



Entries, late entries and awards

Guide to the data submission process

September 2019

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Entries

Introduction

In order to fulfil our regulatory and accreditation functions as set out in the Qualifications Wales Act 2015¹, we require awarding bodies to provide exams data for regulated qualifications.

This guidance is based on Ofqual's *Guidance for entries, late entries and awards*² document.

When will data be collected?

Data will be collected according to the reporting schedule which is agreed and maintained by Qualifications Wales' statistics team.

What data will be collected?

Entry data will be collected for GCSE, AS, A level, Principal Learning Levels 1 & 2, Principal Learning Level 3, Project Levels 1 & 2, Project Level 3, Level 1/Level 2 Certificates and Welsh Baccalaureate Qualification Skills Challenge Certificate. Applied subjects should be included in AS and A level figures.

¹ <http://www.legislation.gov.uk/anaw/2015/5/contents/enacted>

² https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/654321/6298_Guidance_for_T1_Entries.pdf

General completion guidelines

- This data return is for data relating to learners in Wales only.
- Numeric values must not have any formatting.
- Commas must not be present in any field, unless the text is enclosed by speech marks.
- Linear entries should be reported at component level, e.g. if 5 candidates were taking GCSE Maths and this had three components, AOs should enter 15.
- Withdrawals and deletions should not be included in the data. E.g. if a candidate enters for one subject/specification, but then withdraws and gets re-entered for a different subject, this should be reported as one certification in the T1 data, not two.
- Subjects with a double award should only be counted as one certification, not two.
- Late entries are defined as an entry received after midnight on the closing date for each exam series. For example, the summer 2018 deadline was 21 February 2018, so any entry received on or after 12.01am on 22 February would be classed as late.
- Very late entries are not reported separately but should be included in late entry figures.
- Very late awards are not reported separately but should be included in late award figures.
- Applied AS and A level figures are not reported separately but should be included in AS and A level figures.
- Level 1/Level 2 Certificates data should only be for those regulated by Qualifications Wales. This includes approved, designated and other regulated Level 1/Level 2 Certificates.

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
Exam series	Exam series data relates to e.g. June 2018	1	^(January March June November)([]?[0-9][0-9][0-9][0-9])\$	Full month name of exam series and year
Awarding organisation	Name of the awarding organisation	2	^{1,100}\$	1 to 100 characters accepted
Reporting date	Date the file was due to be submitted regardless of when it was actually uploaded. Format accepted either 103 British/French dd/mm/yyyy , or 120 ODBC canonical yyyy-mm-dd	3	^(20)\d\d[-](0[1-9] 1[012])[-](0[1-9] 12)[0-9]{3}[01])\$	The date in the following format: day (two digits), forward slash, month (two digits), forward slash, year (four digits), or: year (four digits), a dash, month (two digits), a dash, day (two digits)
Qualification	Level and type of qualification e.g. GCSE, Principal Learning level 1 & 2	4	^(GCSE AS A level PL Levels 1 & 2 PL Levels 1 and 2 PL Level 3 Project Levels 1 & 2 Project Levels 1 and 2 Project Level 3 and Level 1/Level 2 Certificates National/Foundation Skills Challenge Certificate Advanced Skills Challenge Certificate Foundation (post 16) Skills Challenge Certificate National (post 16) Skills Challenge Certificate)\$	One of the following list: GCSE, AS, A level, PL Levels 1 & 2, PL Level 3, Project Levels 1 & 2, Project Level 3, Level 1/Level 2 Certificates, National/Foundation Skills Challenge Certificate, Advanced Skills Challenge Certificate, Foundation (post 16) Skills Challenge Certificate, National (post 16) Skills Challenge Certificate
Country	To indicate that the data relates to Wales only	5	^(Wales)\$	Wales will be accepted
Ontime unit entries	Number of entries made on time at unit level	6	^\d{1,8}\$	A numeric value between 0 and 99,999,999 accepted
Late unit entries	An entry for a unit made after midnight on the closing date for each exam series.	7	^\d{1,8}\$	A numeric value between 0 and 99,999,999 accepted

	Late entries should include very late entries made on or after the first exam date of the series			
Ontime linear entries	Number of linear entries made on time at component level	8	$\wedge\{1,8\}$	A numeric value between 0 and 99,999,999 accepted
Late linear entries	An entry for linear subject made after midnight on the closing date for each exam series. Late entries should include very late entries made on or after the first exam date of the series	9	$\wedge\{1,8\}$	A numeric value between 0 and 99,999,999 accepted
Ontime unitised awards	Number of unitised awards made on time	10	$\wedge\{1,8\}$	A numeric value between 0 and 99,999,999 accepted
Late unitised awards	Late unitised awards	11	$\wedge\{1,8\}$	A numeric value between 0 and 99,999,999 accepted
Ontime linear awards	Number of linear awards made on time	12	$\wedge\{1,8\}$	A numeric value between 0 and 99,999,999 accepted
Late linear awards	Number of late linear awards	13	$\wedge\{1,8\}$	A numeric value between 0 and 99,999,999 accepted

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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