

Guide to the Data Submission Process

For E-assessment data



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1 E-assessment data

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?

E-assessment data will be collected for GCSE, AS and A2.

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. E-assessment.

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

- Numeric values must not have any formatting.

¹ <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.

E-assessment data

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	Awarding organisation name	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 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).
Unit ref / Unit code	Unit reference or unit code	4	^.{1,100}\$	One, to one hundred characters accepted
Qualification Accreditation Number	Qualification Accreditation Number	5	^.{1,12}\$	One, to twelve characters accepted

Name	Description	Position	Validation Regular Expression	Description of Regular Expression
Qualification subject name	Qualification subject name	6	^.{1,150}\$	One, to one hundred and fifty characters accepted
Qualification type	Qualification type E.g. GCSE, AS, A2	7	(GCSE AS A2)	Enter GCSE, AS or A2 here
Is this unit only available via e-assessment Y/N	Is this unit only available via e-assessment Y/N	8	(Y y N n)	Enter Y or N here
Centres entering for the electronic version	Total number of centres entering for the electronic version of this unit	9	^d{1,6}\$	A numeric value between 0 and 999,999 accepted
Centres entering for the traditional version	Total number of centres entering for the traditional version of this unit	10	^d{1,6}\$	A numeric value between 0 and 999,999 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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 Office of Qualifications and Examinations Regulation
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 Coventry Business Park
 Herald Avenue
 Coventry CV5 6UB

Email

Data.Services@ofqual.gov.uk

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