

# **Guide to the Data Submission Process**

For T14 Errata – Supporting Materials



March 2016

Ofqual/16/5903

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# 1 Errata – Supporting Materials

## 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?

Other supporting materials errata data will be collected for GCE and GCSE. The figures should include applied subjects and short courses. This template should **not** include figures for traditional question papers.

## 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. T14\_Errata\_SupportingMaterials.

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

- If submitting country specific data, awarding organisations should enter the relevant country. Alternatively, if submitting total figures for all countries combined, the word **all** should be entered in the country field. **This template is**

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

not required to be country specific at this time, so the word ‘All’ should be used.

- Numeric values must not have any formatting.

## 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.

### T14 – Errata (Supporting Materials)

| 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  |

| Name                            | Description   | Position | Validation Regular Expression                                   | Description of Regular Expression   |
|---------------------------------|---|----------|---|---|
| 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> ,<br><br>or:<br><br>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),<br><br>or:<br><br>year (four digits), a dash, month (two digits), a dash, day (two digits). |
| Qualification                   | Type of qualification e.g. GCSE and GCE   | 4        | ^(GCSE GCE)\$   | One of the following list: GCSE, GCE  |
| 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   |
| Supporting materials despatched | Other supporting materials means everything other than traditional QP's that are required for timetabled examinations E.g. resource materials, CD's, DVD's, video, teachers notes, preliminary materials  | 6        | ^\d{1,4}\$  | A numeric value between 0 and 9,999 accepted  |

| Name   | Description  | Position | Validation Regular Expression | Description of Regular Expression            |
|--|--|----------|-------------------------------|--|
| Supp. materials issued without need for correction | The number of supporting materials issued without need for correction                                    | 7        | ^\d{1,4}\$                    | A numeric value between 0 and 9,999 accepted |
| Number of errata issued before start of exam       | The number of errata issued before the start of the examination  | 8        | ^\d{1,4}\$                    | A numeric value between 0 and 9,999 accepted |
| Sup Materials-errors identified during/after exam  | The number of supporting materials where errors or inaccuracies were identified during or after the exam | 9        | ^\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:

Awarding Body Performance  
 Office of Qualifications and Examinations Regulation  
 Spring Place  
 Coventry Business Park  
 Herald Avenue  
 Coventry CV5 6UB

Email

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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.



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