

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.
- Changes to English Endorsements and Science Practicals should also be reported.
- If a unit has more than one change for different reasons, this should be recorded as an additional row of data.

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- Changes relating to special consideration should only be for requests made on or after results dates.

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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 <b>yyyy-mm-dd</b> .	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. <b>-2 also accepted for unknown value.</b>

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ResultingQualificati onUMSMo dularOr ScaleScorelinear	Resulting qualification UMS (modular) / Scale score (linear)	12	^d{1,3}\$	Up to 3-digit integer accepted
OriginalQualificatio nGrade	Original qualification grade	13	^(A*A* A*A AA* AA  AB BB BC BC* C*C*  C*C CC CD DD DE  EE EF FF FG GG A*  A B C* 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, BC*, C*C*, C*C, CC, CD, DD, DE, EE, EF, FF, FG, GG, A, B, C*, C, D, E, F, G, U, 9-1, 9-9 to 1-1, Pass, Merit, Distinction.  <b>-2 also accepted for unknown value.</b>
ResultingQualificati onGrade	Resulting qualification grade	14	^(A*A* A*A AA* AA  AB BB BC BC* C*C*  C*C CC CD DD DE  EE EF FF FG GG A*  A B C* 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, BC*, C*C*, C*C, CC, CD, DD, DE, EE, EF, FF, FG, GG, A, B, C*, C, D, E, F, G, U, 9-1, 9-9 to 1-1, Pass, Merit, Distinction.  <b>-2 also accepted for unknown value.</b>
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 <b>table 2 of specification.</b>
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 <b>table 3 of specification.</b>

## Contacts

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

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