

GUIDANCE

# Summer awarding data

Guide to the data submission process

**ofqual**

# Contents

<b>Introduction</b> .....	<b>3</b>
<i>When will data be collected?</i> .....	3
<i>What data will be collected?</i> .....	3
<b>File format</b> .....	<b>3</b>
<b>General completion guidelines</b> .....	<b>3</b>
<b>Template 1ab - Grade boundary information for units and components</b> .....	<b>5</b>
<b>Template 1c - Grade boundary information for linear specifications – subject level</b> .....	<b>7</b>
<b>Template 2 - Candidate level cash-in data</b> .....	<b>9</b>
<b>Template 3 - Candidate level unit/component mark data</b> .....	<b>12</b>
<b>Contacts</b> .....	<b>15</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.

## 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?

Summer awarding data will be collected for A levels, AS and GCSEs. Data for England, Wales, Northern Ireland, other UK regions and Non UK is required for Ofqual's qualifications. Although referred to as summer awarding data, templates 2 and 3 may have data relating to other exam series e.g. November.

## 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

In accordance with General Condition of Recognition B4, we require data for A levels, AS and GCSEs for the following data sets:

- Grade boundary information for units and components **(1ab)**, *to include A level Science Practicals and GCSE English Endorsements, which should be provided with -2 in the grade and boundary fields.*
- Unitised specifications in **(1ab)** should include all grades (*apart from U*), but linear specifications should only include key boundaries.
- Grade boundary information for linear specifications - subject level **(1c)**, all grades.
- Candidate level cash-in data for all candidates certifying in the relevant academic year - subject level **(2)**.

- Candidate level unit/component mark data covering all units/components used by candidates to certify during the relevant academic year **(3)**.

We intend to analyse this data to support our communications on results day in accordance with our regulatory objective to promote public confidence in regulated qualifications. We may also use this data in post-examination series analyses.

Please provided data as detailed in the table below:

Level	Subject	Requests 1ab & 1c – Grade Boundaries	Request 2 – Certifying candidate level data		Request 3 – Candidate unit level mark data
		Summer series only	November series	Summer series	For all candidates who certified in the current academic year
AS level	All subjects	•		•	•
A level	All subjects	•		•	•
GCSE	All subjects	•	•	•	•
Other	Spoken language endorsement ( <i>Reformed GCSE in England only</i> )	• (1ab only)			• Summer series only – candidate level data only
	Practical science endorsement ( <i>Reformed A level in England only</i> )	• (1ab only)			• Summer series only – candidate level data only

- *Available subjects for the November series*

Only one file containing data for all qualifications, specifications and all exam series will be expected for each template.

Specification codes must match exactly what has been provided in the JCQ classifications-entries spreadsheet. If AOs include the option, medium or tiering code (e.g. J567F, 4000GU, 4365H) in the classifications-entries spreadsheet, then it should be included in this specification code field. This value can then be repeated for the certification code field if appropriate.

Exam series for template 2 should relate to the series the candidate certifies in, for the current academic year.

The exam series for template 3 should reflect the series the unit/component assessment was taken by the candidate.

If middle name cannot be separated from first name, please provide both names in the FirstName field and leave the MiddleNames field blank.

Names are not required for AS and A level so the FirstName, MiddleName and Surname fields can be left blank. If it is easier to provide names for AS and A level this will also be accepted by the system.

Where the same field appears across multiple templates (e.g., Specification Code and Unit Code), please be consistent in the values entered.

## Template 1ab - Grade boundary information for units and components

For each of the subjects, please provide the (raw mark) unit level grade boundaries (or A2 unit A\* conversion point) in addition to the maximum mark information as shown below.

Name	Description	Position	Validation Regular Expression	Description of Regular Expression
ExamSeries	Exam series data relates to, for example June 2017	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] 12 [0-9] 3[01])\$	The date in the following format: year (four digits), a dash, month (two digits), a dash, day (two digits).
AwardingOrganisation	Name of the awarding organisation	3	^.{1,100}\$	One, to one hundred characters accepted
QualificationLevel	Level of qualification, for example GCSE	4	^(GCSE AS A level)\$	One of the following list: GCSE, AS, A level.
UnitOrComponentCode	Unit or component code as designated in the specification.	5	^.{1,7}\$	One, to seven characters accepted
SpecificationCode	Specification code also known as Subject Award Code and Cash-in Code	6	^.{1,7}\$	One, to seven characters accepted
SpecificationTitle	Specification title also known as subject title	7	^.{1,150}\$	One, to one hundred and fifty characters accepted
Tier	To indicate the tier if applicable. F for Foundation H for Higher	8	^(F H -2)\$	One of the following list: F, H.

				<b>-2 accepted where not applicable.</b>
MaxUniformMark	Maximum uniform mark available for the unit. In unitised specifications where units may contain multiple components, only provide the unit maximum mark.	9	^\d{1,3}\$	A numeric value between 0 and 999 accepted. <b>-2 accepted for non-UMS specifications.</b>
MaxRawUnweightedMark	Maximum raw unweighted mark available for the unit or component.	10	^\d{1,3}\$	A numeric value between 0 and 999 accepted.
WeightingFactor	Multiplier applied to the component mark to determine the contribution to the subject mark. To three decimal places.	11	^\d{1,3}\.\d{0,3}\$ ^\d{1,3}\$	A numeric value between 0 and 999 with up to three decimal places accepted. <b>-2 accepted if not applicable.</b>
Grade	Unit or component grade	12	^(A* A*A* A*A AA AB BB BC CC CD DD DE EE E F FF FG GG A B C D E F G 7 4 1  7-7 4-4 1-1 -2)\$	One of the following list: A*, A*A*, A*A, AA, AB, BB, BC, CC, CD, DD, DE, EE, EF, FF, FG, GG, A, B, C, D, E, F, G, 7, 4, 1, 7-7, 4-4, 1-1. <b>-2 also accepted for unknown value.</b>
Boundary	Raw mark boundary (or A level A* conversion point).	13	^\d{1,3}\$	A numeric value between 0 and 999 accepted. <b>-2 accepted where not applicable.</b>

## Template 1c - Grade boundary information for linear specifications – subject level

For each of the subjects, please provide the (raw mark) subject level grade boundaries in addition to the maximum mark information as shown below.

Name	Description	Position	Validation Regular Expression	Description of Regular Expression
ExamSeries	Exam series data relates to, for example June 2017	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] 12)[0-9] 3[01])\$	The date in the following format: year (four digits), a dash, month (two digits), a dash, day (two digits).
AwardingOrganisation	Name of the awarding organisation	3	^.{1,100}\$	One, to one hundred characters accepted
QualificationLevel	Level of qualification, for example GCSE	4	^(GCSE AS A level)\$	One of the following list: GCSE, AS, A level,
CertificationCode	Entry or option code to which candidates certificate	5	^.{1,7}\$	One, to seven characters accepted
SpecificationCode	Specification code also known as Subject Award Code and Cash-in Code	6	^.{1,7}\$	One, to seven characters accepted
SpecificationTitle	Specification title also known as subject title	7	^.{1,150}\$	One, to one hundred and fifty characters accepted
Tier	To indicate the tier if applicable. F for Foundation H for Higher	8	^(F H -2)\$	One of the following list: F, H.

Summer awarding data

				<b>-2 accepted where not applicable.</b>
MaxSpecificationMark	Maximum specification mark available for the subject (scaled, if appropriate).	9	^\d{1,3}\$	A numeric value between 0 and 999 accepted.
Grade	Subject grade	10	^(A* A*A* A*A A Star A Star A Star A Star A Star A AA AB BB BC CC CD DD DE EE EF FF FG G A B C D E F G 1 2 3 4 5 6 7 8 9 1-1 2-1 2-2 3-2 3-3 4-3 4-4 5-4 5-5 6-5 6-6 7-6 7-7 8-7 8-8 9-8 9-9 -2)\$	One of the following list: A*, A*A*, A*A, A Star, A Star A Star, A Star A, AA, AB, BB, BC, CC, CD, DD, DE, EE, EF, FF, FG, GG, A, B, C, D, E, F, G, 9 to 1, 1-1 to 9-9.  <b>-2 also accepted for unknown value.</b>
Boundary	Raw mark boundary	11	^\d{1,3}\$	A numeric value between 0 and 999 accepted.



## Template 2 - Candidate level cash-in data

For each of the subjects please provide the candidate level data for all candidates certificating in the relevant exam series for the current academic year.

Name	Description	Position	Validation Regular Expression	Description of Regular Expression
ExamSeries	Exam series data relates to, for example June 2017 <b>Exam series for template 2 should relate to the series the candidate certificates in, for the current academic year.</b>	1	^(June November)([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 (four digits), a dash, month (two digits), a dash, day (two digits).
AwardingOrganisation	Name of the awarding organisation	3	^.{1,100}\$	One, to one hundred characters accepted
QAN	Qualification Accreditation Number e.g. 123/1234/1	4	^.{1,10}\$	One, to ten characters accepted
QualificationLevel	Level of qualification, for example GCSE	5	^(GCSE AS Alevel)\$	One of the following list: GCSE, AS, A level.
CertificationCode	Entry or option code to which candidates certificate	6	^.{1,7}\$	One, to seven characters accepted
SpecificationCode	Specification code also known as Subject Award Code and Cash-in Code	7	^.{1,7}\$	One, to seven characters accepted
SpecificationTitle	Specification title also known as subject title	8	^.{1,150}\$	One, to one hundred and fifty characters accepted

Summer awarding data

CentreNo	NCN number of centre at time of certification	9	^.{1,5}\$	One, to five characters accepted
PartialAbsence	To indicate a partial absence	10	^(1 0 -2)\$	Enter 1 to flag a partial absence, otherwise enter 0. <b>-2 accepted if not available</b>
CentreCandidate Number	Candidate number as supplied by the centre	12	^.{1,4}\$	One to four characters accepted
UniqueCandidate Identifier	Unique Candidate Identifier (UCI)	13	^.{1,14}\$	One to fourteen characters accepted <b>-2 accepted if not available</b>
ULN	Unique learner number	14	^.{1,10}\$	One to ten characters accepted <b>-2 accepted if not available</b>
FirstName	Candidate's first name <b>If middle name cannot be separated from first name please provide both names in the FirstName field and leave the MiddleNames field blank.</b>	15	^.{0,150}\$	Zero, to one hundred and fifty characters accepted. <b>Name fields can be left blank for AS and A level.</b>
MiddleNames	Candidate's middle names	16	^.{0,150}\$	Up to one hundred and fifty characters accepted. <b>Name fields can be left blank for AS and A level.</b>
Surname	Candidate's surname	17	^.{0,50}\$	Zero to fifty characters accepted <b>Name fields can be left blank for AS and A level.</b>
Gender	To indicate candidate's gender	18	^(M F -2)\$	Accepted values: M, F

				<b>-2 accepted if unknown</b>
DOB	To indicate candidate's date of birth.  Format accepted 120 ODBC canonical <b>yyyy-mm-dd</b> .	19	^(20)\d\d[-](0[1-9] 1[012])[-](0[1-9] 12)[0-9] 3[01])\$	Date in the following format: year (four digits), a dash, month (two digits), a dash, day (two digits)  <b>2999-12-31 accepted if DOB unknown.</b>
SubjectLevelGrade	Subject grade	20	^(A* A*A* A*A A Star A Star A Star A Star A AA AB BB BC CC CD DD DE EE EF FF FG GG UU A B C D E F G U X Q 1 2 3 4 5 6 7 8 9 1-1 2-1 2-2 3-2 3-3 4-3 4-4 5-4 5-5 6-5 6-6 7-6 7-7 8-7 8-8 9-8 9-9 -2)\$	One of the following list: A*, A*A*, A*A, A Star, A Star A Star, A Star A, AA, AB, BB, BC, CC, CD, DD, DE, EE, EF, FF, FG, GG, UU, A, B, C, D, E, F, G, U, X, Q, 1-9, 1-1 to 9-9, 9-9 – 1-1.  <b>-2 accepted for unknown value.</b>
SubjectLevelUniformMark	Subject level uniform mark total (not for reformed qualifications).	21	^\d{1,4}\$	A numeric value between 0 and 9999 accepted.  <b>-2 accepted for qualifications that do not use UMS.</b>
SubjectLevelScaledMark	Subject level scaled mark. This is the total mark for the candidate after scaling/weighting has been applied – applicable for current linear GCSE, reformed qualifications and any qualification that doesn't use uniform mark.	22	^\d{1,3}\$	A numeric value between 0 and 999 accepted.  <b>-2 accepted for qualifications that use UMS.</b>

## Template 3 - Candidate level unit/component mark data

For each of the subjects and for all candidates certifying during the academic year being reported, please provide all unit information used towards certification.

Note that this is required for modular and linear qualifications. In the case of modular qualifications, please include only the unit results that were used towards the certification.

Name	Description	Position	Validation Regular Expression	Description of Regular Expression
ExamSeries	Exam series data relates to, for example June 2017  <b>The exam series for template 3 should reflect the series the unit/component assessment was taken by the candidate.</b>	1	^(June November) ([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] 12)[0-9] 3[01])\$	The date in the following format: year (four digits), a dash, month (two digits), a dash, day (two digits).
AwardingOrganisation	Name of the awarding organisation	3	^.{1,100}\$	One, to one hundred characters accepted
QAN	Qualification Accreditation Number e.g. 123/1234/1	4	^.{1,10}\$	One, to ten characters accepted
QualificationLevel	Level of qualification, for example GCSE	5	^(GCSE AS A level)\$	One of the following list: GCSE, AS, A level.
UnitOrComponentCode	Unit or component code as designated in the specification.	6	^.{1,7}\$	One, to seven characters accepted
CertificationCode	Entry or option code to which candidates certificate	7	^.{1,7}\$	One, to seven characters accepted

Summer awarding data

SpecificationCode	Specification code also known as Subject Award Code and Cash-in Code	8	^.{1,7}\$	One, to seven characters accepted
SpecificationTitle	Specification title also known as subject title	9	^.{1,150}\$	One, to one hundred and fifty characters accepted
CentreNo	NCN number of centre at time of certification	10	^.{1,5}\$	One, to five characters accepted
CentreCandidateNumber	Candidate number as supplied by the centre	12	^.{1,4}\$	One to four characters accepted
UniqueCandidateIdentifier	Unique Candidate Identifier (UCI)	13	^.{1,14}\$	One to fourteen characters accepted <b>-2 accepted if not available</b>
ULN	Unique learner number	14	^.{1,10}\$	One to ten characters accepted <b>-2 accepted if not available</b>
FirstName	Candidate's first name <b>If middle name cannot be separated from first name please provide both names in the FirstName field and leave the MiddleNames field blank.</b>	15	^.{0,150}\$	Zero to one hundred and fifty characters accepted. <b>Name fields can be left blank for AS and A level.</b>
MiddleNames	Candidate's middle names	16	^.{0,150}\$	Up to one hundred and fifty characters accepted. <b>Name fields can be left blank for AS and A level.</b>
Surname	Candidate's surname	17	^.{0,50}\$	Zero to fifty characters accepted. <b>Name fields can be left blank for AS and A level.</b>
Gender	To indicate candidate's gender	18	^(M F -2)\$	Accepted values: M, F <b>-2 accepted if unknown</b>

DOB	To indicate candidate's date of birth. Format accepted 120 ODBC canonical <b>yyyy-mm-dd</b> .	19	^(20)\d\d[-](0[1-9] 1[012])[-](0[1-9] 12)[0-9] 3[01])\$	Date in the following format: year (four digits), a dash, month (two digits), a dash, day (two digits) <b>2999-12-31 accepted if DOB unknown.</b>
RawUnweightedMark	Final raw unweighted mark for the unit/component before any weighting has been applied	20	^\d{1,3}\$	A numeric value between 0 and 999 accepted. <b>-2 accepted for absent candidates</b>
UniformMark	Uniform mark for the unit.	21	^\d{1,3}\$	A numeric value between 0 and 999 accepted. <b>-2 accepted for qualifications that do not use UMS.</b>
UnitGrade	Grade for the unit, where available.	22	^(A* AStar A B C D E F G N U X Q 1 2 3 4 5 6 7 8 9 Pass Merit Distinction -2)\$	One of the following list: A*, A Star, A, B, C, D, E, F, G, N, U, X, Q, 9-1,9-9 – 1-1, Pass, Merit, Distinction and Not Classified. <b>-2 also accepted for unknown value.</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  
Coventry  
CV1 3BH

Email [Data.Services@ofqual.gov.uk](mailto:Data.Services@ofqual.gov.uk)



© Crown Copyright 2020

This publication is licensed under the terms of the Open Government Licence v3.0 except where otherwise stated.

To view this licence, visit

[www.nationalarchives.gov.uk/doc/open-government-licence/](http://www.nationalarchives.gov.uk/doc/open-government-licence/)

or write to

Information Policy Team, The National Archives, Kew, London TW9 4DU

Published by:



Earlsdon Park  
53-55 Butts Road  
Coventry  
CV1 3BH

0300 303 3344  
[public.enquiries@ofqual.gov.uk](mailto:public.enquiries@ofqual.gov.uk)  
[www.gov.uk/ofqual](http://www.gov.uk/ofqual)