



## Notice to awarding bodies for data reporting for General and Vocational Qualifications, 2021/22

**17 December 2021**

### **Notice to provide information to Qualifications Wales**

Under Condition B4 of the Standard Conditions of Recognition<sup>1</sup>, 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 the notice.

### **Purpose of this data collection**

As the regulator of qualifications offered to learners in Wales, in order to exercise our official functions under section 46 of the Qualifications Wales Act 2015<sup>2</sup>, we request learner data from recognised awarding bodies as set out in this Notice. These data may identify individuals.

Our purposes for requiring these data are pursuant to our role and functions as set out in the Qualifications Wales Act 2015 and in particular, for the purposes of this request, are to:

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

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

<sup>2</sup> [www.legislation.gov.uk/anaw/2015/5/contents/enacted](http://www.legislation.gov.uk/anaw/2015/5/contents/enacted)

This is to support our Principal Aims, as outlined in the Act, of:

- Ensuring that qualifications, and the Welsh qualification system, are effective for meeting the reasonable needs of learners in Wales; and
- 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 with whom we share personal data to process on our behalf are required under contract to abide by the Data Protection Act 2018.

We comply with the Code of Practice for Statistics<sup>3</sup> 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 Policy<sup>4</sup>. 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 Policy<sup>5</sup> and Privacy Notice for collection of learner data<sup>6</sup> can be found on our website.

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

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

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

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

### **Scope of the data collections for this notice**

We require data from recognised awarding bodies in respect of qualifications that they awarded on 2021-22 where the Learners 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 2021/22 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
- Principal learning and Project qualifications
- Skills Challenge Certificates
- Vocational and other qualifications

We collect data in respect of the following:

- Appeals
- E-Assessment
- Entries by Year Group
- Entries, Late Entries & Awards
- Learner level results
- Malpractice – Centres & Candidates
- Mark or grade changes outside ROMMA
- Modified papers
- No. of candidates taking exams
- Non-approved qualification outcomes (Data Exchange)
- 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 2021/22 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 every series below. Also, while we will collect data for the November 2021 series for general qualifications, we will not collect data relating to the additional general qualifications autumn 2021 exam series.

- November 2021
- January 2022
- June 2022
- November 2022

- 2021 Q4
- 2022 Q1
- 2022 Q2
- 2022 Q3

Data must be submitted using the following templates:

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

Details of these templates and guidance on using them can be found on our website<sup>7</sup>.

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

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<sup>7</sup> <https://qualificationswales.org/english/our-work/research-and-statistics/qualifications-wales-data-submissions/>

## Qualifications Reporting Schedule 2021/22

NB Rows with an asterisk provide data for official statistics.

Reporting date(s)	Template / description	Exam series	Data cut off date	Template reference	Qualifications
29-Oct-21	Entries by Year Group*	November 2021	27/10/2021	Entries by Year Group	GCSE and Level 1/Level 2 certificates
Nov 21 to Jan 22	Predicted and actual outcomes - <b>Data Exchange</b> . Applies to WJEC only.	November 2021	Nov 21 to Jan 22	Data Exchange templates	GCSE
04-Jan-22	Entries, Late Entries & Awards - Final*	November 2021	03/01/2022	Entries, Late Entries & Awards	GCSE and Project
06-Jan-22	Awarding data - Learner level cash-in*	November 2021	30/12/2021	Learner level results	GCSE and Project
21-Jan-22	Quarterly certification and registration data*	Q4 2021	01/10/2021 to 31/12/2021	Vocational Quarterly	Vocational qualifications
01-Mar-22	Entries, Late Entries & Awards - Final*	January 2022	28/02/2022	Entries, Late Entries & Awards	GCSE, PL, Project and WBQ Skills Challenge Certificate
01-Apr-22	Review of Marking and Moderation*	November 2021	31/03/2022	DR1	GCSE and Project
05-Apr-22	Specification Codes	2022	04/04/2022	Specification Codes - <b>collected via Sharepoint</b>	GCSE, AS and A level and WBQ Skills Challenge Certificate
21-Apr-22	Entries by Year Group*	June 2022	20/04/2022	Entries by Year Group	GCSE, AS and A level and WBQ Skills Challenge Certificate
22-Apr-22	Quarterly certification and registration data*	Q1 2022	01/01/2022 to 31/03/2022	Vocational Quarterly	Vocational qualifications

Reporting date(s)	Template / description	Exam series	Data cut off date	Template reference	Qualifications
07-Jun-22	Review of Marking and Moderation - Final*	January 2022	06/06/2021	DR1	GCSE, WBQ Skills Challenge Certificate
22-Jul-21	Quarterly certification and registration data*	Q2 2022	01/04/2022 to 30/06/2022	Vocational Quarterly	Vocational qualifications
27-Jul-22	Appeals - Final*	Nov-21	26/07/2022	Appeals	GCSE and Project
Jul 22 to Aug 22	Predicted and actual outcomes - <b>Data Exchange</b> . Applies to WJEC only.	June 2022	Jul 22 to Aug 22	Data Exchange templates	GCSE, AS and A level and WBQ Skills Challenge Certificate
Jul 22 to Aug 22	Non-approved qualification outcomes - <b>Data Exchange</b>	June 2022	Jul 22 to Aug 22	Non-approved Data Exchange templates	GCSE, AS and A level
11-Aug-22	Awarding data - Learner level cash-in*	June 2022	04/08/2022	Learner level results	AS, A level, and Advanced SCC
12-Aug-22	Modified Papers*	November 2021, January 2022 and June 2022	11/08/2022	Modified Papers	GCSE, AS and A level
18-Aug-22	Awarding data - Learner level cash-in*	June 2022	11/08/2022	Learner level results	GCSE, and National/Foundation SCC
06-Sep-22	Review of Marking and Moderation - Provisional*	June 2022	05/09/2022	DR1	GCSE, AS, A level, AEA and WBQ Skills Challenge Certificate
08-Sep-22	Appeals - Provisional	June 2022	07/09/2022	Appeals	GCSE, AS, A level and WBQ Skills Challenge Certificate
27-Sep-22	Appeals - Final*	January 2022	26/09/2022	Appeals	GCSE, Project and WBQ Skills Challenge Certificate

<b>Reporting date(s)</b>	<b>Template / description</b>	<b>Exam series</b>	<b>Data cut off date</b>	<b>Template reference</b>	<b>Qualifications</b>
04-Oct-22	Review of Marking and Moderation*	June 2022	03/10/2022	DR1	GCSE, AS, A level, AEA and WBQ Skills Challenge Certificate
06-Oct-22	Online and Traditional Marking*	November 2021, January 2022 and June 2022	05/10/2022	Online and Traditional Marking	GCSE, AS and A level, and WBQ Skills Challenge Certificate
06-Oct-22	E-Assessment	November 2021, January 2022 and June 2022	05/10/2022	E-Assessment	GCSE, AS and A level, and WBQ Skills Challenge Certificate
06-Oct-22	Entries, Late Entries & Awards - Final*	June 2022	05/10/2022	Entries, Late Entries & Awards	GCSE, AS and A level, Project and WBQ Skills Challenge Certificate
06-Oct-22	Appeals - Provisional	June 2022	05/10/2022	Appeals	GCSE, AS, A level and WBQ Skills Challenge Certificate
10-Oct-22	Special Consideration*	November 2021, January 2022 and June 2022	09/10/2022	Special Consideration	GCSE, AS and A level
13-Oct-22	No. of candidates taking exams*	November 2021, January 2022 and June 2022	12/10/2022	No. of candidates taking exams	GCSE, AS and A level
21-Oct-22	Quarterly certification and registration data*	Q3 2022	01/07/2022 to 30/09/2022	Vocational Quarterly	Vocational qualifications
28-Oct-22	Entries by Year Group*	November 2022	26/10/2022	Entries by Year Group	GCSE

<b>Reporting date(s)</b>	<b>Template / description</b>	<b>Exam series</b>	<b>Data cut off date</b>	<b>Template reference</b>	<b>Qualifications</b>
03-Nov-22	Appeals - Provisional	June 2022	02/11/2022	Appeals	GCSE, AS, A level and WBQ Skills Challenge Certificate
15-Nov-22	Review of Marking and Moderation - Final*	June 2022	14/11/2022	DR1	GCSE, AS, A level, AEA and WBQ Skills Challenge Certificate
15-Nov-22	Review of Marking and Moderation - Grade changes of two or more*	November 2021, January 2022 and June 2022	14/11/2022	DR2	GCSE, AS, A level, AEA and WBQ Skills Challenge Certificate
17-Nov-22	Malpractice - Centres & Candidates*	November 2021, January 2022 and June 2022	16/11/2022	Malpractice	GCSE, AS, A level and WBQ Skills Challenge Certificate
24-Nov-22	Appeals - Final*	June 2022	23/11/2022	Appeals	GCSE, AS, A level and WBQ Skills Challenge Certificate
18-Jan-23	Mark or grade changes outside of Reviews of Marking and Moderation and Appeals	November 2021, January 2022 and June 2022	17/01/2023	Mark or grade changes outside ROMMA	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 2021 series for GCSE and Project must be submitted by 27 July 2022, with the data cut-off date being 26 July 2022.

Data must be submitted using the relevant templates that we have listed in the Reporting Schedule. Guidance on using these templates can be found on our website<sup>8</sup>.

### **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)**

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<sup>8</sup> <https://qualificationswales.org/english/our-work/research-and-statistics/qualifications-wales-data-submissions/>