Guide to the Data Submission Process

For Enquiries about Results – Service 3

Contents

1 Enquiries about Results (EaR)

Introduction

In order to fulfil our regulatory and accreditation functions as set out in the Apprenticeships, Skills, Children and Learning Act 2009[1], 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?

Enquiries about Results data will be collected for GCE and GCSE. If you offer these qualifications, you must upload a line of data for it, even if it is a line of zeros.

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. T8 EaR_S3.

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 three countries combined, the word 'all' should be entered in the country field.

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

■   Some of the fields do not require a value to be entered on the first submission of data and some will not be required until the final submission of data. Unitl a value is available a figure of zero should be entered in these fields.

■   Numeric values must not have any formatting.

■   Commas must not be present in any field, unless the text is enclosed by speech marks.

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.

Service 3

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	4	^(GCSE|GCE)$	One of the following list: GCSE, GCE
Service	Type of service e.g. 3	5	^(3)$	You must enter the numeral '3' here

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	6	^(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
Enquiries on moderated units received by AO	Number of enquiries on moderated units (at centre by unit level) received by the awarding organisation	7	^\d{1,6}$	A numeric value between 0 and 999,999 accepted
Enq on moderated units allocated for re moderation	Number of enquiries on moderated units (at centre by unit level) allocated to moderator (for re-moderation)	8	^\d{1,6}$	A numeric value between 0 and 999,999 accepted
Enquiry outcomes reported to centre	Number of enquiry outcomes (at centre by unit level) reported to centre	9	^\d{1,6}$	A numeric value between 0 and 999,999 accepted
Completed enquiries within deadline	Number of completed enquiries (at centre by unit level) within deadline	10	^\d{1,6}$	A numeric value between 0 and 999,999 accepted
Incomplete enquiries within deadline	Number of incomplete enquiries (at centre by unit level) within deadline	11	^\d{1,6}$	A numeric value between 0 and 999,999 accepted
Incomplete enquiries outside deadline	Number of incomplete enquiries (at centre by unit level) outside deadline	12	^\d{1,6}$	A numeric value between 0 and 999,999 accepted
Units where No of enq is gtr 5pct of total entries	Number of enquiries for unit is greater than 5% of the total number of centres entering candidates (reported at centre level)	13	^\d{1,6}$	A numeric value between 0 and 999,999 accepted

Name	Description	Position	Validation Regular Expression	Description of Regular Expression
Average response time for complete enquiries	Average response time for complete enquiries (in days) **Field will accept up to two decimal places**	14	^\d{1,2}\.\d{0,2}$\| ^\d{1,2}$	A numeric value between 0 and 99 with two decimal places accepted
Completed enq where notional unit grade moved up	Number of completed enquiries (candidate level) where notional unit grade has moved up	15	^\d{1,6}$	A numeric value between 0 and 999,999 accepted
Completed enq where notional unit grade moved down	Number of completed enquiries (candidate level) where notional unit grade has moved down	16	^\d{1,6}$	A numeric value between 0 and 999,999 accepted
Completed enq where notional unit grade unchanged	Number of completed enquiries (candidate level) where notional unit grade is unchanged	17	^\d{1,6}$	A numeric value between 0 and 999,999 accepted
Instances where qualification grade has moved up	Number of instances (candidate level) where qualification grade has moved up	18	^\d{1,6}$	A numeric value between 0 and 999,999 accepted
Instances where qualification grade is unchanged	Number of instances (candidate level) where qualification grade is unchanged	19	^\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:

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

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