

Guide to the Data Submission Process

For T18 Special Consideration



June 2016

Ofqual/16/6028

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1 Special Consideration

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?

Special Consideration data will be collected for GCSE, AS and A level for the summer series only.

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. T18_SpecialConsideration

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 the relevant country e.g. England, Wales, Northern Ireland, Other UK Regions or Non UK.

¹ <http://www.legislation.gov.uk/ukpga/2009/22/contents>

- **Approved cases that resulted in 0% extra marks being generated should be included.**
- Numeric values must not have any formatting.
- **Care must be taken when entering the reporting date onto CSV files. It must be saved with year first, followed by the month and then the day e.g. 2011-04-05. The date entered should be the date the file was due to be reported, regardless of when it is actually uploaded.**

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.

Special Consideration

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 to RITS regardless of when it was actually uploaded - Format yyyy-mm-dd	3	^(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)
Qualification	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 and Non UK, Other UK Regions will be accepted

Name	Description	Position	Validation Regular Expression	Description of Regular Expression
Number of applications for extra marks	Total number of applications (by component) for special consideration for extra marks	6	^\d{1,7}\$	A numeric value between 0 and 9,999,999 accepted
Number of applications granted for extra marks	Total number of applications granted for extra marks	7	^\d{1,7}\$	A numeric value between 0 and 9,999,999 accepted
Total number of applications for aegrotat awards	Total number of applications (by component) for special consideration for aegrotat awards	8	^\d{1,7}\$	A numeric value between 0 and 9,999,999 accepted
Total number of aegrotat awards granted	Total number of applications granted (by component) for special consideration for aegrotat awards	9	^\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
Spring Place
Coventry Business Park
Herald Avenue
Coventry CV5 6UB

Email

Data.Services@ofqual.gov.uk

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