

Guide to the Data Submission Process

For T14 Errata – Supporting Materials



June 2016

Ofqual/16/5903

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1 Errata – Supporting Materials

Introduction

In order to fulfil our regulatory and accreditation functions as set out in the Apprenticeships, Skills, Children and Learning Act 2009¹, 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?

Other supporting materials errata data will be collected for GCSE, AS and A level. The figures should include applied subjects and short courses. This template should **not** include figures for traditional question papers.

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. T14_Errata_SupportingMaterials.

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.

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.

T14 – Errata (Supporting Materials)

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	Type of qualification e.g. GCSE, AS and A level	4	^(GCSE AS A level)\$	One of the following list: GCSE, AS and 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, Other UK Regions will be accepted
Supporting materials despatched	Other supporting materials means everything other than traditional question paper's that are required for timetabled examinations E.g. resource materials, CD's, DVD's, video, teachers notes, preliminary materials	6	^\d{1,4}\$	A numeric value between 0 and 9,999 accepted
Supp. materials issued without need for correction	The number of supporting materials issued without need for correction	7	^\d{1,4}\$	A numeric value between 0 and 9,999 accepted
Number of errata issued before start of exam	The number of errata issued before the start of the examination	8	^\d{1,4}\$	A numeric value between 0 and 9,999 accepted

Name	Description	Position	Validation Regular Expression	Description of Regular Expression
Sup Materials-errors identified during/after exam	The number of supporting materials where errors or inaccuracies were identified during or after the exam	9	^d{1,4}\$	A numeric value between 0 and 9,999 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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