Guide to the Data Submission Process

For Entries (T1)

February 2016

Ofqual/16/ 5892

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1 Entries

Introduction

In order to fulfil its regulatory and accreditation functions as set out in the Apprenticeships, Skills, Children and Learning Act 2009[1], the Office of Qualifications and Examinations Regulation (Ofqual) requires 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?

Entry data will be collected for GCE, Applied GCE, GCSE, Principal Learning Levels 1 & 2, PL Level 3, Project Levels 1 & 2 and Project Level 3 and Level 1/Level 2 Certificates. **Applied GCE figures are no longer reported separately, but should be included in GCE figures.**

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. T1 Entries.

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.

[1] http://www.legislation.gov.uk/ukpga/2009/22/contents

General completion guidelines

- This data return is to be broken down for each of the following countries; England, Wales, Northern Ireland, Non UK and Other UK Regions.
- Numeric values must not have any formatting.
- Commas must not be present in any field, unless the text is enclosed by speech marks.
- Linear entries should be reported at component level, e.g. if 5 candidates were taking GCSE Maths and this had three components, AOs should enter 15.
- Withdrawals and deletions should not be included in the data. E.g. if a candidate enters for one subject/specification, but then withdraws and gets re-entered for a different subject, this should be reported as one certification in the T1 data, not two.
- Subjects with a double award should only be counted as one certification, not two.
- Late entries are defined as an entry received after midnight on the closing date for each exam series. For example the summer 2013 deadline was the 21 February 2013. So 12.01 am on the 22 February onwards, would be classed as late.
- Very late entries are no longer reported separately, but should be included in late entry figures
- Very late awards are no longer reported separately, but should be included in late award figures
- Applied GCE figures are no longer reported separately, but should be included in GCE figures.
- Level 1/Level 2 Certificates data should only be for those accredited and regulated by Ofqual.
- Level 1/Level 2 Certificates data should only be provided for England Wales and Northern Ireland, where applicable. Non UK should **not** be provided.

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.

Entries

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 **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	Level and type of qualification e.g. GCSE, Principal Learning level 1 & 2	4	^(GCSE|GCE|PL Levels 1 & 2|PL Levels 1 and 2|PL Level 3|Project Levels 1 & 2|Project Levels 1 and 2|Project Level 3| and Level 1/Level 2 Certificates)$	One of the following list: GCSE, GCE, PL Levels 1 & 2, PL Level 3, Project Levels 1 & 2, Project Level 3, Level 1/Level 2 Certificates

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
Ontime Unit Entries	Number of entries made on time at unit level	6	^\d{1,8}$	A numeric value between 0 and 99,999,999 accepted
Late Unit Entries	An entry for a unit made after midnight on the closing date for each exam series. Late entries should include very late entries made on or after the first exam date of the series	7	^\d{1,8}$	A numeric value between 0 and 99,999,999 accepted
Ontime Linear Entries	Number of linear entries made on time at component level	8	^\d{1,8}$	A numeric value between 0 and 99,999,999 accepted
Late Linear Entries	An entry for linear subject made after midnight on the closing date for each exam series Late entries should include very late entries made on or after the first exam date of the series	9	^\d{1,8}$	A numeric value between 0 and 99,999,999 accepted

Name	Description	Position	Validation Regular Expression	Description of Regular Expression
Ontime unitised awards	Number of unitised awards made ontime	10	^\d{1,8}$	A numeric value between 0 and 99,999,999 accepted
Late unitised awards	Late unitised awards	11	^\d{1,8}$	A numeric value between 0 and 99,999,999 accepted
Ontime linear awards	Number of linear awards made ontime	12	^\d{1,8}$	A numeric value between 0 and 99,999,999 accepted
Late linear awards	Number of late linear awards	13	^\d{1,8}$	A numeric value between 0 and 99,999,999 accepted

3 Contacts

For all queries relating to the data collection process, amendments to data previously provided, or for general guidance, please contact:

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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