



Submitting data collection files on QiW – User Guide

Instructions on how to submit data files via the “Data collections” area of QiW

Qualifications Wales
Q2 Building, Pencarn Lane
Imperial Park,
Newport
NP10 8AR
☎ 01633 373 222



YouTube

www.qualificationswales.org

Cymwysterau Cymru
Adeilad Q2, Lôn Pencarn
Parc Imperial,
Casnewydd
NP10 8AR
☎ 01633 373 222

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1. Introduction

This document is a working guide on how to submit data files on QiW as part of Qualifications Wales' scheduled collection of data. Designated users should have received logon details for the relevant "Data collections" area of QiW.

If you have any queries with regards to signing in and uploading data to QiW or on Qualifications Wales' collection procedures, please contact datapoint@qualificationswales.org

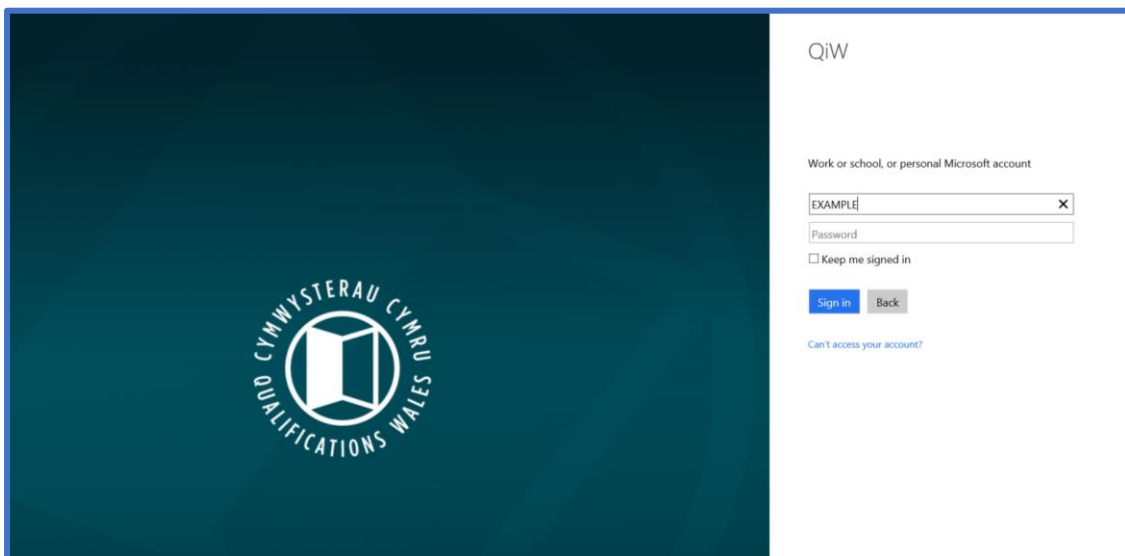
2. Signing in to QiW

The QiW website is a platform for Awarding Bodies to submit data to Qualifications Wales. The logon details provided for the purpose of submitting scheduled data will provide the user with limited access to QiW; only specified CSV documents will be able to be uploaded via the "Data collections" area.

Select to sign in via <https://www.qiw.wales/>



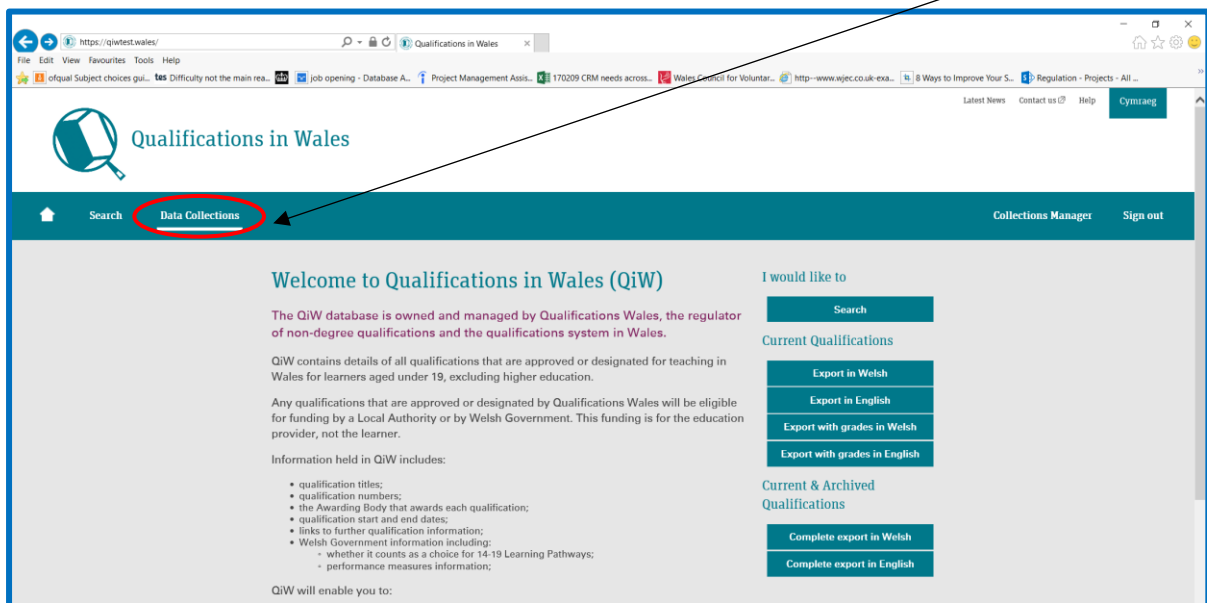
Sign in to QiW with relevant details provided by Qualifications Wales for submitting data collection files -



3. Submitting data

3.1 QiW homepage

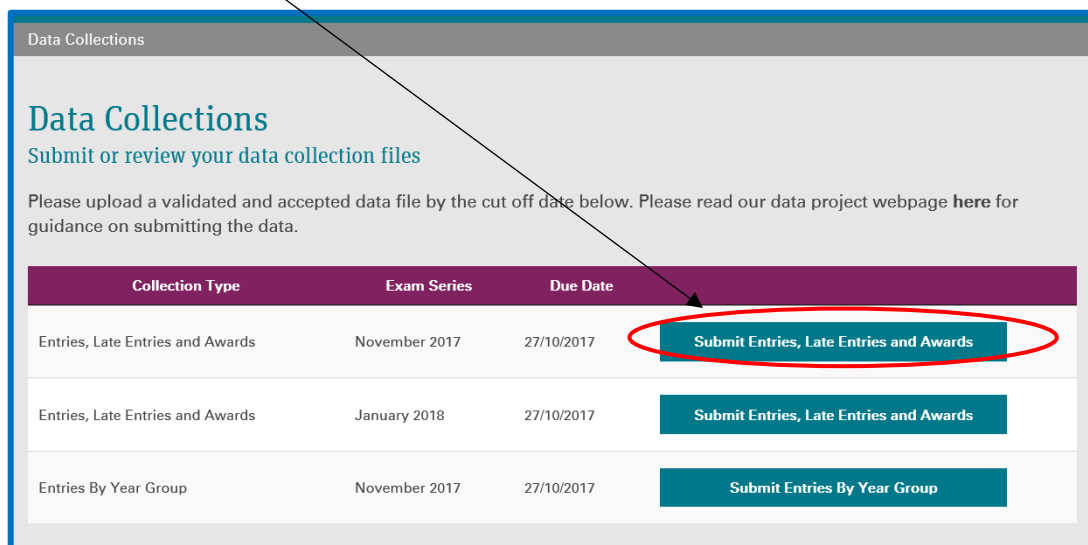
Following sign in, data can be submitted to Qualifications Wales via **“Data Collections”**



3.2 Data collections page

The “Data Collections” page lists the scheduled collections; broken down by collection type and exam series. The due submission date is also included on the page and should be noted by Awarding Bodies.

Selecting the buttons to the right of the listed options will direct the user to the relevant upload and submission page.



3.3 Upload and submission page

There are key features on the upload and submission page –

The screenshot shows the 'Data Collections' page for 'Entries, Late Entries and Awards'. The page title is circled in red. A 'Download template' button is circled in red. Below the main text, there is an 'Upload your file' section with a file selection input field and an upload icon circled in red. A 'Submit' button is circled in red. A radio button labeled 'Nothing to Report for this collection' is also circled in red. Callout boxes provide instructions for each of these elements.

Type of collection

Download template here (for this type of collection) to be completed and then uploaded

Entries, Late Entries and Awards

Please download, complete and upload the template to the right to submit your Entries, Late Entries and Awards collection data.

Please read our data project webpage [here](#) for guidance on submitting the data for this collection.

If you have no entries to report on for the November series click the tick box to let us know, you don't need to submit an empty template. Once a file has been submitted, validation rules will be ran on the file (as found in the guidance). If the csv file does not meet the validation rules as set out on the guidance an error message will appear explaining why the file has been rejected. Please check the guidance and re submit. If the file has been accepted, similarly a message will appear to let you know. We will get in touch if we have any queries.

If you have any queries please contact datapoint@qualificationswales.org.

Upload your file

Upload CSV file

Nothing to Report for this collection

Submit

If nothing to report on for this collection, select this tickbox



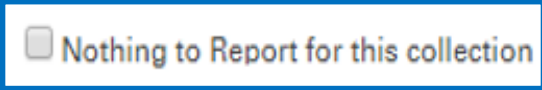
Select to submit uploaded file

Select to upload completed CSV document for this collection

Following upload, the title of the document will appear to the left of this symbol.

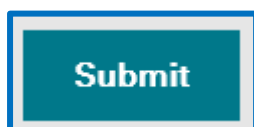
3.3 Upload and submissions page (continued)

The upload and submission page has several key features (please view previous page.)

	Download the relevant template here (to then be completed correctly, uploaded and submitted)
	UPLOAD - The relevant CSV file for upload can be selected via the user's browser by selecting this button Following upload, the title of the document will appear to the left of this symbol.
	If there is "nothing to report" for a collection, select this tickbox.

3.4 Submission stage

When you are satisfied that the relevant (and accurate) CSV document has been uploaded, OR the "nothing to report" tickbox has been selected; please select the **"submit"** button at the bottom of the page.



If the document has not been uploaded correctly or "nothing to report" has not been selected, then an error message will appear to prompt you to complete **one** of these actions.

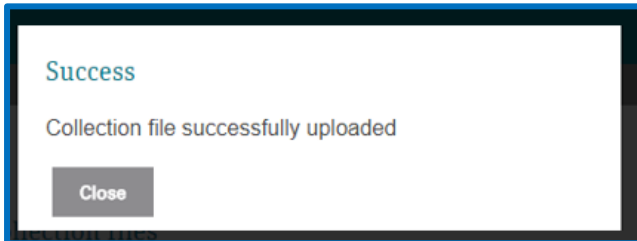
Please Note

If "Nothing to Report for this selection" is selected AND a file is uploaded to the webpage – by selecting "Submit" then QiW will automatically record that no data is to be submitted for this collection.

3.5 Acceptance of submission

After selecting "submit," if the uploaded csv file meets the required validation rules then a confirmation message will appear on screen that the data has been successfully submitted.

Qualifications Wales will be in contact if there are any queries on the submitted data.

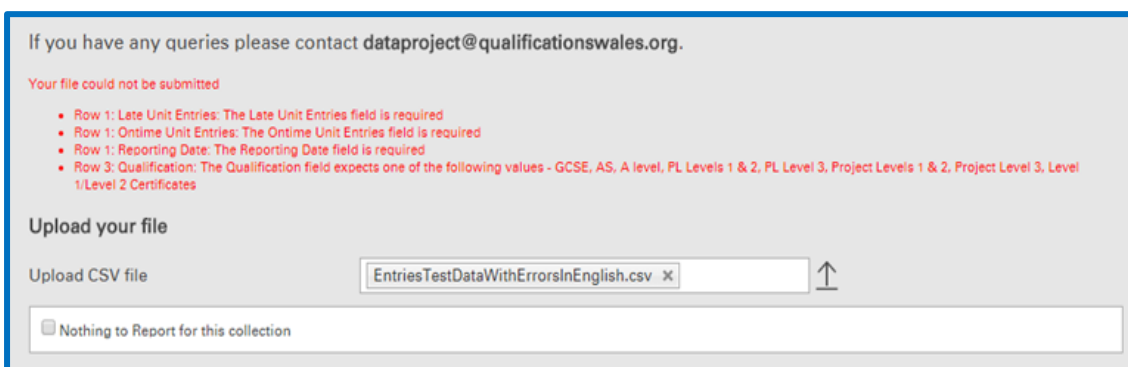
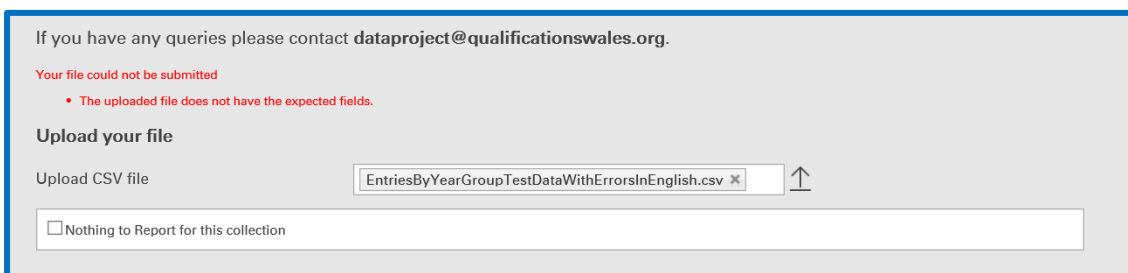


(Selecting there is "nothing to report" and then selecting "submit" will also be acknowledged with a confirmation message on screen.)

3.6 Rejection of submission

After selecting "submit," if the uploaded csv file does not meet the validation rules as set out on the relevant guidance, an error message will appear explaining why the file has been rejected.

Please check the guidance and re submit. If the file has been accepted, similarly a message will appear to let you know. We will get in touch if we have any queries.



4. Site security

It is the responsibility of the organisations submitting data to: -

- Keep their logon credentials secure.
- Ensure that all files that are uploaded are virus free.

Should you have any issues, you can contact us via datapoint@qualificationswales.org and we will arrange for our IT team to support you.