



Special consideration

Guide to the data submission process

September 2019

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Special consideration

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 *Special consideration*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?

Special consideration data will be collected for GCSE, AS and A level.

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/721279/Guidance_for_Special_Consideration.pdf

General completion guidelines

Please upload one CSV file per exam series. For example, if an awarding body has data for all three exam series (*January, June and November*), three CSV files should be uploaded - one for each series. Each exam series will have a separate submission point on QiW.

Column headers must be an exact match.

Numeric values must not have any formatting.

This data return is for data relating to learners in Wales only.

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 2016	1	^(January June)([] [0-9][0-9][0-9][0-9])\$	Full month name of exam series and year
Reporting date	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] 1[12][0-9] 3[01])\$	The date in the following format: year (four digits), a dash, month (two digits), a dash, day (two digits)
Awarding Organisation	Name of the awarding organisation	3	^{1,100}\$	1 to 100 characters accepted
Centre No.	Centre number (NCN)	4	^\d{1,5}\$	Up to five-digit integer accepted
Request identifier	Unique request identifier issued by AOs special consideration systems	5	^{1,25}\$	1 to 25 characters accepted
Unique Candidate Identifier	Unique Candidate Identifier (UCI)	6	^{1,13}\$	Alpha-numeric: 13 characters accepted
QAN	Qualification Accreditation Number e.g. 123/1234/1	7	^{1,10}\$	1 to 10 characters accepted -2 also accepted for candidates not certificating, taking units that can be used against either AS or A level specifications
QWNumber	QW Approval/ Designation Number, for example C00/1234/1	8	^{1,10}\$	1 to 10 characters accepted, beginning with C A blank value is accepted if the qualification does not have a QW number -2 also accepted for candidates not certificating, taking

				units that can be used against either AS or A level specifications
Specification title	Specification title also known as subject title	9	^.{1,150}\$	1 to 150 characters accepted -2 also accepted
Specification code	Specification code also known as Subject Award Code and Cash in Code	10	^.{1,7}\$	1 to 7 characters accepted -2 also accepted
Qualification level	Level of qualification e.g. GCSE	11	^(GCSE GCSE linear GCSE short course GCSE full course AS A level App A Level Db App A Level Sg App AS Db App AS Sg GCE A level)\$	One of the following list: GCSE, GCSE linear, GCSE short course, GCSE full course, AS, A level, App A Level Db, App A Level Sg, App AS Db or App AS Sg 'GCE A level' also accepted for candidates not certificating, taking units that can be used against either AS or A level specifications
Unit/component description	Unit or component identifier	12	^.{1,10}\$	1 to 10 characters accepted
Assessment type	To indicate type of assessment, internal or external	13	^(Internal External)\$	Internal or External accepted
Request date	Date request made Format accepted 120 ODBC canonical yyyy mm-dd	14	^(20)\d\d[-](0[1-9])1[012])[-](0[1-9])1[12][0-9]3[01])\$	The date in the following format: year (four digits), a dash, month (two digits), a dash, day (two digits)
Exam/coursework date	Data assessment taken. Format accepted 120 ODBC canonical yyyy-mm-dd	15	^(20)\d\d[-](0[1-9])1[012])[-](0[1-9])1[12][0-9]3[01])\$	The date in the following format: year (four digits), a dash, month (two digits), a dash, day (two digits)
Special consideration type	To indicate type of special consideration applied for	16	^(Present but disadvantaged Absent with good reason)\$	One of the following will be accepted: Present but

				disadvantaged; Absent with good reason
Disadvantage category	To indicate disadvantage category	17	Accepted values as per pre-agreed list	Accepted values as per pre-agreed list 'Absent with good reason' also accepted for absent candidates
Specific disadvantage		18		A blank value is accepted
Tariff	Percentage allowance given to candidates that were present but disadvantaged	19	^([0-5] -2)\$	Values 0-5 accepted -2 also accepted for absent candidates
Status	To indicate status of request when data reported, e.g. Accepted	20	^(Accepted Rejected Pending Withdrawn)\$	One of the following: Accepted, Rejected, Pending, or Withdrawn
Rejection reason	Reason request rejected if applicable	21	Accepted values as per pre-agreed list	Accepted values as per pre-agreed list 'Approved' also accepted for cases that were approved
Evidence requested	To indicate if evidence requested	22	^(Y N)\$	Y or N accepted
Evidence received	To indicate if evidence received	23	^(Y N)\$	Y or N 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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