

GUIDANCE

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

Guide to the data submission process

**ofqual**

# Contents

|  |          |
|--|----------|
| <b>Introduction</b> .....                  | <b>3</b> |
| <i>What data will be collected?</i> .....  | 3        |
| <i>When will data be collected?</i> .....  | 3        |
| <b>File format</b> .....                   | <b>3</b> |
| <b>General completion guidelines</b> ..... | <b>3</b> |
| <b>Contacts</b> .....                      | <b>8</b> |

## 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.<br><b>-2 also accepted for not applicable or unknown value.</b>      |

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|  |  |    |  |  |
|--|--|----|--|--|
| ResultingQualificati<br>onUMSMo<br>dularOr<br>ScaleScorelinear | Resulting qualification<br>UMS (modular) / Scale<br>score (linear) | 12 | ^d{1,3}\$  | Up to 3-digit<br>integer accepted.<br><br><b>-2 also accepted<br/>for not applicable<br/>or unknown<br/>value.</b>   |
| OriginalQualificatio<br>nGrade                                 | Original qualification<br>grade                                    | 13 | ^(A*A* A*A AA* AA <br>AB BB BC BC* C*C*<br> C*C CC CD DD DE <br>EE EF FF FG GG A*<br> A B C* C D E F G U<br> 9 8 7 6 5 4 3 2 1 9-<br>9 9-8 8-8 8-7 7-7 7-<br>6 6-6 6-5 5-5 5-4 4-<br>4 4-3 3-3 3-2 2-2 2-<br>1 1-1 -2)\$ | One of the<br>following list: A*, A<br>Star, A*A*, A Star<br>A Star, A*A, A Star<br>A, AA*, AA, AB,<br>BB, BC, BC*,<br>C*C*, C*C, CC,<br>CD, DD, DE, EE,<br>EF, FF, FG, GG,<br>A, B, C*, C, D, E,<br>F, G, U, 9-1, 9-9 to<br>1-1, Pass, Merit,<br>Distinction.<br><br><b>-2 also accepted<br/>for unknown<br/>value.</b> |
| ResultingQualificati<br>onGrade                                | Resulting qualification<br>grade                                   | 14 | ^(A*A* A*A AA* AA <br>AB BB BC BC* C*C*<br> C*C CC CD DD DE <br>EE EF FF FG GG A*<br> A B C* C D E F G U<br> 9 8 7 6 5 4 3 2 1 9-<br>9 9-8 8-8 8-7 7-7 7-<br>6 6-6 6-5 5-5 5-4 4-<br>4 4-3 3-3 3-2 2-2 2-<br>1 1-1 -2)\$ | One of the<br>following list: A*, A<br>Star, A*A*, A Star<br>A Star, A*A, A Star<br>A, AA*, AA, AB,<br>BB, BC, BC*,<br>C*C*, C*C, CC,<br>CD, DD, DE, EE,<br>EF, FF, FG, GG,<br>A, B, C*, C, D, E,<br>F, G, U, 9-1, 9-9 to<br>1-1, Pass, Merit,<br>Distinction.<br><br><b>-2 also accepted<br/>for unknown<br/>value.</b> |
| ReasonForReconsi<br>deration                                   | To indicate how the<br>mark/grade came<br>under re-consideration   | 15 | Accepted values as<br>per pre-agreed list  | Accepted values<br>as per pre-agreed<br>list - given in <b>table<br/>2 of specification.</b>   |
| ReasonForMark/Gr<br>adeChange                                  | To indicate reason for<br>mark/grade change                        | 16 | Accepted values as<br>per pre-agreed list  | Accepted values<br>as per pre-agreed<br>list – given in <b>table<br/>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:

Ofqual  
Earlsdon Park  
53-55 Butts Road  
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