Guide to the Data Submission Process

For T5 Online v Traditional Marking

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1 Online v Traditional Marking

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?

Online v Traditional Marking will be collected for GCSE, AS and A level. The figures should include applied subjects, short courses and overseas entries. Three lines of data should be reported, one for GCSE, one for AS and one for A level.

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. T5_Online_TraditionalMarking.

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

■   This template should be country specific. Awarding organisations should enter a row of data for each country i.e. England, Wales, Northern Ireland, Other UK Regions and Non UK.

■   Numeric values must not have any formatting.

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[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.

Online v traditional marking

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).

Name	Description	Position	Validation Regular Expression	Description of Regular Expression
Qualification	Level and type of qualification e.g. GCSE, AS, A level	4	^(GCSE|AS|A level)$	One of the following list: GCSE, AS, A level
Country	For awarding organisation's to enter the specific country the data relates to e.g. England, Wales, Northern Ireland.	5	^(England|Wales |Northern Ireland|Non UK|Other UK Regions)$	England, Wales, Northern Ireland, Non UK and Other UK Regions will be accepted
Papers marked online	Total number of papers marked online	6	^\d{1,7}$	A numeric value between 0 and 9,999,999 accepted
Candidate scripts marked online	Total number of candidate scripts marked online	7	^\d{1,7}$	A numeric value between 0 and 9,999,999 accepted
Papers traditionally marked	Total number of papers marked traditionally	8	^\d{1,7}$	A numeric value between 0 and 9,999,999 accepted
Candidate scripts traditionally marked	Total number of candidate scripts marked traditionally	9	^\d{1,7}$	A numeric value between 0 and 9,999,999 accepted
Non-timetabled assessments marked	Total number of non-timetabled assessments marked e.g. internal assessment, coursework	10	^\d{1,7}$	A numeric value between 0 and 9,999,999 accepted

Name	Description	Position	Validation Regular Expression	Description of Regular Expression
Candidate Non-timetabled assessments marked	Total number of candidates' non-timetabled assessments marked e.g. internal assessment, coursework	11	^\d{1,7}$	A numeric value between 0 and 9,999,999 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
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Herald Avenue
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