

Appendix 2 Validation and credibility checks

Validation

1. A number of validation checks are built into the Excel workbook. Validation cells above each column in each table in the workbook return **Validation: OK** if the data have passed validation. If data in a table fail validation, a message describing the error will be displayed below the table and the value(s) in the cell(s) causing the error(s) will turn red.

Tables 1a, 1b, 2 and 3

2. For each column, the total for each level (excluding the ITT (QTS) and INSET (QTS) price groups) must be a whole number (except for Column 4a and Column 5a on Table 3).

3. For each column, the ITT (QTS) and INSET (QTS) cells, where present, must contain whole numbers (except for Column 4a on Table 3).

4. For all cells except cells in Column 3, the value ≥ 0 .

5. For all cells, Column 3 ≤ 0 .

6. For Tables 1a, 2 and 3 – data should only be entered in Column 5 (and in Table 3, Column 5a) by lead institutions of LLNs following the model 2 route for monitoring 2007-08 ASNs. These institutions are:

H-0013	York St John University
H-0016	Edge Hill University
H-0038	University of Cumbria
H-0057	University of Derby
H-0058	University of East London
H-0060	University of Hertfordshire
H-0061	University of Huddersfield
H-0063	Kingston University
H-0066	Manchester Metropolitan University
H-0075	Sheffield Hallam University
H-0077	Staffordshire University
H-0079	University of Teesside
H-0080	Thames Valley University
H-0127	Birkbeck College
H-0200	Birmingham College

7. For Tables 1a, 2 and 3 – for each row, Column 5 \leq Non-fundable Column 4.

8. For Table 3 – for each row, Column 4a \leq Column 4.

9. For Table 3 – for each row, Column 5a \leq Column 5.

10. For Table 3 – for each row, Column 4a ÷ Column 4 ≥ 0.03.
11. For Table 3 – for each row, Column 5a ÷ Column 5 ≥ 0.03.
12. For Table 1b, all columns (clinical medicine + clinical dentistry) ≤ Columns 1 to 4 (price group A, undergraduate) on Table 1a.
13. For all cells, the value entered must be to no more than two decimal places.

Table 4

14. Each cell must contain a whole number.
15. For each level, excluding the ITT (QTS) price group, the total should equal the total in Tables 1a, 2 or 3 as follows:

Table 4		Table 1a
Column 1 (a)(i)	=	Column 1 (a) + (b)
Column 1 (a)(ii)	=	Column 1 (c)
Column 2 (a)(i)	=	Column 2 (a) + (b)
Column 2 (a)(ii)	=	Column 2 (c)
Table 2		
Column 1 (b)(i)	=	Column 1 (a) + (b)
Column 1 (b)(ii)	=	Column 1 (c)
Column 2 (b)(i)	=	Column 2 (a) + (b)
Column 2 (b)(ii)	=	Column 2 (c)
Table 3		
Column 1 (c)(i)	=	Column 1 (a) + (b)
Column 1 (c)(ii)	=	Column 1 (c)
Column 2 (c)(i)	=	Column 2 (a) + (b)
Column 2 (c)(ii)	=	Column 2 (c)

16. For each level, for the ITT (QTS) price group, the total should equal the total in Tables 1a or 3 as follows:

Table 4		Table 1a
Column 1 (a)(ii)	=	Column 1 (c)
Column 2 (a)(ii)	=	Column 2 (c)
Table 3		
Column 1 (c)(ii)	=	Column 1 (c)
Column 2 (c)(ii)	=	Column 2 (c)

Table 5

17. For all cells, the value entered must be a whole number, and ≥ 0.

18. For Column 1 the totals for 'home' and 'other' added together for 'HND', 'Sub-degree level (excl. HND)' and 'Other UG' should be equal to the corresponding UG (excl. FD) home and EC totals from Columns 1 and 2 of Tables 1a, 2 and 3.

19. For Column 1, the totals for 'home' and 'other' added together for FD, PGT and PGR should be equal to the corresponding home and EC totals from Columns 1 and 2 of Tables 1a, 2 and 3.

20. Each cell in Column 2 must be less than or equal to the equivalent cell in Column 1.

21. Each cell in Column 3 must be less than or equal to the equivalent cell in Column 1.

Table 6

21. Data should only be entered in Table 6 by leads of HEFCE-recognised funding consortia. These institutions are:

H-0057 University of Derby
H-0021 University of Winchester
H-0073 University of Plymouth
H-0141 Royal Holloway, University of London
H-0076 London South Bank University
H-0077 Staffordshire University

22. The totals in Columns 1 and 2 of Table 6 should be less than or equal to those in Columns 1 and 2 of Tables 1a, 2 and 3.

22. For all cells, the value must be ≥ 0 .

23. For all cells, the value entered must be to no more than two decimal places.

Table 7

24. Data may be entered in Table 7 by institutions that reported non-standard years using the 100:0 method on their HESES06 return. These institutions are:

H-0001	Open University	H-0110	University of Birmingham
H-0002	Cranfield University	H-0111	University of Bradford
H-0009	Buckinghamshire Chilterns University College	H-0113	Brunel University
H-0010	Central School of Speech and Drama	H-0116	University of Durham
H-0011	University of Chester	H-0117	University of East Anglia
H-0012	Canterbury Christ Church University	H-0118	University of Essex
H-0013	York St John University	H-0119	University of Exeter
H-0017	University College Falmouth	H-0120	University of Hull
H-0018	Harper Adams University College	H-0121	Keele University
H-0024	University of the Arts London	H-0122	University of Kent
H-0026	University of Bedfordshire	H-0123	Lancaster University
H-0027	University of Northampton	H-0124	University of Leeds
H-0028	Newman College of Higher	H-0125	University of Leicester

Education			
H-0031	Roehampton University	H-0126	University of Liverpool
H-0032	Rose Bruford College	H-0127	Birkbeck College
H-0033	Royal Academy of Music	H-0131	Goldsmiths College
H-0034	Royal College of Music	H-0132	Imperial College
H-0035	Royal Northern College of Music	H-0133	Institute of Education
H-0037	Southampton Solent University	H-0134	King's College London
H-0038	University of Cumbria	H-0137	London School of Economics and Political Science
H-0039	St Mary's University College	H-0138	London School of Hygiene & Tropical Medicine
H-0040	Leeds Trinity & All Saints	H-0139	Queen Mary, University of London
H-0041	Trinity Laban	H-0141	Royal Holloway, University of London
H-0047	Anglia Ruskin University	H-0143	Royal Veterinary College
H-0048	Bath Spa University	H-0145	St George's Hospital Medical School
H-0049	University of Bolton	H-0146	School of Oriental and African Studies
H-0050	Bournemouth University	H-0147	School of Pharmacy
H-0051	University of Brighton	H-0149	University College London
H-0052	University of Central England in Birmingham	H-0151	University of London
H-0053	University of Central Lancashire	H-0152	Loughborough University
H-0056	Coventry University	H-0154	University of Newcastle
H-0057	University of Derby	H-0155	University of Nottingham
H-0060	University of Hertfordshire	H-0156	University of Oxford
H-0062	University of Lincoln	H-0157	University of Reading
H-0063	Kingston University	H-0158	University of Salford
H-0064	Leeds Metropolitan University	H-0159	University of Sheffield
H-0065	Liverpool John Moores University	H-0162	University of Sussex
H-0068	De Montfort University	H-0163	University of Warwick
H-0071	Nottingham Trent University	H-0164	University of York
H-0072	Oxford Brookes University	H-0184	Queen's University Belfast
H-0073	University of Plymouth	H-0185	University of Ulster
H-0074	University of Portsmouth	H-0188	Institute of Cancer Research
H-0075	Sheffield Hallam University	H-0189	Writtle College
H-0076	London South Bank University	H-0190	Norwich School of Art & Design
H-0078	University of Sunderland	H-0195	Royal Agricultural College
H-0079	University of Teesside	H-0200	Birmingham College
H-0080	Thames Valley University	H-0201	Courtauld Institute of Art
H-0081	University of the West of England, Bristol	H-0202	London Metropolitan University
H-0083	University of Westminster	H-0204	University of Manchester
H-0085	University of Wolverhampton	H-0205	Heythrop College
H-0108	Aston University	H-0206	University College for the Creative Arts at Canterbury, Epsom, Farnham, Maidstone, Rochester
H-0109	University of Bath	H-0208	Guildhall School of Music & Drama

25. For Columns 1, 2, 3, 4 and 5, each cell must be a whole number.

26. For all cells except cells in Column 3, the value ≥ 0 .

27. For all cells, Column 3 \leq 0.
28. For Columns 4a and 5a, the value entered in all cells must be to no more than two decimal places.
29. Data should only be entered in Column 5 or 5a by lead institutions of LLNs following the model 2 route for monitoring 2007-08 ASNs. These institutions are listed in paragraph 6 above.
30. For each row, Column 5 \leq Non-fundable Column 4.
31. For each row, Column 4a \leq Column 4.
32. For each row, Column 5a \leq Column 5.
33. For each row, Column 4a \div Column 4 \geq 0.03.
34. For each row, Column 5a \div Column 5 \geq 0.03.

Credibility

35. A number of credibility checks are built into the Excel workbook. These checks are intended to warn institutions that they have entered data which may be (but are not necessarily) erroneous. Credibility cells above each column in each table in the workbook return **First stage credibility: OK** if the data have passed first stage credibility. If data in a table satisfy one or more of the conditions set out in paragraphs 37-58, a message describing the warning will be displayed below the table.

36. Where credibility warnings are shown, institutions should check that the data they have entered are correct and meet the guidance and definitions set out in the relevant section of the HESES publication. Completed workbooks that have first stage credibility warnings may be uploaded to our extranet; however, institutions should inform their HEA of the reason(s) why the data are credible. Such explanations will inform the subsequent data verification process.

Tables 1a, 2 and 3

Credibility checks on foundation degrees recorded as Long

37. For Tables 1a and 3 – where Length = Long and Level = FD and Column 1 + Column 2 $>$ 0.

Credibility checks on non-completion rates

38. For Table 1a – for each level (excluding PGR) aggregated across all price groups, lengths and fundability statuses, $\text{Column 1} + \text{Column 2} \geq 100$ and $\text{Column 3} \div (\text{Column 1} + \text{Column 2}) \geq -0.014$.

39. For Table 2 – for each level aggregated across all fundability statuses, $\text{Column 1} + \text{Column 2} \geq 200$ and $\text{Column 3} \div (\text{Column 1} + \text{Column 2}) \geq -0.005$.

40. For Table 3 - for each level (excluding PGR) aggregated across all price groups, lengths and fundability statuses, $\text{Column 1} + \text{Column 2} \geq 100$ and $\text{Column 3} \div (\text{Column 1} + \text{Column 2}) \geq -0.02$.

41. For Tables 1a, 2 and 3 – aggregated across all levels, price groups, lengths and fundability statuses, $\text{Column 1} + \text{Column 2} \geq 50$ and $\text{Column 3} = 0$.

Credibility checks on part-time load factors

42. For Table 3 - for each level (except 'UG (excl. FD)') aggregated across all price groups, lengths and fundability statuses, $\text{Column 4} \geq 50$ and $\text{Column 4a} \div \text{Column 4} \geq 0.8$.

43. For Table 3 – for 'UG (excl. FD)' aggregated across all price groups, lengths and fundability statuses, $\text{Column 4} \geq 50$ and $\text{Column 4a} \div \text{Column 4} \geq 0.67$.

Table 4

Credibility checks on non-regulated fees

44. For full-time undergraduates aggregated across all price groups and fundability statuses, $\text{Total Column 1} + \text{Column 2} \geq 30$ and $(\text{'Non-regulated' Column 1} + \text{Column 2}) \div (\text{Total Column 1} + \text{Column 2}) \geq 0.1$.

45. For full-time undergraduates aggregated across all price groups and fundability statuses, $\text{Total Column 1} + \text{Column 2} \geq 5$ and $\text{Total Column 1} + \text{Column 2} < 30$ and $(\text{'Non-regulated' Column 1} + \text{Column 2}) \div (\text{Total Column 1} + \text{Column 2}) \geq 0.25$.

Credibility checks on Regulated £0 fees

46. For HEFCE-fundable students aggregated across all modes and columns, (difference between HESES06 'Regulated 0' total and HESES07 'Regulated 0' total > 100) or (HESES06 'Regulated 0' total = 0 and HESES07 'Regulated 0' total $\neq 0$) or (HESES06 'Regulated 0' total $\neq 0$ and HESES07 'Regulated 0' total = 0).

Credibility checks on regulated half fees

47. For full-time students aggregated across all price groups (excluding ITT(QTS)), levels and fundability statuses, $\text{Total Column 1} + \text{Column 2} \geq 30$ and $(\text{'Regulated half fee' Column 1} + \text{Column 2}) \div (\text{Total Column 1} + \text{Column 2}) \geq 0.05$.

48. For full-time students aggregated across all price groups (excluding ITT(QTS)), levels and fundability statuses, Total Column 1 + Column 2 ≥ 5 and Total Column 1 + Column 2 ≤ 30 and ('Regulated half fee' Column 1 + Column 2) \div (Total Column 1 + Column 2) ≥ 0.25 .

Credibility checks on regulated full fees

49. For part-time students aggregated across all price groups, levels and fundability statuses, Total Column 1 + Column 2 ≥ 30 and ('Regulated full fee' Column 1 + Column 2) \div (Total Column 1 + Column 2) ≥ 0.05 .

50. For part-time students aggregated across all price groups, levels and fundability statuses, Total Column 1 + Column 2 ≥ 5 and Total Column 1 + Column 2 ≤ 30 ('Regulated full fee' Column 1 + Column 2) \div (Total Column 1 + Column 2) ≥ 0.25 .

Table 5

Credibility checks on new entrants

51. For all full-time and sandwich year-out students aggregated across all fundability statuses where Level = 'HND', 'FD', 'Other UG degree' or 'PGR' and Column 1 ≥ 30 and Column 2 \div Column 1 ≥ 0.8 .

52. For all full-time and sandwich year-out students aggregated across all fundability statuses where Level = 'HND', 'Sub-degree (excl. HND)', 'FD' or 'PGT' and Column 1 ≥ 50 and Column 2 \div Column 1 ≤ 0.33 .

53. For all full-time and sandwich year-out students aggregated across all levels and fundability statuses, Column 1 ≥ 30 and Column 2 \div Column 1 ≤ 0.2 .

54. For all full-time and sandwich year-out students aggregated across all fundability statuses where Level = 'Sub-degree (excl. HND)' and Column 1 ≥ 50 and Column 1 = Column 2.

55. For all part-time students aggregated across all fundability statuses where Level = 'HND', 'FD', 'Other UG degree' or 'PGR' and Column 1 ≥ 30 and Column 2 \div Column 1 ≥ 0.7 .

56. For all part-time students aggregated across all levels and fundability statuses, Column 1 ≥ 30 and Column 2 \div Column 1 ≤ 0.1 .

57. For all students aggregated across all modes, levels and fundability statuses, Total Column 2 = 0.

58. For all students aggregated across all modes, levels and fundability statuses, Total Column 1 = Total Column 2.