



Notice to awarding bodies for data reporting for General and Vocational Qualifications, 2020/21

5 October 2020

Notice to provide information to Qualifications Wales

Under Condition B4 of the Standard Conditions of Recognition¹, we can serve a written notice on a recognised awarding body requiring them to provide information that we seek for the purpose of performing our functions. The awarding body must comply with the terms of that notice.

Purpose of this data collection

As the regulator of awarding bodies and qualifications in Wales, in order to exercise our official functions under section 46 of the Qualifications Wales Act 2015², we request learner data from awarding bodies which may identify individuals.

Our purposes for requiring the data are:

- To carry out our monitoring and audit functions
- To publish statistics about the qualifications system in Wales
- To carry out evidence-based research on the qualifications and the qualifications system
- To investigate issues reported to Qualifications Wales

¹ <https://qualificationswales.org/english/our-work/our-regulatory-documents/conditions/>

² www.legislation.gov.uk/anaw/2015/5/contents/enacted

This is to support our Principal Aims:

- Ensuring that qualifications, and the Welsh qualification system, are effective for meeting the reasonable needs of learners in Wales;
- Promoting public confidence in qualifications and in the Welsh qualification system.

No data identifying individual learners will be published. We do not make any decisions about individuals based on the data. Appropriate organisational and technological safeguards are in place to ensure security of the data.

The data will be retained for 15 years to enable trends to be analysed. After this point it will usually be destroyed. As a keeper of public records, in some cases, where datasets are appraised as being of historic interest, they may be retained and transferred to the National Archives after 20 years.

We may share data with third parties to undertake research and analysis on our behalf. All third parties processing personal data on our behalf are required under contract to abide by the EU General Data Protection Regulation and Data Protection Act 2018.

We comply with the Code of Practice for Statistics³ in the production of statistics.

This data may be published in an aggregate form in statistical outputs that are for public use. Data that we collect may also be used for internal purposes including monitoring purposes, policy decisions, research and advice. Aggregated data from these collections may be published, for example, in research reports, communications with stakeholders and our annual report. Our statistical outputs will be produced in line with our Statistical Outputs Policy⁴. We may also be requested to provide Welsh Ministers with information or advice, on matters relating to any of our functions, as is specified in the request. Such requests may include data from the present collection.

In order to satisfy these purposes, it is essential that the information you provide to us is accurate, high quality and timely.

Our Privacy Policy⁵ and Privacy Notice for collection of learner data⁶ can be found on our website.

³ <https://code.statisticsauthority.gov.uk/>

⁴ <https://qualificationswales.org/english/publications/statistical-outputs-policy/>

⁵ <https://qualificationswales.org/english/privacy-policy/>

⁶ <https://qualificationswales.org/english/privacy-policy/privacy-notice---learner-data/>

Scope of the data collections for this notice

We require data from awarding bodies in respect of qualifications that they award where they are assessed wholly or mainly in Wales. Each collection will be targeted at specific qualification types, specific forms of data and specific exam series. The requirements of each of these collections is set out in our Qualifications Reporting Schedule 2020/21 below.

We collect data in respect of the following qualification types.

- GCSE, GCSE linear, GCSE full course, GCSE short course,
- GCE AS and A Level
- Practical learning and project qualifications
- Level 1/Level 2 certificates
- Welsh Baccalaureate Skills Challenge Certificate
- Vocational and other qualifications

We collect data in respect of the following:

- Appeals
- Awarding data
- E-Assessment
- Entries by Year Group
- Entries, Late Entries & Awards
- Malpractice – Centres & Candidates
- Modified papers
- Number of referrals
- No. of candidates taking exams
- Online and traditional marking
- Predicted and actual outcomes (Data Exchange. Applies to WJEC only)
- Quarterly certification and registration
- Review of Marking and Moderation
- Review of Marking and Moderation – Grade changes of two or more
- Special consideration
- Specification Codes

For the purposes of this 2020/21 notice, we require this data in respect of these qualifications in relation to the following examination series. Please note that not all of the above collections will apply to all of the series below. Also, while we will collect data for the November 2020 series for general qualifications, we will not collect data relating to the additional general qualifications autumn 2020 exam series.

- June 2020
- November 2020
- January 2021
- June 2021

- November 2021
- 2020 Q4
- 2021 Q1
- 2021 Q2
- 2021 Q3

Data must be submitted using the following templates:

- Appeals
- Awarding data – Learner level cash-in
- Data Exchange Templates
- DR1
- DR2
- E-Assessment
- Entries by Year Group
- Entries, Late Entries & Awards
- Mark of grade changes outside ROMMA
- Malpractice
- Modified Papers
- No. of candidates taking exams
- Online and Traditional Marking
- Referrals
- Special Consideration
- Specification Codes (to be submitted via SharePoint not QiW)
- Vocational Quarterly

Data must be submitted in line with the times set out in our Qualification Reporting Schedule below.

Qualifications Reporting Schedule 2020/21

NB Rows with an asterisk provide data for official statistics. Blue shading indicates VQ collections.

Reporting date	Template / description	Exam series	Data cut-off date	Template reference	Qualifications
08/10/2020	Appeals	Jun '20	29/09/2020	Appeals	GCSE, AS, A level, WBQ Skills Challenge Certificate
29/10/2020	Appeals	Jun '20	27/10/2020	Appeals	GCSE, AS, A level, WBQ Skills Challenge Certificate
30/10/2020	Entries by Year Group*	Nov '20	28/10/2020	Entries by Year Group	GCSE, Level 1/Level 2 certificates
19/11/2020	Appeals - Final*	Jun '20	17/11/2020	Appeals	GCSE, AS, A level, WBQ Skills Challenge Certificate
19/11/2020	Malpractice - Centres & Candidates*	Nov '19, Jan '20, Jun '20	17/11/2020	Malpractice	GCSE, AS, A level, WBQ Skills Challenge Certificate
Dec 2019	Predicted and actual outcomes - Data Exchange . Applies to WJEC only.	Nov '20	Nov 20 to Dec 20	Data Exchange templates	GCSE and Level 1/Level 2 certificates
05/01/2021	Entries, Late Entries & Awards - Final*	Nov '20	04/01/2021	Entries, Late Entries & Awards	GCSE, Proj and Level 1/Level 2 certificates
22/01/2021	Quarterly certification and registration data*	Q4 2020	01/10/2020 to 31/12/2020	Vocational Quarterly	Vocational qualifications
02/03/2021	Entries, Late Entries & Awards - Final*	Jan '21	01/03/2021	Entries, Late Entries & Awards	GCSE, PL & Proj and Level 1/Level 2 certificates, WBQ Skills Challenge Certificate

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Reporting date	Template / description	Exam series	Data cut-off date	Template reference	Qualifications
02/04/2021	Review of Marking and Moderation*	Nov '20	01/04/2021	DR1	GCSE and Level 1/Level 2 certificates
06/04/2021	Specification Codes	2021	05/04/2021	Specification Codes - collected via Sharepoint	GCSE, AS and A level, Level 1/Level 2 certificates and WBQ Skills Challenge Certificate
21/04/2021	Entries by Year Group*	Jun '21	20/04/2021	Entries by Year Group	GCSE, AS and A level, Level 1/Level 2 certificates and WBQ Skills Challenge Certificate
23/04/2021	Quarterly certification and registration data*	Q1 2021	01/01/2021 to 31/03/2021	Vocational Quarterly	Vocational qualifications
08/06/2021	Review of Marking and Moderation - Final*	Jan '21	04/06/2021	DR1	GCSE, WBQ Skills Challenge Certificate
Jul 21 to Aug 21	Predicted and actual outcomes - Data Exchange . Applies to WJEC only.	Jun '21	Jul 21 to Aug 21	Data Exchange templates	GCSE, AS and A level, Level 1/Level 2 certificates and WBQ Skills Challenge Certificate
23/07/2021	Quarterly certification and registration data*	Q2 2021	01/04/2021 to 30/06/2021	Vocational Quarterly	Vocational qualifications
28/07/2021	Appeals - Final*	Nov '20	27/07/2021	Appeals	GCSE, Proj and Level 1/Level 2 certificates
12/08/2021	Awarding data - Learner level cash-in*	Nov '20, Jan '21, Jun '21	05/08/2021	Awarding data	AS, A level, and Advanced SCC

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Reporting date	Template / description	Exam series	Data cut-off date	Template reference	Qualifications
13/08/2021	Modified Papers*	Nov '20, Jan '21, Jun '21	12/08/2021	Modified Papers	GCSE, AS and A level
19/08/2021	Awarding data - Learner level cash-in*	Nov '20, Jan '21, Jun '21	12/08/2021	Awarding data	GCSE, and National/Foundation SCC
07/09/2021	Review of Marking and Moderation*	Jun '21	03/09/2021	DR1	GCSE, AS, A level, Level 1/Level 2 certificates, AEA and WBQ Skills Challenge Certificate
28/09/2021	Appeals - Final*	Jan '21	24/09/2021	Appeals	GCSE, WBQ Skills Challenge Certificate
30/09/2021	Number of Referrals (processed outside of Access Arrangements Online)	Nov '20, Jan '21, Jun '21	29/09/2021	Referrals	GCSE, AS and A level
05/10/2021	Review of Marking and Moderation*	Jun '21	01/10/2021	DR1	GCSE, AS, A level, Level 1/Level 2 certificates, AEA and WBQ Skills Challenge Certificate
11/10/2021	Special Consideration*	Nov '20, Jan '21, Jun '21	01/10/2021	Special Consideration	GCSE, AS and A level
07/10/2021	Online and Traditional Marking*	Nov '20, Jan '21, Jun '21	06/10/2021	Online and Traditional Marking	GCSE, AS and A level, and WBQ Skills Challenge Certificate
07/10/2021	E-Assessment	Nov '20, Jan '21, Jun '21	06/10/2021	E-Assessment	GCSE, AS and A level, and WBQ Skills Challenge Certificate

Qualifications Reporting Schedule 2020/21

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Reporting date	Template / description	Exam series	Data cut-off date	Template reference	Qualifications
11/10/2021	Entries, Late Entries & Awards - Final*	Jun '21	06/10/2021	Entries, Late Entries & Awards	GCSE, AS and A level, Level 1/Level 2 certificates, WBQ Skills Challenge Certificate
14/10/2021	No. of candidates taking exams*	Nov '20, Jan '21, Jun '21	13/10/2021	No. of candidates taking exams	GCSE, AS and A level
22/10/2021	Quarterly certification and registration data*	Q3 2021	01/07/2021 to 30/09/2021	Vocational Quarterly	Vocational qualifications
04/11/2021	Entries by Year Group*	Nov '21	02/11/2021	Entries by Year Group	GCSE and Level 1/Level 2 certificates
16/11/2021	Review of Marking and Moderation - Final*	Jun '21	12/11/2021	DR1	GCSE, AS, A level, Level 1/Level 2 certificates, AEA and WBQ Skills Challenge Certificate
17/11/2021	Review of Marking and Moderation - Grade changes of two or more*	Nov '20, Jan '21, Jun '21	12/11/2021	DR2	GCSE, AS, A level, Level 1/Level 2 certificates, AEA and WBQ Skills Challenge Certificate
18/11/2021	Malpractice - Centres & Candidates*	Nov '20, Jan '21, Jun '21	16/11/2021	Malpractice	GCSE, AS, A level and WBQ Skills Challenge Certificate

Guidance for submission

Data for this collection should be submitted to us in line with the timelines set out in our Reporting Schedule above. For example, final data on Appeals for the November 2020 series for GCSE, Project and Level 1/Level 2 Certificates must be submitted by 28 July 2021, with the data cut-off date being 27 July 2021.

Data must be submitted using the relevant templates that we have listed in the Reporting Schedule. Guidance on using these templates can be found in the data collection area of the Qualifications in Wales (QiW) website.

Contacts

For all queries relating to the data collection process, amendments to data previously provided, or for general guidance, please contact our Head of Research and Statistics. We welcome feedback on the burden of providing this data, to provide feedback please contact our Head of Research and Statistics:

Head of Research and Statistics
Qualifications Wales
Q2 Building,
Pencarn Lane
Imperial Park,
Newport
NP10 8AR
01633 373 222

Email: [**statistics@qualificationswales.org**](mailto:statistics@qualificationswales.org)

For all queries relating to our data governance, please contact our Data Protection Officer:

QW Data Protection Officer Qualifications Wales
Q2 Building,
Pencarn Lane
Imperial Park,
Newport
NP10 8AR
01633 373 222

Email: [**dpo@qualificationswales.org**](mailto:dpo@qualificationswales.org)