

GUIDANCE

Connecting to Ofqual's Data Portal and uploading data

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Introduction

Ofqual's Data Portal provides a facility for uploading data securely. It is accessed from the landing page of the AO Portal.

To view the data submissions dashboard and submit files, your Portal user account must be assigned the Data Portal Admin role. Please see the AO Portal guidance for how to do this.

<https://theportal.ofqual.gov.uk/support/need-help>

Shortly after you upload a file, you should receive an email, which will confirm whether or not the file has passed our validation checks, and if not will give details of the validation failure to help you correct your file. If you do not receive this confirmation email within an hour of submitting your file please email

data.services@ofqual.gov.uk.

E-mails will only be sent to Portal user accounts with the Data PortalAdmin role assigned. There is no limit on the number of user accounts that can be assigned this role.

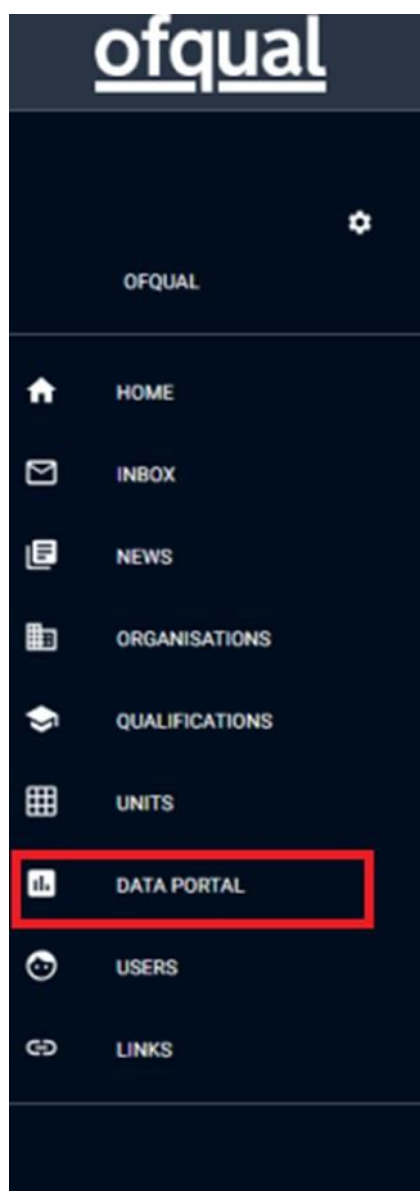
A copy of request and reminder e-mails will also be sent to users with the user role of Responsible Officer.

Accessing the Data Portal

My Submissions

Once the user has the Data Portal Admin role, they will be able to access the Data Portal and submit files.

To upload data, click on 'Data Portal' link to the left of the screen.




This takes you to the Data Portal dashboard which shows upcoming data requests that are due in the near future, displayed in date order. To see recent submissions already made click on the 'Previous' tab. See the next page for a more detailed description of this dashboard.

Reporting period refers to the academic year, exam series or quarter that the data relates to.


Due date is the date the data is required, as per the reporting schedule.

Status shows whether the system is waiting for a submission or if one has been made and whether it passed validation.

Reporting Period	Template	Due Date	Status
November 2018	EaRs DR1	28th Mar 2019	Collection open in 6 days
June 2019	SpecificationCodes	3rd Apr 2019	Collection open in 12 days
June 2019	T1 Entries	5th Apr 2019	Collection open in 14 days

An upload button  will appear to the right when the reporting period opens.

Uploading data

1. To upload data click on the upload button  adjacent to the relevant template on the 'Current' tab, then click **Choose Files** and browse to the location of the csv file you want to upload – see below.

Upload an attachment

Select file(s)...




No file chosen

2. Then click upload and on the next screen click confirm.

Are you sure you want to upload "Test_ExamsTimetable_v2.csv" for this submission?

Reporting Period	June 2019
Template	SpecificationCodes
Due Date	3rd Apr 2019

3. You will then be returned to the dashboard and a green progress circle will indicate that the file has been loaded.

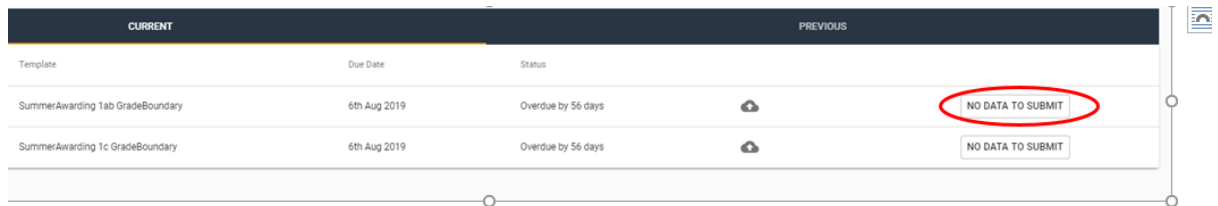
CURRENT			PREVIOUS
Reporting Period	Template	Due Date	Status
June 2019	SpecificationCodes	3rd Apr 2019	Upload pending verification  
June 2018	SpecialConsideration	28th Sep 2018	Upload pending verification 
-	GQ Item Level	26th Jan 2018	Upload pending verification

4. If an error occurs, the green circle will turn red and an error message will appear. This indicates there was an error during the upload, rather than the file has failed validation rules. Should this happen, refresh the page and try uploading the file again. If the error persists please contact Data.Services@ofqual.gov.uk
5. Once the file has uploaded the 'Status' will change to 'Upload pending verification'.
6. Refresh the web page and you will see the current status of your submission.



7. If the file passes the validation checks, it will disappear from the 'current' tab of the dashboard and be displayed under the 'Previous' tab. You will receive an email confirming that your file has been accepted.

Alternatively, if it fails validation an error message will be displayed on the 'Current' tab. You will receive an email from data.services@ofqual.gov.uk with further details of the validation failure. Once you have amended your file to correct the issues, please upload the new version.

8. If you do not have any data to submit and want to record a nil return, click the 'No data to submit' button – see below.



The screenshot shows a dashboard with two tabs: 'CURRENT' and 'PREVIOUS'. The 'CURRENT' tab is active. Below the tabs is a table with the following columns: Template, Due Date, Status, and an action column. The table contains two rows of data. The first row has 'SummerAwarding 1ab GradeBoundary' as the template, '6th Aug 2019' as the due date, and 'Overdue by 56 days' as the status. The second row has 'SummerAwarding 1c GradeBoundary' as the template, '6th Aug 2019' as the due date, and 'Overdue by 56 days' as the status. In the action column for the first row, there is a button labeled 'NO DATA TO SUBMIT' which is circled in red. The second row also has a 'NO DATA TO SUBMIT' button. There are also upload icons in the action column for both rows.

Template	Due Date	Status	
SummerAwarding 1ab GradeBoundary	6th Aug 2019	Overdue by 56 days	 NO DATA TO SUBMIT
SummerAwarding 1c GradeBoundary	6th Aug 2019	Overdue by 56 days	 NO DATA TO SUBMIT



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