

GUIDANCE

# TQ Special Considerations

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?

Special Considerations data will be collected for all Technical Qualifications (TQs) within T levels for learners in England.

## 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 special consideration in the form of post-hoc mark changes for all assessments taken within the reporting period.
- Data for special consideration in the form of adjustments to assessment conditions (e.g., a scribe) should be included in the Access Arrangements data submission.

## 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])$$	Full month name and year of Assessment series e.g. June 2021
AwardingOrganisation	Acronym of the awarding organisation	3	$^.{1,100}$$	A valid AO Acronym. 1 to 100 characters accepted <b>Note:</b> 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}$$	<ul style="list-style-type: none"> <li>Valid Qualification Number. 1 to 10 characters accepted</li> </ul>
ComponentCode	Unique identifier for the component which the assessment relates to (assigned by the awarding organisation)	5	$^.{1,10}$$	1 to 10 characters
SubComponentType	TQ sub-component which the assessment falls under	6	$^(Core Exam Core Project Occupational Specialism -2)$$	<i>Accepted values:</i> <ul style="list-style-type: none"> <li>Core Exam</li> <li>Core Project</li> <li>Occupational Specialism</li> </ul>

Name	Description	Position	Validation Regular Expression	Description of Regular Expression / Accepted values
AssessmentCode	Unique identifier for the assessment (assigned by the awarding organisation)	7	^.{1,10}\$	1 to 10 characters
RequestIdentifier	Unique identifier for the special consideration request issued by the awarding organisation	8	^.{1,25}\$	1 to 25 characters
ULN	Unique Learner Number	9	^.{0000000001,9999999999}\$	A numeric value between 0000000001 and 9999999999
UCI	Unique Candidate Identifier	10	^.{1,13}\$	A valid Unique Candidate Identifier <b>Note:</b> enter -2 if not available
UKPRN	UK Provider Reference Number	11	^.{10000000,999999999}\$	A numeric value between 10000000 and 99999999
NCN	Centre ID – National Centre Number	12	^\d{1,5}\$	Up to 5-digit integer <b>Note:</b> enter -2 if not available
AssessmentDate	Exam date or submission deadline for projects	13	^(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

Name	Description	Position	Validation Regular Expression	Description of Regular Expression / Accepted values
RequestDate	Date when the request for special consideration was made	14	^ (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
DecisionDate	Date when the special consideration was granted or refused	15	^ (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
Status	Status of the application	16	^(Accepted   Rejected   Pending   Withdrawn) \$	<i>Accepted values:</i> <ul style="list-style-type: none"> <li>• Accepted</li> <li>• Rejected</li> <li>• Pending</li> <li>• Withdrawn</li> </ul>

Name	Description	Position	Validation Regular Expression	Description of Regular Expression / Accepted values
RejectionReason	Reason for rejection (where applicable)	17	Accepted values as per pre-agreed list	<p><i>Accepted values:</i></p> <ul style="list-style-type: none"> <li>• Alcohol or drug abuse</li> <li>• Building work or inadequate facilities</li> <li>• Domestic inconvenience</li> <li>• Invalid reason</li> <li>• Joining the class partway through</li> <li>• Long term or permanent condition</li> <li>• Minimum requirements not met</li> <li>• Misreading the exam timetable</li> <li>• Misreading the question paper</li> <li>• No certification entry</li> <li>• No components completed</li> <li>• Personal arrangements</li> <li>• Teaching difficulties</li> <li>• Rejection reason not captured</li> <li>• Insufficient assessment completed</li> </ul> <p><b>Note:</b> enter -2 if not applicable</p>
EvidenceRequested	To indicate if evidence was requested or not	18	^(Yes No)\$	<p><i>Accepted values:</i></p> <ul style="list-style-type: none"> <li>• Yes</li> <li>• No</li> </ul>
EvidenceReceived	To indicate if evidence was received or not	19	^(Yes No)\$	<p><i>Accepted values:</i></p> <ul style="list-style-type: none"> <li>• Yes</li> <li>• No</li> </ul>
SpecialConsiderationType	The type of special consideration applied for	20	^(Present but disadvantaged  Absent with good reason)\$	<p><i>Accepted values:</i></p> <ul style="list-style-type: none"> <li>• Present but disadvantaged</li> <li>• Absent with good reason</li> </ul>



Name	Description	Position	Validation Regular Expression	Description of Regular Expression / Accepted values
DisadvantageCategory	The disadvantage category	21	Accepted values as per pre-agreed list	Accepted values: <ul style="list-style-type: none"> <li>• Illness or injury at the time of the exam</li> <li>• Bereavement at the time of the exam</li> <li>• Domestic crisis at the time of the exam</li> <li>• Other causes of possible disadvantage</li> <li>• Absent with good reason</li> </ul>
Tariff	Percentage allowance given to candidates who were present but disadvantaged	22	^([0-5] -2)\$	Values 0 to 5 <b>Note:</b> enter -2 for absent candidates

## 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)



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