

Guide to the Data Submission Process

For T15 Modified papers



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1 Modified 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 in the exams process group (EPG) forum.

What data will be collected?

Modified papers 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. T15_ModifiedPapers.

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

- This template should be country specific. Awarding organisations should enter the relevant country e.g. England, Wales, Northern Ireland, Other UK Regions and Non UK. **Each category of Modified Paper will need to be broken down by country.**

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

- **Total number of modified paper requests** - should be the actual number of modified papers requested. So if 10 Braille papers were requested for one Maths paper, this would count as 10, **not** one because they were all for the same paper.
- **Total number of candidates granted modified papers** – This figure will usually be much lower than the field referenced above, as a candidate will typically have a request against several different papers.
- Each field showing the category of modified papers is for the number granted. Adding all these categories together, should give a figure very close to the number of requests, with any difference, because some requests were rejected.
- 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.

Modified 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][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
Total number of modified paper requests	Total number of modified paper requests from the awarding organisation	6	^\d{1,5}\$	A numeric value between 0 and 99,999 accepted
Total number of candidates granted modified papers	Total number of candidates granted modified papers by awarding organisation	7	^\d{1,5}\$	A numeric value between 0 and 99,999 accepted
No. of Braille papers & Braille labels granted	Total number of Braille question papers and tactile diagrams with Braille labels granted by awarding organisation	8	^\d{1,5}\$	A numeric value between 0 and 99,999 accepted

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Name	Description	Position	Validation Regular Expression	Description of Regular Expression
No. of Modified 18 point bold papers granted	No. of Modified 18 point bold papers granted by awarding organisation	9	^\d{1,5}\$	A numeric value between 0 and 99,999 accepted
No. of Modified 24 point bold papers granted	Number of Modified 24 point bold papers granted	10	^\d{1,5}\$	A numeric value between 0 and 99,999 accepted
Modified language granted	Modified language	11	^\d{1,5}\$	A numeric value between 0 and 99,999 accepted
No. of Tactile Diagrams with print labels granted	Number of Tactile Diagrams with print labels granted by awarding organisation	12	^\d{1,5}\$	A numeric value between 0 and 99,999 accepted
No. of Transcripts of listening test/video granted	Number of Transcripts of listening test/video granted by awarding organisation	13	^\d{1,5}\$	A numeric value between 0 and 99,999 accepted
No. of Non-interactive electronic QPs granted	Number of Non-interactive electronic Question Papers granted	14	^\d{1,5}\$	A numeric value between 0 and 99,999 accepted
Number of other formats granted	Total number of other formats granted	15	^\d{1,5}\$	A numeric value between 0 and 99,999 accepted

Name	Description	Position	Validation Regular Expression	Description of Regular Expression
Total number of discrete modified papers produced	Example: If five Braille papers and five A4 18 point bold papers were produced, for the same Maths question paper, this would count as two. If there were two Maths papers (paper A & B) this would count as four.	16	^d{1,5}\$	A numeric value between 0 and 99,999 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