

GUIDANCE

# Summer awarding data: 2021

Guide to the data submission process

**ofqual**

# Contents

- Introduction .....3**
  - When will data be collected? .....3*
  - What data will be collected? .....3*
- File format.....3**
- General completion guidelines .....3**
- Template 2 - Candidate level cash-in data.....4**
- Contacts.....7**

## 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, Project L3, Advanced Extension Awards (AEA) and GCSEs. Data for England, Wales, Northern Ireland, other UK regions and Non-UK is required for Ofqual's qualifications.

## 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. Please provide one file for GCSE qualifications and one file for A level, AS, Project L3 and AEA qualifications.

## General completion guidelines

In accordance with General Condition of Recognition B4, we require data for A levels, AS, Project L3, AEA and GCSEs for the following data sets:

- Candidate level cash-in data for all candidates certificating in summer 2021 – all subjects (**Template 2**).

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.

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.

If middle name cannot be separated from first name, please provide both names in the FirstName field and leave the MiddleNames field blank. Please submit names for all candidates, regardless of the qualification they are taking.

## 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 2021 <b>Exam series for template 2 should relate to the series the candidate certificates in, for the current academic year.</b>	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
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 Project L3 AEA)\$	One of the following list: GCSE, AS, A level, Project L3, AEA.
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

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> <b>-2 expected for all June 2021 data</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.
MiddleNames	Candidate's middle names	16	^.{0,150}\$	Up to one hundred and fifty characters accepted.
Surname	Candidate's surname	17	^.{0,50}\$	Zero to fifty characters accepted
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 29)\d\d[-](0[1-9] 1[012])[-](0[1-9] 1[2][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 B C D E 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 Merit Distinction-2)\$	One of the following list: A*, A, B, C, D, E, U, X, Q, 9 to 1, 9-9 to 1-1, Merit, Distinction. <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> <b>-2 expected for all June 2021 data.</b>
SubjectLevelScaledMark	Subject level scaled mark. This is the total mark for the candidate after scaling/weighting has been applied – applicable for 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> <b>-2 expected for all June 2021 data.</b>
PrivateCandidate	To indicate if the candidate is a private candidate	23	^(1 0 -2)\$	Enter 1 to flag a private candidate, otherwise enter 0. <b>-2 accepted if not available/unknown</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 2021

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)