

GUIDANCE

TQ Malpractice

Guide to the data submission process

ofqual

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Introduction

In order to fulfil our regulatory and accreditation functions as set out in the [Apprenticeships, Skills, Children and Learning Act 2009](#), we require awarding organisations to provide exams delivery data for regulated qualifications.

What data will be collected?

Malpractice data will be collected for all Technical Qualifications (TQs) within T levels for learners/centres/centre staff/examiners in England.

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.

Updates to formats and guidance

This guidance document will be updated regularly. Any changes to procedure will be incorporated into the guidance document.

How to submit your data

Your data should be submitted to us in CSV format. Please refer to the 'Connecting to Ofqual's data portal and uploading data' document on our [web page](#) to help you submit your files to us. If you need to ask us about a data submission please do contact the [Data Services team](#), please do not send your data files via email to Data Services or to any other Ofqual email address, or via Contact the Regulator in the Portal.

Uploaded data

Once files have been successfully uploaded, the data will be validated against a set of validation rules. These are detailed in the sections below. If validation is successful, the data is automatically transferred into our systems and you will receive email confirmation. If the file is unsuccessful at any stage of validation you will receive an email with details of the validation failure. Please correct your file and resubmit it.

Amendments to data

Ofqual staff will not alter data once it has been submitted. If you find an error or omission after you've had a successful upload, please notify us [by email](#). We need to reject the existing submission before you can upload a new file.

How your data will be used

This data will be used to undertake our regulatory activities and, where required, to produce Official Statistics to fulfil our responsibility as a government department.

General completion guidelines

- Data should include all sanctions applied for malpractice offences committed within the reporting period.
- Data for each assessment series, e.g. June 2021, should only refer to sanctions applied for offences committed in that series. If, due to the length of an investigation, a sanction is applied after the reporting date for that series, awarding organisations should notify Data Services, so that the original file can be rejected, enabling a revised file to be upload to the Data Portal.
 - To reduce the number of potential updates to data, any required updates to historic data should be made alongside future submissions for subsequent series at the same time of year. For example, resubmissions for June 2021 data should be made alongside the June 2022 submission; resubmissions for November 2021 data should be made alongside the November 2022 submission; etc.

File format

The file must be CSV format and the first row 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 / Accepted values
ReportingDate	Date the file was due to be submitted to Ofqual regardless of when it was actually uploaded (this date will be made available by Ofqual).	1	^ (0[1-9] [12][0-9] 3[01]) [/] (0[1-9] 1[012]) [/] (20) \d \d \$ or ^ (20) \d \d [-] (0[1-9] 1[012]) [-] (0[1-9] [12][0-9] 3[01]) \$	The date in the following format: day (2 digits), forward slash, month (2 digits), forward slash, year (4 digits), or: year (4 digits), a dash, month (2 digits), a dash, day (2 digits) e.g. 15/01/2020 or 2020-01-15
AssessmentSeries	Assessment series data relates to, for example June 2021	2	^ (June) ([[0-9][0-9][0-9][0-9]]) \$	Full month name and year of Assessment series e.g. June 2021
AwardingOrganisation	Acronym of the awarding organisation	3	^ . { 1 , 10 } \$	Accepted values: <ul style="list-style-type: none"> • A valid AO Acronym Note: value must be consistent within the file.
QualificationNumber	Unique identifier for the TQ as it appears in Ofqual's Register of Regulated qualifications	4	^ . { 1 , 10 } \$	Accepted values: <ul style="list-style-type: none"> • A valid qualification number
ComponentCode	Unique identifier for the component which the assessment relates to (assigned by the awarding organisation)	5	^ . { 1 , 10 } \$	1 to 10 characters Note: enter -2 if not applicable

Name	Description	Position	Validation Regular Expression	Description of Regular Expression / Accepted values
SubComponentType	TQ sub-component which the assessment falls under (Core ExamCore ProjectOccupational Specialism)	6	^(Core Exam Core Project Occupational Specialism -2)\$	<p><i>Accepted values:</i></p> <ul style="list-style-type: none"> • Core Exam • Core Project • Occupational Specialism <p>Note: enter -2 if not applicable</p>
AssessmentCode	Unique identifier for the assessment (assigned by the awarding organisation)	7	^.{1,10}\$	<p>1 to 10 characters</p> <p>Note: enter -2 if not applicable</p>
MalpracticeCaseIdentifier	Unique case identifier assigned by the awarding organisation	8	^.{1,25}\$	<p>1 to 25 characters</p>
TypeOfMalpractice	Candidate/Centre/Centre Staff/Examiner	9	^(Candidate Centre Centre staff Examiner)\$	<p><i>Accepted values:</i></p> <ul style="list-style-type: none"> • Candidate • Centre • Centre staff • Examiner
UKPRN	Centre ID – UK Provider Reference Number	10	^.{10000000,99999999}\$	<p>A numeric value between 10000000 and 99999999</p>
NCN	Centre ID – National Centre Number	11	^\d{1,5}\$	<p>Up to 5-digit integer accepted</p> <p>Note: enter -2 if not available</p>
ULN	Unique Learner Number	12	^.{0000000001,9999999999}\$	<p>A numeric value between 0000000001 and 9999999999</p>
UCI	Unique Candidate Identifier	13	^.{1,13}\$	<p>Alpha-numeric 13 characters</p> <p>Note: enter -2 if not available</p>

Name	Description	Position	Validation Regular Expression	Description of Regular Expression / Accepted values
StaffIdentifier	Unique identifier for staff member (assigned by an awarding organisations) whether examiner or centre staff member	14	^.{1,25}\$	1 to 25 characters
TypeOfOffence	Description of offence from pre-set categories	15	Accepted values as per pre-agreed list of offences.	Accepted values as per agreed list.
TypeOfPenalty	Description of penalty from pre-set categories	16	Accepted values as per pre-agreed list of offences.	Accepted values as per agreed list.

Contacts

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

Ofqual
Earlsdon Park
53-55 Butts Road
Coventry
CV1 3BH

Email Data.Services@ofqual.gov.uk



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