

GUIDANCE

Mark/Grade changes outside of Reviews of marking and moderation (ROMM) and Appeals

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?

Data on post-result mark and/or grade changes, outside of Reviews of marking and moderation (ROMM) and Appeals, will be collected for GCSE, AS and A level.

In essence, all mark and/or grade changes which have occurred subsequent to the issue of results which are not the direct result of a Review or an Appeal, should be recorded in this data return.

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.

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.

General completion guidelines

- Numeric values must not have any formatting.
- All mark changes should be provided, regardless of whether or not it has resulted in a grade change.
- The final two fields should have the relevant codes entered as per the agreed lists, included in the specification.

Mark/Grade changes outside of Reviews of marking and moderation (ROMM) and Appeals

Name	Description	Position	Validation Regular Expression	Description of Regular Expression
ExamSeries	Exam series data relates to e.g. June 2019	1	^(June)([][0-9][0-9][0-9][0-9])\$	Full month name of exam series and year.
ReportingDate	Date the file was due to be submitted regardless of when it was actually uploaded. Format accepted 120 ODBC canonical yyyy-mm-dd .	2	^(20)\d\d[-](0[1-9] 1[012])[-](0[1-9] 1[12][0-9] 3[01])\$	The date in the following format: year (4 digits), a dash, month (2 digits), a dash, day (2 digits).
AwardingOrganisation	Name of the awarding organisation	3	^{1,100}\$	1 to 100 characters accepted.
CentreNo	Centre number (NCN)	4	^d{1,5}\$	Up to 5-digit integer accepted.
UniqueCandidateIdentifier	Unique Candidate Identifier (UCI)	5	^{1,13}\$	Alphanumeric 13 characters accepted.
QAN	Qualification Accreditation Number e.g. 123/1234/1	6	^{1,10}\$	1 to 10 characters accepted.
SpecificationTitle	Specification title also known as subject title	7	^{1,150}\$	1 to 150 characters accepted.
SpecificationCode	Specification code also known as Subject Award Code and Cash-in Code	8	^{1,7}\$	1 to 7 characters accepted.
QualificationLevel	Level of qualification e.g. GCSE	9	^(GCSE AS A level)\$	One of the following list: GCSE, AS, A level.
UnitCode	Unit or component identifier	10	^{1,10}\$	1 to 10 characters accepted.
OriginalQualificationUMSModularOrScaleScorelinear	Original qualification UMS (modular) / Scale score (linear)	11	^d{1,3}\$	Up to 3-digit integer accepted.
ResultingQualificationUMSModularOrScaleScorelinear	Resulting qualification UMS (modular) / Scale score (linear)	12	^d{1,3}\$	Up to 3-digit integer accepted

Mark/Grade changes outside of Reviews of marking and moderation (ROMM) and Appeals

OriginalQualificatio nGrade	Original qualification grade	13	^(A*A* A*A AA* AA AB BB BC CC CD D D DE EE EF FF FG GG A* A B C D E F G U 9 8 7 6 5 4 3 2 1 9-9 9-8 8-8 8-7 7- 7 7-6 6-6 6-5 5-5 5- 4 4-4 4-3 3-3 3-2 2- 2 2-1 1-1 -2)\$	One of the following list: A*, A Star, A*A*, A Star A Star, A*A, A Star A, AA*, AA, AB, BB, BC, CC, CD, DD, DE, EE, EF, FF, FG, GG, A, B, C, D, E, F, G, U, 9-1, 9- 9 to 1-1. -2 also accepted for unknown value.
ResultingQualificati onGrade	Resulting qualification grade	14	^(A*A* A*A AA* AA AB BB BC CC CD D D DE EE EF FF FG GG A* A B C D E F G U 9 8 7 6 5 4 3 2 1 9-9 9-8 8-8 8-7 7- 7 7-6 6-6 6-5 5-5 5- 4 4-4 4-3 3-3 3-2 2- 2 2-1 1-1 -2)\$	One of the following list: A*, A Star, A*A*, A Star A Star, A*A, A Star A, AA*, AA, AB, BB, BC, CC, CD, DD, DE, EE, EF, FF, FG, GG, A, B, C, D, E, F, G, U, 9-1, 9- 9 to 1-1. -2 also accepted for unknown value.
ReasonForReconsi deration	To indicate how the mark/grade came under re-consideration	15	Accepted values as per pre-agreed list	Accepted values as per pre-agreed list - given in table 2 of specification.
ReasonForMark/Gr adeChange	To indicate reason for mark/grade change	16	Accepted values as per pre-agreed list	Accepted values as per pre-agreed list – given in table 3 of specification.

Contacts

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

Ofqual
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