Specification codes

Guide to the data submission process

ofqual

Contents

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?

Specification codes data will be collected for GCSE, AS, A level and Project levels 1, 2 and 3.

General completion guidelines

1. Column headers must be an exact match.
2. If new specifications are added after the data has been submitted in April, Awarding Organisations should add this to the file originally submitted and notify Ofqual, so the new file can be uploaded to the Data Portal.
3. The format of specification and certification codes must be consistent in data submitted to Ofqual for all templates.
4. Field 11 *(FullOrShortCourse)*, should only have FC or SC entered if the row of data relates to GCSE. For GCE the value entered should be -2.

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.

Name	Description	Position	Validation Regular Expression	Description of Regular Expression
Year	Year the data relates to, e.g. 2019	1	`^\d{4}$`	Four digit integer accepted.
ReportingDate	Date the file was due to be submitted regardless of when it was actually uploaded. Format accepted 120 ODBC canonical **yyyy-mm-dd.**	2	`^(20)\d\d[-](0[1-9]|1[012])[-](0[1-9]|[12][0-9]|3[01])$`	The date in the following format: year (4 digits), a dash, month (4 digits), a dash, day (4 digits).
AwardingOrganisation	Name of the awarding organisation.	3	`^.{1,100}$`	1 to 100 characters accepted.
QAN	Qualification Accreditation Number, for example 123/1234/1	4	`^.{1,10}$`	1 to 10 characters accepted.
SpecificationCode	Specification code.	5	`^.{1,7}$`	1 to 7 characters accepted.
SpecificationTitle	Specification title also known as subject title.	6	`^.{1,150}$`	1 to 150 characters accepted.
CertificationCode	Certification code also known as cash-in or entry code.	7	`^.{1,7}$`	1 to 7 characters accepted.
QualificationLevel	Level of qualification e.g. GCSE	8	`^(GCSE|AS|A level|Project L1|Project L2|Project L3| Level 1/Level 2 Certificates)$`	One of the following list: GCSE, AS, A level, Project L1, Project L2, Project L3, Level 1/Level 2 Certificates.
Tier	To indicate tier if applicable.	9	`^(F|H|-2)$`	One of the following list: F, H, -2.
DoubleOrSingleAward	To indicate whether subject is a double or single award.	10	`^(DBL|SGL)$`	One of the following list: DBL, SGL.
FullOrShortCourse	To indicate whether subject is a full or short course.	11	`^(FC|SC|-2)$`	One of the following list: FC, SC, -2.

Applied	To indicate whether subject is applied.	12	`^(Y|N)$`	One of the following list: Y, N.

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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June 2021   Ofqual/19/6481