

GUIDANCE

TQ Assessment Template

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?

Assessment Template data will be collected for all Technical Qualifications (TQs) within T levels assessments.

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.

Updates to formats and guidance

This guidance document will be updated regularly. Any changes to procedure will be incorporated into the guidance document.

How to submit your data

Your data should be submitted to us in CSV format. Please refer to the 'Connecting to Ofqual's data portal and uploading data' document on our [web page](#) to help you submit your files to us. If you need to ask us about a data submission please do contact the [Data Services team](#), please do not send your data files via email to Data Services or to any other Ofqual email address, or via Contact the Regulator in the Portal.

Uploaded data

Once files have been successfully uploaded, the data will be validated against a set of validation rules. These are detailed in the sections below. If validation is successful, the data is automatically transferred into our systems and you will receive email confirmation. If the file is unsuccessful at any stage of validation you will receive an email with details of the validation failure. Please correct your file and resubmit it.

Amendments to data

Ofqual staff will not alter data once it has been submitted. If you find an error or omission after you've had a successful upload, please notify us [by email](#). We need to reject the existing submission before you can upload a new file.

How your data will be used

This data will be used to undertake our regulatory activities and, where required, to produce Official Statistics to fulfil our responsibility as a government department.

General completion guidelines

- Data should include all assessments taken within the reporting period.

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 / Accepted values
ReportingDate	Date the file was due to be submitted to Ofqual regardless of when it was actually uploaded (this date will be made available by Ofqual)	1	^(0[1-9] [12][0-9] 3[01])[/](0[1-9] 1[012])[/](20)\d\d\$ or ^(20)\d\d[-](0[1-9] 1[012])[-](0[1-9] [12][0-9] 3[01])\$	The date in the following format: day (2 digits), forward slash, month (2 digits), forward slash, year (4 digits), or: year (4 digits), a dash, month (2 digits), a dash, day (2 digits) e.g. 15/01/2020 or 2020-01-15
AssessmentSeries	Assessment series data relates to, for example June 2021	2	^(June)([0-9][0-9][0-9][0-9])\$	Full month name and year of Assessment series. e.g. June 2021 Note: enter -2 where applications are not restricted to an individual assessment series
AwardingOrganisation	Acronym of the awarding organisation	3	^{1,100}\$	A valid AO Acronym. 1 to 100 characters accepted Note: value must be consistent within the file.
QualificationNumber	Unique identifier for the TQ as it appears in Ofqual's Register of Regulated qualifications	4	^{1,10}\$	Valid Qualification Number. 1 to 10 characters accepted
ComponentCode	Unique identifier for the component which the assessment relates to (assigned by the awarding organisation)	5	^{1,10}\$	1 to 10 characters accepted

Name	Description	Position	Validation Regular Expression	Description of Regular Expression / Accepted values
SubComponentType	TQ sub-component which the assessment falls under.	6	^(Core Exam Core Project Occupational Specialism)\$	<p><i>Accepted values:</i></p> <ul style="list-style-type: none"> • Core Exam • Core Project • Occupational Specialism
AssessmentCode	Unique identifier for the assessment (assigned by the awarding organisation)	7	^.{1,10}\$	1 to 10 characters
AssessmentTitle	AO-assigned name for the assessment	8	^.{1,300}\$	String value between 1 and 300 characters
MaximumAssessmentRawMark	Maximum raw mark for the assessment	9	^\d{1,3}\$	Number between 0 and 999 allowing decimals Note: enter -2 if not applicable
MaximumAssessmentUMSMark	Maximum UMS mark for the assessment	10	^\d{1,3}\$	Number between 0 and 999 allowing decimals Note: enter -2 if not applicable
MaximumSubComponentRawMark	Maximum Raw mark at the sub-component level	11	^\d{1,3}\$	Number between 0 and 999 allowing decimals Note: enter -2 if not applicable
MaximumSubComponentUMSMark	Maximum UMS mark at the sub-component level	12	^\d{1,3}\$	Number between 0 and 999 allowing decimals Note: enter -2 if not applicable
MaximumComponentRawMark	Maximum Raw mark at the component level	13	^\d{1,3}\$	Number between 0 and 999 allowing decimals Note: enter -2 if not applicable
MaximumComponentUMSMark	Maximum UMS mark at the component level	14	^\d{1,3}\$	Number between 0 and 999 allowing decimals Note: enter -2 if not applicable

Name	Description	Position	Validation Regular Expression	Description of Regular Expression / Accepted values
AssessmentComponentWeighting	Percentage contribution of the assessment mark to the component UMS	15	^[0-9] [1-9][0-9] 100)\$.	Number between 0 and 999 allowing decimals
ComponentGuidedLearningHours	GLH for the component	16	^\d{1,3}\$	Number between 0 and 999 allowing decimals
CentresAllocatedToExaminersForMarking	Do examiners have allocated centres?	17	^(Yes No Mixed)\$	<p><i>Accepted values:</i></p> <ul style="list-style-type: none"> • Yes • No • Mixed
DateAssessmentResultIssued	Date when assessment results are issued to candidates	18	^ (0[1-9] [12][0-9] 3[01]) [/] (0[1-9] 1[012]) [/] (20)\d\d \$ or ^(20)\d\d[-](0[1-9] 1[012])[-](0[1-9] 12)[0-9] 3[01])\$	<p>The date in the following format: day (2 digits), forward slash, month (2 digits), forward slash, year (4 digits), or: year (4 digits), a dash, month (2 digits), a dash, day (2 digits) e.g. 15/01/2020 or 2020-01-15</p>
TotalNumberOfExaminersOrModerators	The total number of examiner/moderator posts for this assessment in this assessment series	19	^\d{1,6}\$	A numeric value between 0 and 999,999

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



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