

GUIDANCE

PTQ outcomes – Qualification Registrations and Outcomes

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?

Data should relate only to vocational and technical qualifications (VTQs) that are included in the Department for Education's performance tables (PTQs) for the academic year being submitted. More specifically, these are: Technical Awards, Applied Generals, Technical Certificates and Technical Levels.

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

- This template is designed to capture data on every qualification registration/entry and result during the academic year
- For registrations/entries, complete fields 1 to 18
- For results, complete all fields
- The MaxMarkAndBoundaryID field would be a unique code for a particular set of qualification grade boundaries and maximum mark information, intended to act as a linking field between the outcomes and maximum marks/grade boundaries templates. For example, for series-based qualifications it could be the name of the series, or for on-demand qualifications a unique code specific to that version of the assessments taken. '-2' would be accepted for registrations/entries or for qualifications where the boundaries and maximum marks don't change throughout the academic year

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
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	^(20)\d\d[-](0[1-9] 1[012])[-](0[1-9] [12][0-9] 3[01])\$	The date in the following format: year (4 digits), a dash, month (2 digits), a dash, day (2 digits)
AcademicYear	The academic year which this data submission relates to (defined as 1 September to 31 August). For example, “2021-2022”.	2	^(20)\d\d[-](20)\d\d \$	The academic year in the following format: start year (4 digits), a dash, end year (4 digits) Format accepted yyyy-yyyy
AwardingOrganisation	Name of the awarding organisation	3	^.{1,100}\$	1 to 100 characters accepted
QualificationNumber	This should be the unique identifier for the qualification as it appears in Ofqual’s Register of Regulated qualifications, e.g. 123/1234/1	4	^.{1,10}\$	Valid Qualification Number. 1 to 10 characters accepted.

<p>MaxMarkAndBoundaryID</p>	<p>Identifier used to link information between the outcomes and grade boundaries templates.</p> <p>Where grade boundaries and/or maximum marks change for this qualification number, please use a common value for this field in both the qualification outcomes and qualification grade boundaries templates.</p> <p>This could be based on the series name or assessment test versions, for example</p> <p>-2 accepted for registrations/entries and where boundaries and maximum marks information do not change throughout the academic year</p>	<p>5</p>	<p>$^{\{1,50\}}\\$</p>	<p>1 to 50 characters accepted</p>
<p>UniqueLearnerNumber</p>	<p>Unique Learner Number (ESFA code) provided by the Learning Records Service.¹</p>	<p>6</p>	<p>$^{\{1,10\}}\\$</p>	<p>1 to 10 digits accepted -2 accepted where the</p>

¹ To allow us to identify the learner please provide at least one of UniqueLearnerNumber, UniqueCandidateIdentifier, or CandidateIdentifierOther. If more than one is collected, please provide as many as are available.

	Please provide this identifier wherever possible -2 accepted where the learner does not have a ULN			candidate does not have a ULN
UniqueCandidateIdentifier	Unique Candidate Identifier (JCQ code), assigned to the candidate. ¹ -2 accepted where the learner does not have a UCI	7	^.{1,13}\$	A valid UCI. Alpha numeric 13 characters accepted -2 accepted where the candidate does not have a UCI
CandidateIdentifierOther	Any other unique candidate number allocated by individual awarding organisation. Must be provided where neither UCI or ULN are available ¹ -2 accepted where at least one of UCI or ULN have been provided	8	^.{1,20}\$	1 to 20 characters accepted -2 permitted where at least one of UCI, ULN or UPN have been provided
FirstName	Candidate's forenames	9	^.{1,150}\$	1 to 150 characters accepted
MiddleNames	Candidate's middle name(s), if able to separate out from first names.	10	^.{0,150}\$	0 to 150 characters accepted

	Can be left blank if not known or unavailable, or if middle names cannot be separated from first names.			
Surname	Candidate's surname or family name	11	^.{1,150}\$	1 to 150 characters accepted
DOB	Candidate's date of birth	12	^(19 20 29)\d\d[-](0[1-9] 1[012])[-](0[1-9] 12)[0-9] 3[01])\$	Date in the following format: year (4 digits), a dash, month (2 digits), a dash, day (2 digits) 2999-12-31 accepted if DOB unknown
Gender	Candidate's gender Accepted values: M F -2 accepted for other or not stated	13	^(M F -2)\$	Accepted values: M, F -2 accepted for other/unknown
CentreURN	Centre's Unique Reference Number as assigned by the Department for	14	^\d{1,6}\$	Valid Centre URN. Up to 6-

	<p>Education at the time of data submission.</p> <p>-2 accepted where the centre does not have an URN²</p>			<p>digit integer accepted</p> <p>-2 also accepted where centre does not have a URN</p>
CentreNCN	<p>Centre's National Centre Number as allocated by the Joint Council for Qualifications (JCQ) at the time of data submission.²</p> <p>-2 accepted where the centre does not have an NCN</p>	15	<code>^\d{1,5}\$</code>	<p>Valid NCN code. Up to 5-digit integer accepted</p> <p>-2 also accepted where centre does not have a NCN</p>
CentreIdentifierOther	<p>Any other number allocated to the centre or assessment venue by individual awarding organisations at the time of data submission.</p> <p>Must be provided if neither CentreURN nor CentreNCN are available.²</p> <p>-2 permitted where at least one of NCN or URN have been provided or</p>	16	<code>^\.{1,15}\$</code>	<p>1 to 15 characters accepted</p> <p>-2 permitted where at least one of NCN or URN have been provided or for candidates who are not registered to a centre</p>

² To allow us to identify the centre please provide at least one of CentreNCN, CentreURN or CentreIdentifierOther. If more than one is collected, please provide as many as are available.

	for candidates who are not registered to a centre			
RegistrationDate	<p>Date when the candidate originally registered/entered for the qualification.</p> <p>For outcomes, this date must be on or before the first entry date and the award date.</p> <p>For series-based awards, this should be the deadline date for registrations/entries.</p>	17	^(20)\d\d[-](0[1-9] 1[012])[-](0[1-9] 12)[0-9] 3[01])\$	The date in the following format: year (4 digits), a dash, month (2 digits), a dash, day (2 digits)
QualificationCompletionStatus	<p>Status of qualification at the time of submission.</p> <p>Where possible, please indicate where learners have withdrawn from the course.</p> <p>Accepted values:</p> <p>On programme</p> <p>Completed</p> <p>Withdrawn</p>	18	^(On programme Completed Withdrawn)\$	<p><i>Accepted values:</i></p> <ul style="list-style-type: none"> • On programme • Completed • Withdrawn
AwardDate	The date that the result was issued, or is due to be issued to the centre (or	19	^(20)\d\d[-](0[1-9] 1[012])[-](0[1-9] 12)[0-9] 3[01])\$	The date in the following format: year (4 digits), a

	<p>candidate if result issued directly to candidate)</p> <p>Where used, this will be the date of the 'results day' for this qualification</p> <p>Future dates are accepted</p> <p>'2999-12-31' accepted for registrations/entries</p>		<p>9] [12] [0-9] 3 [01]) \$</p>	<p>dash, month (2 digits), a dash, day (2 digits)</p>
QualificationRawMark	<p>Final aggregated raw mark for the qualification</p> <p>By raw mark, we mean the summed number of marks achieved by a learner without any weighting, scaling or other conversion applied.</p> <p>-2 accepted for not applicable or for registrations/entries</p>	20	<p>^\d{1,3}\$</p>	<p>Three-digit integer.</p> <p>-2 accepted where not applicable</p>
QualificationScaledScore	<p>Final aggregated scaled mark/score for the qualification, where used.</p> <p>This would include any numerical score applied to the qualification that would not be considered a raw mark (see definition above) or a 'grade'.</p>	21	<p>^\d{1,3}\$</p>	<p>Three-digit integer.</p> <p>-2 accepted where not applicable</p>

	<p>This can include, for example, percentage scores, Uniform Mark Scale (UMS) marks or Grade Points or Grade Credits</p> <p>-2 accepted for not applicable or for registrations/entries</p>			
QualificationGrade	<p>Final grade for the qualification, including fail</p> <p>-2 accepted for registrations/entries</p>	22	See Annex A	See Annex A for accepted grades

Annex A – Accepted Grade Values

The following are grades accepted for this collection. **Please let us know via the Portal as soon as possible if any grades appear to be missing from this list.** You will not be able to submit any grades which are not on this list without informing us first.

- FAIL
- -2, 1, 2, 3, 4, 5, 6, 7, 8, 9,
- *, A*, A, B, C, D*, D, E, F, G, J, K, M, N, P, Q, U, X
- AC1, C1, E1, E2, E3,
- D1, D2, D3, D4, D5, D6, M1, M2, M3, P1, P2, P3,
- **, *1, *2, *D, D*D*, D*D, DD, DM, HM, HP, MD, MM, MP, PM, PP,
- ***, **D, *DD, D*D*D, D*D*D*, D*DD, DD*, DD*D, DDD, DD*, DDM, DMM, MDD, MMD, MMM, MMP, MPP, PMM, PPM, PPP,
- 24B, 25B, 26B, 27B, 28B, 29B, 30B, 31B, 32B, 33B, 34B, 35B, 36B, 37B, 38B, 39B, 40B, 41B, 42B, 43B, 44B, 45B
- 24D, 25D, 26D, 27D, 28D, 29D, 30D, 31D, 32D, 33D, 34D, 35D, 36D, 37D, 38D, 39D, 40D, 41D, 42D, 43D, 44D, 45D
- 24F, 25F, 26F, 27F, 28F, 29F, 30F, 31F, 32F, 33F, 34F, 35F, 36F, 37F, 38F, 39F, 40F, 41F, 42F, 43F, 44F, 45F

If you have any of the following grades please convert them to the allowed values listed

Grade	Allowed Value	Grade	Allowed Value
Distinction	D	L1 Credit	C1
High Merit	HM	L2D*	*2
Merit	M	Distinction* L2	*2
High Pass	HP	L2 Distinction*	*2
Pass	P	L2D	D2
L1D*	*1	Distinction L2	D2
L1			
Distinction*	*1	L2 Distinction	D2
Distinction L1	D1	L2M	M2
L1 Distinction	D1	Merit L2	M2
L1D	D1	L2 Merit	M2
Merit L1	M1	L2P	P2
L1 Merit	M1	Pass L2	P2

L1M	M1	L2 Pass	P2
Pass L1	P1	Entry 1	E1
L1 Pass	P1	Entry 2	E2
L1P	P1	Entry 3	E3
L1 Adv. Credit	AC1	Unclassified	U
		Queried/pending	Q

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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