 2 Appeals still in progress	19	^\d{1,4}\$	A numeric value between 0 and 9,999 accepted
Stage 2 Appeals completed and decision letter sent	The number of Stage 2 Appeals completed and decision letter sent	20	^\d{1,4}\$	A numeric value between 0 and 9,999 accepted
Stage 2 Appeals completed within 50 working days	The number of Stage 2 Appeals completed within 50 working days of receipt of original appeal (50 working days excludes any working days falling between 25th December and 1st January)	21	^\d{1,4}\$	A numeric value between 0 and 9,999 accepted
Stage 2 Appeals completed by 12th February	The number of Stage 2 Appeals completed by 12th February	22	^\d{1,4}\$	A numeric value between 0 and 9,999 accepted
Stage 2 Appeals completed with Appeals upheld	The number of Stage 2 Appeals completed with Appeals upheld	23	^\d{1,4}\$	A numeric value between 0 and 9,999 accepted

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Name	Description	Position	Validation Regular Expression	Description of Regular Expression
Stage 2 Appeals completed with Appeals not upheld	The number of Stage 2 Appeals completed with Appeals not upheld	24	^\d{1,4}\$	A numeric value between 0 and 9,999 accepted
Completed S2 Appeals where Qual grade moved up	The total number of completed Stage 2 Appeals where the qualification grade moved up	25	^\d{1,4}\$	A numeric value between 0 and 9,999 accepted
Completed S2 Appeals where Qual grade moved down	The number of completed Stage 2 Appeals where the qualification grade moved down	26	^\d{1,4}\$	A numeric value between 0 and 9,999 accepted
Completed S2 Appeals where Qual grade not changed	The number of completed Stage 2 Appeals where the qualification grade has not changed	27	^\d{1,4}\$	A numeric value between 0 and 9,999 accepted
No. of candidates where <b>unit</b> grade changed at S2	Number of candidates where <b>unit</b> grade changed (moved up or down) at Stage 2	28	^\d{1,4}\$	A numeric value between 0 and 9,999 accepted
No. of candidates where <b>Qual</b> grade changed at S2	Number of candidates where <b>qualification</b> grade changed (moved up or down) at Stage 2	29	^\d{1,4}\$	A numeric value between 0 and 9,999 accepted
No. of candidates where <b>Qual</b> grade <b>unchanged</b> at S2	Number of candidates where <b>qualification</b> grade unchanged at Stage 2	30	^\d{1,4}\$	A numeric value between 0 and 9,999 accepted



Name	Description	Position	Validation Regular Expression	Description of Regular Expression
Median time taken in days to complete appeals	Median time taken in days, to complete appeals (include stage 1 and stage 2 together. <b>Whole days only - decimals not accepted</b> )	31	^\d{1,3}\$	A numeric value between 0 and 999 accepted
Appeals referred to the EAB	The number of Appeals referred to the Examinations Appeals Board (EAB) <b>now known as EPRS</b>	32	^\d{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:

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