

# **Guide to the Data Submission Process**

For Enquiries about Results DR2



June 2016

Ofqual/16/6027

# **Contents**

1 Enquiries about Results (EaR).....	3
2 File formats.....	4
3 Contacts .....	10

# 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<sup>1</sup>, 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 GCSE, GCSE linear, GCSE full course, GCSE short course, AS, A-level, Level 1/Level 2 Certificates and Advanced Extension Award (AEA). **DR2 only applies where grades moved up or down by two or more grades.**

## 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. EaRs\_DR2.

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 awarding organisations 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

- Please see appendix A (page 9) for further clarification of field values.

---

<sup>1</sup> <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.

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.
Reporting date	Date the file was due to be submitted regardless of when it was actually uploaded. Format accepted 120 ODBC canonical <b>yyyy-mm-dd</b> .	2	^(20)\d\d[-](0[1-9] 1[012])[-](0[1-9] 1[12])[0-9]3[01]\$	The date in the following format: year (four digits), a dash, month (two digits), a dash, day (two digits).
Awarding Organisation	Name of the awarding organisation	3	^.{1,100}\$	One, to one hundred characters accepted
Centre No.	Centre number (NCN)	4	^\d{1,5}\$	Up to five digit integer accepted
Unique Candidate Identifier	Unique Candidate Identifier (UCI)	5	^.{1,13}\$	Alpha numeric 13 characters accepted
QAN	Qualification Accreditation Number e.g. 123/1234/1	6	^.{1,10}\$	One, to ten characters accepted
Specification title	Specification title also known as subject title	7	^.{1,150}\$	One, to one hundred and fifty characters accepted
Specification code	Specification code also known as Subject Award Code and Cash-in Code	8	^.{1,7}\$	One, to seven characters accepted

Qualification level	Level of qualification e.g. GCSE	9	^(GCSE GCSE linear GCSE short course GCSE full course AS A level A-level App A Level Db App A Level Sgl App AS Db App AS Sgl Level1/Level2 Certificates AEA)\$	One of the following list: GCSE, GCSE linear, GCSE short course, GCSE full course, AS, A level, App A Level Db, App A Level Sgl, App AS Db, App AS Sgl, Level1/Level2 Certificates, or AEA
Original unit raw mark	Original unit raw mark	10	^\d{1,3}\$	Up to three-digit integer accepted
Post EaR raw mark	Post EaR raw mark	11	^(TBD \d{1,3})\$	Up to three-digit integer or TBD accepted
Original unit UMS	Original unit UMS	12	^\d{1,3}\$	Up to three-digit integer accepted
Post EaR UMS	Post EaR UMS	13	^(TBD \d{1,3})\$	Up to three-digit integer or TBD accepted
Original qualification UMS (modular) / Scale score (linear)	Original qualification UMS (modular) / Scale score (linear)	14	^\d{1,3}\$	Up to three-digit integer accepted
Post EaR qualification UMS (modular) / Scale score (linear)	Post EaR qualification UMS (modular) / Scale score (linear)	15	^\d{1,3}\$	Up to three-digit integer accepted

Original qualification grade	Original qualification grade	16	^(A Star A Star A Star A Star A A* A*A* A*A AA* AA AB BB BC CC CD DD DE EE EF FF FG GG A B C D E F G U 1 2 3 4 5 6 7 8 9 1-1 1-2 2-2 2-3 3-3 3-4 4-4 4-5 5-5 5-6 6-6 6-7 7-7 7-8 8-8 8-9 9-9)\$	One of the following list: A*, A Star, A*A*, A Star A Star, A*A, A Star A, AA*, AA, AB, BB, BC, CC, CD, DD, DE, EE, EF, FF, FG, GG, A, B, C, D, E, F, G, U, 1-9, 1-1 to 9-9 and any of the grades listed, followed by a number from 1-5 e.g. C3.
Post EaR qualification grade	Post EaR qualification grade	17	^(A Star A Star A Star A Star A A* A*A* A*A AA* AA AB BB BC CC CD DD DE EE EF FF FG GG A B C D E F G U 1 2 3 4 5 6 7 8 9 1-1 1-2 2-2 2-3 3-3 3-4 4-4 4-5 5-5 5-6 6-6 6-7 7-7 7-8 8-8 8-9 9-9 TBD)\$	One of the following list: A*, A Star, A*A*, A Star A Star, A*A, A Star A, AA*, AA, AB, BB, BC, CC, CD, DD, DE, EE, EF, FF, FG, GG, A, B, C, D, E, F, G, U, 1-9, 1-1 to 9-9 and any of the grades listed, followed by a number from 1-5 e.g. C3.
Unit code	Unit code	18	^.{1,10}\$	One, to ten characters accepted
Unit title	Unit title	19	^.{1,150}\$	One, to one hundred and fifty characters accepted
Unit max. raw mark	Unit maximum raw mark	20	^d{1,3}\$	Up to three digit integer accepted

Service	Type of service e.g. 2	23	^(1 2 P2 3)\$	One of the following list: 1, 2, P2, 3
Reason	Details of cause as provided in the explanation to centres (copied from the information provided to centres)	24		Unlimited text box

## Appendix A

DR2 - EaRs where grades moved up or down by two or more grades.		
Field Name	Exemplar value	Notes
Exam series	June 2016	Month followed by the year for each exam series, e.g. June 2016, November 2016
Reporting date	2016-08-27	Date in the following format: year (four digits), a dash, month (two digits), a dash, day (two digits)
Awarding organisation	AQA	One, to one hundred characters accepted
Centre No.	12345	Five digit integer accepted
Unique Candidate Identifier	123456789012T	Alpha numeric 13 characters accepted
QAN	123/1234/1	Alpha Numeric - Qualification Accreditation Number or -2 for unknown e.g. cases where candidate is not certifying
Specification title	Mathematics	Specification title. One, to one hundred and fifty characters accepted. 'Not Certifying' also accepted. Preferred if no commas in text, but if present must be enclosed by speech marks.
Specification code	1650	Also known as 'Subject Award Code' and 'Cash-in Code'. <b>NB.</b> Codes must exist on the JCQ classifications-entries spreadsheet. -2 also accepted to
Qualification level	GCSE	Accepted values; GCSE, GCSE linear, GCSE full course, GCSE short course, AS, A-level, AEA, Level 1/Level 2 Certificates
Original unit raw mark	40	Three digit integer accepted or -2 for absences. <b>NB. If examiner marks are adjusted to correct consistent variance from the standard, the original raw mark provided in the data, should be the value following this adjustment process, not before.</b> <b>This field also refers to component raw marks for qualifications that do not have units.</b>
Post EaR raw mark	42	Three digit integer. -2 accepted where the post EaR raw mark is unknown. <b>NB. This field also refers to component raw marks for qualifications that do not have units.</b>
Original unit UMS	50	Three digit integer accepted. Float also accepted for a three digit integer with up to two decimal places. -2 accepted for subjects that do not convert to UMS
Post EaR UMS	51	Three digit integer accepted. Float also accepted for a three digit integer with up to two decimal places. -2 accepted for subjects that do not convert to UMS or value unknown.
Original qualification UMS (modular) / Scale score (linec	40	Three digit integer accepted. Float also accepted for a three digit integer with up to two decimal places. -2 accepted for subjects that do not convert to UMS
Post EaR qualification UMS (modular) / Scale score (linec	40	Three digit integer accepted. Float also accepted for a three digit integer with up to two decimal places. -2 accepted for subjects that do not convert to UMS or value unknown.
Original qualification grade	D	One of the following list: A*, A Star, A*A*, A Star A Star, A*A, A Star A, AA*, AA, AB, BB, BC, CC,CD,DD, DE, EE,EF, FF, FG, GG, A, B, C, D, E, F, G, U, 1-
Post EaR qualification grade	C	One of the following list: A*, A Star, A*A*, A Star A Star, A*A, A Star A, AA*, AA, AB, BB, BC, CC,CD,DD, DE, EE,EF, FF, FG, GG, A, B, C, D, E, F, G, U, 1-
Unit code	MA02	One, to ten characters accepted. <b>Note: If a unit has sub components, they should be identifiable from a unique value within the unit code e.g. MA02 1, MA02 2.</b> <b>This field also refers to component codes for qualifications that do not have units.</b>
Unit title	Maths Unit 2	One, to one hundred and fifty characters accepted. Preferred if no commas in text, but if present must be enclosed by speech marks. <b>NB. This field also refers to the component title.</b>
Unit max. raw mark	60	Three digit integer accepted. <b>NB. This field also refers to the maximum component raw mark for qualifications that do not have units.</b>
Service	2	Values 1,2,3 or P2 accepted
Reason	System/technology error	Details of cause as provided in the explanation to centres (copied from the information provided to centres).

### **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](mailto:Data.Services@ofqual.gov.uk)

We wish to make our publications widely accessible. Please contact us at [publications@ofqual.gov.uk](mailto:publications@ofqual.gov.uk) if you have any specific accessibility requirements.



© Crown copyright 2016

This publication is licensed under the terms of the Open Government Licence v3.0 except where otherwise stated. To view this licence, visit <http://nationalarchives.gov.uk/doc/open-government-licence/version/3> or write to the Information Policy Team, The National Archives, Kew, London TW9 4DU, or email: [publications@ofqual.gov.uk](mailto:publications@ofqual.gov.uk).

Where we have identified any third party copyright information you will need to obtain permission from the copyright holders concerned.

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

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