

Guide to the Data Submission Process

For T14 Errata – Traditional Question Papers



March 2016

Ofqual/16/5904

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1 Errata – Traditional Question Papers

Introduction

In order to fulfil our regulatory and accreditation functions as set out in the Apprenticeships, Skills, Children and Learning Act 2009¹, 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?

Traditional question paper errata data will be collected for GCE and GCSE. The figures should include applied subjects and short courses. **This template should not include other supporting materials or modified 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_TraditionalQPs.

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**

¹ <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 (Traditional Question Papers)

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])\$	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 dd/mm/yyyy , or: 120 ODBC canonical yyyy-mm-dd .	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	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
Traditional question papers despatched	Traditional question papers means externally assessed timetabled examination components. Translated papers should be included and counted separately	6	^d{1,4}\$	A numeric value between 0 and 9,999 accepted
Question papers issued without need for correction	The number of traditional question papers issued without need for correction	7	^d{1,4}\$	A numeric value between 0 and 9,999 accepted

Name	Description	Position	Validation Regular Expression	Description of Regular Expression
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
QPs - errors identified during/after exam start	The number of traditional question papers 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

Data.Services@ofqual.gov.uk

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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

2nd Floor
Glendinning House
6 Murray Street
Belfast BT1 6DN

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