



# **Number of candidates taking exams**

Guide to the data submission process

September 2019

## Contents

|  |   |
|--|---|
| Number of candidates taking exams..... | 3 |
| General completion guidelines.....     | 4 |
| File format.....                       | 5 |
| Contacts.....                          | 6 |

# Number of candidates taking exams

## **Introduction**

In order to fulfil our regulatory and accreditation functions as set out in the Qualifications Wales Act 2015<sup>1</sup>, we require awarding bodies to provide exams data for regulated qualifications.

This guidance is based on Ofqual's *Number of candidates taking exams*<sup>2</sup> 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?**

Number of candidates taking exams data will be collected for GCSE, AS and A level.

---

<sup>1</sup> <http://www.legislation.gov.uk/anaw/2015/5/contents/enacted>

<sup>2</sup> [https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/654403/6210\\_Guidance\\_for\\_number\\_of\\_candidates\\_taking\\_exams.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/654403/6210_Guidance_for_number_of_candidates_taking_exams.pdf)

## General completion guidelines

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

**Please upload one CSV file per exam series.** For example, if an awarding body has entries in 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.

Data should relate to candidates entered for units/components even if they are not certificating.

Applied subjects, double awards, single awards and full and short courses should be included.

Column headers must be an exact match.

Numeric values must not have any formatting.

## 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, for example June 2018 | 1        | ^(January June March November)([0-9][0-9][0-9][0-9])\$ | Full month name of exam series and year         |
| Awarding Organisation       | Name of the awarding organisation                  | 3        | ^{1,100}\$   | 1 to 100 characters accepted                    |
| Centre No.                  | NCN number of centre at time of certification      | 9        | ^{1,5}\$   | 1 to 5 characters accepted                      |
| Qualification level         | Level of qualification, for example GCSE           | 4        | ^(GCSE AS A level)\$                                   | One of the following list:<br>GCSE, AS, A level |
| Unique Candidate Identifier | Unique Candidate Identifier (UCI)                  | 13       | ^{1,13}\$  | 1 to 13 characters accepted                     |

## Contacts

For all queries relating to the data collection process, amendments to data previously provided, or for general guidance, please contact:

Qualifications Wales

Q2 Building

Pencarn Lane

Imperial Park

Coedkernew

Newport NP10 8AR

Telephone 01633 373 222

Email: [DataProject@Qualificationswales.org](mailto:DataProject@Qualificationswales.org)