



## **Camarfer**

Canllaw i'r broses cyflwyno data

Medi 2019

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# Camarfer

## Cyflwyniad

Er mwyn bodloni ein swyddogaethau rheoleiddio ac achredu fel y'u nodwyd yn Neddf Cymwysterau Cymru 2015<sup>1</sup>, rydym yn mynnu bod cyrff dyfarnu'n darparu data arholiadau ar gyfer cymwysterau a reoleiddir.

Mae'r canllaw hwn yn seiliedig ar ddogfen *Guidance for malpractice*<sup>2</sup> Ofqual.

## **Pryd fydd data'n cael ei gasglu?**

Casglir data yn unol â'r rhaglen adrodd a gytunir ac a gynhelir gan dîm ystadegau Cymwysterau Cymru, sydd i'w chael ar ein gwefan.

## **Pa ddata fydd yn cael ei gasglu?**

Casglir data camarfer ar gyfer TGAU, Safon UG, Safon Uwch, a Thystysgrif Her Sgiliau Cymhwyster Bagloriaeth Cymru.

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<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/750030/Guidance\\_for\\_malpractice.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/750030/Guidance_for_malpractice.pdf)

## Canllawiau cwblhau cyffredinol

- **Lanlwythwch un ffeil CSV i bob cyfres arholiadau.** Er enghraifft, os oes gan gorff dyfarnu ddata ar gyfer y tair cyfres arholiadau i gyd (*Ionawr, Mehefin a Thachwedd*), dylid lanlwytho tair ffeil CSV - un am bob cyfres. Bydd gan bob cyfres arholiadau wahanol bwynt cyflwyno ar QiW.
- Mae'r adroddiad data hwn ar gyfer data sy'n berthnasol yng Nghymru yn unig.
- Gweler atodiad A (tudalen 8) am eglurhad pellach o werthoedd meysydd.
- Ni cheir fformatio gwerthoedd rhifol o gwbl.
- Os yw'r achos camarfer ar agor o hyd pan adroddir am y data, dylid cofnodi '*case ongoing outcome TBD*' yn y maes **type of penalty issued**, ac:
  - os nad yw'r sefydliad dyfarnu'n cofnodi trosedd ar ddechrau'r broses, dylid cofnodi '*case ongoing*' yn y maes **type of offence**;
  - os yw'r sefydliad dyfarnu'n cofnodi trosedd ar ddechrau'r broses, dylid ei chofnodi yn y maes **type of offence** fel arfer (yn unol â'r rhestr a gytunwyd – gweler atodiad B).
- Dylid cofnodi'r gwerth '*insufficient information*' yn y maes **type of offence**, ar gyfer achosion camarfer lle nad yw'r drosedd yn hysbys.
- Os bydd materion systemig yn codi, lle nad yw'r wybodaeth bwnc benodol yn hysbys, h.y. Trefniadau Mynediad, Tanseilio Diogelwch, Camweinyddu neu Arall, yna dylid cofnodi '*non-assessment specific*' yn y maes **specification title**. Dylid hefyd cofnodi gwerth '-2' mewn meysydd perthynol eraill os yw'n anhysbys, e.e. **QAN, specification code, unit code** ac ati.
- Dylid adrodd am bob achos o gamarfer yr ymchwiliir iddo. Os nad oes digon o dystiolaeth i roi cosb dylid cofnodi '*No evidence to substantiate allegation*' yn y maes **type of penalty issued**.
- Dylai data ar gyfer pob cyfres arholiadau e.e. haf 2018 gyfeirio dim ond at gosbau a gymhwyswyd i droseddau a gyflawnwyd yn y gyfres honno. Os, oherwydd hyd yr ymchwiliad, cymhwysir cosb yn haf 2018, a oedd yn berthnasol i drosedd a gyflawnwyd yn haf 2017, ni ddylid cyfrif y gosb yn nata haf 2018, oherwydd cyflawnwyd y drosedd yn haf 2017. Yn yr achos hwn, dylai cyrff dyfarnu roi gwybod i'r tîm ystadegau, a fydd yn ailagor pwynt cyflwyno'r flwyddyn flaenorol er mwyn lanlwytho ffeil ddiwygiedig drwy QiW. I leihau nifer y diweddariadau posibl i ddata, dylid gwneud unrhyw ddiweddariadau gofynnol i ddata hanesyddol ym mis Tachwedd, pan gyflwynir data'r flwyddyn gyffredol.

## Fformat ffeil

Rhaid i'r ffeil fod mewn fformat CSV a rhaid i'r rhes gyntaf fod yn benynnau fel yr arddangosir yng ngholofn 'Enw' y tabl isod. Rhaid i'r rhesi dilynol gael gwerthoedd y data i'w adrodd y mae'n rhaid iddynt gyfateb i'r fformat a'r rheolau dilysu isod.

Enw	Disgrifiad	Safle	Mynegiad Rheolaidd Dilysu	Disgrifiad o Fynegiad Rheolaidd
Exam Series	Y gyfres arholiadau y mae'r data'n berthnasol iddi e.e. <b>June 2018</b>	1	<b>^(January June)([0-9][0-9][0-9][0-9])\$</b>	Enw mis llawn y gyfres arholiadau a blwyddyn
Reporting date	Y dyddiad roedd y ffeil i fod i gael ei chyflwyno ni waeth pryd y cafodd ei lanlwytho mewn gwirionedd  Y fformat a dderbynnir yw ffurf ganonaidd 120 ODBC <b>bbbb-mm-dd</b>	2	<b>^(20)\d\d[-](0[1-9] 1[012])[-](0[1-9] 12)[0-9]3[01])\$</b>	Y dyddiad yn y fformat canlynol: blwyddyn (pedwar digid), llinell doriad, mis (dau ddigid), llinell doriad, dyddiad (dau ddigid)
Awarding organisation	Enw'r sefydliad dyfarnu	3	<b>^{1,100}\$</b>	Derbynnir 1 i 100 o nodau
Malpractice case identifier	Dynodwr achos unigryw	4	<b>^{1,25}\$</b>	Derbynnir 1 i 25 o nodau
Centre No.	Rhif canolfan (NCN)	5	<b>^d{1,5}\$</b>	Derbynnir hyd at bum digid o gyfanrif
Type of malpractice	I nodi math o gamarfer	6	<b>^(Candidate Centre Centre staff)\$</b>	Gwerthoedd a dderbynnir: <b>Candidate, Centre, Centre staff</b>

Unique Candidate Identifier	Dynodwr Ymgeisydd Unigryw (UCI)	7	^.{1,13}\$	Derbynnir 13 o nodau alffaniwmerig <b>Derbynnir -2 hefyd ar gyfer camarfer staff canolfan a chanolfan</b>
Staff identifier	Dynodwr staff canolfan unigryw (dyrannir yn ôl sefydliadau dyfarnu unigol)	8	^.{1,50}\$	Derbynnir 1 i 50 o nodau <b>Derbynnir -2 hefyd ar gyfer camarfer ymgeisydd, neu lle nad yw nifer y staff sydd ynghlwm wrth achos yn hysbys</b>
QAN	Rhif Achredu Cymhwyster e.e. 123/1234/1	9	^.{1,10}\$	Derbynnir 1 i 10 o nodau <b>Derbynnir -2 hefyd ar gyfer ymgeiswyr nad ydynt yn cael tystysgrif, yn cymryd unedau y gellir eu defnyddio yn erbyn manylebau naill ai Safon UG neu Safon Uwch</b>
QWNumber	Rhif Cymeradwyo/Dynodi CC, er enghraifft C00/1234/1	10	^.{1,10}\$	Derbynnir 1 i 10 o nodau, yn dechrau ag C.  Derbynnir gwerth gwag os nad oes gan y cymhwyster rif CC <b>Derbynnir -2 hefyd ar gyfer ymgeiswyr nad ydynt yn cael tystysgrif, yn cymryd unedau y gellir eu defnyddio yn erbyn manylebau naill ai Safon UG neu Safon Uwch</b>
Specification title	Teitl manyleb a elwir hefyd yn deitl pwnc	11	^.{1,150}\$	Derbynnir 1 i 150 o nodau <b>Derbynnir -2 hefyd ar gyfer camarfer nad yw'n benodol i bwnc</b>

Specification code	Cod manyleb a elwir hefyd yn God Dyfarnu Pwnc a Chod Cyfnewid	12	^{1,7}\$	Derbynnir 1 i 7 o nodau <b>Derbynnir -2 hefyd ar gyfer camarfer nad yw'n benodol i bwnc</b>
Unit code	Cod uned	13	^{1,10}\$	Derbynnir 1 i 10 o nodau <b>Derbynnir -2 hefyd ar gyfer camarfer nad yw'n benodol i bwnc</b>
Qualification level	Lefel cymhwyster e.e. GCSE	14	^(GCSE GCSE linear GCSE short course GCSE full course AS A level App A Level Db App A Level Sgl App AS Db App AS Sgl GCE A level National/Foundation Skills Challenge Certificate Advanced Skills Challenge Certificate Foundation (post 16) Skills Challenge Certificate National (post 16) Skills Challenge Certificate)\$	Un o'r rhestr ganlynol: GCSE, GCSE linear, GCSE short course, GCSE full course, AS, A level, App A Level Db, App A Level Sgl, App AS Db, App AS Sgl, National/Foundation Skills Challenge Certificate, Advanced Skills Challenge Certificate, Foundation (post 16) Skills Challenge Certificate or National (post 16) Skills Challenge Certificate <b>Derbynnir hefyd GCE A level ar gyfer ymgeiswyr nad ydynt yn cael tystysgrif, yn cymryd unedau y gellir eu defnyddio yn erbyn manylebau naill ai Safon UG neu Safon Uwch</b>
Assessment type	I nodi math o asesiad, mewnol neu allanol	15	^(Internal External)\$	Derbynnir <i>Internal</i> neu <i>External</i>
Type of offence	Disgrifiad o drosedd yn unol â rhestr o droseddau a gytunwyd ymlaen llaw	16	Gwerthoedd a dderbynnir yn unol â rhestr o droseddau a gytunwyd ymlaen llaw (gweler Atodiad B)	Rhestr gwerthoedd a dderbynnir yn unol â rhestr o droseddau a gytunwyd ymlaen llaw. Derbynnir hefyd <i>Case ongoing</i> a <i>insufficient information</i>

Type of penalty issued	Disgrifiad o gosb yn unol â rhestr o gosbau a gytunwyd ymlaen llaw	17	Gwerthoedd a dderbynnir yn unol â rhestr o gosbau a gytunwyd ymlaen llaw (gweler Atodiad B)	Gwerthoedd a dderbynnir yn unol â rhestr o gosbau a gytunwyd ymlaen llaw  Derbynnir hefyd <i>Case ongoing outcome TBD</i> a <i>No evidence to substantiate allegation</i>



# Atodiad A

<b>Malpractice</b>		
<b>Field Name</b>	<b>Exemplar value</b>	<b>Notes</b>
Exam Series	June 2018	Month followed by the year for each exam series, e.g. June 2018, November 2018
Reporting date	2018-06-01	Date in the following format: year (four digits), a dash, month (two digits), a dash, day (two digits)
Awarding organisation	AQA	One to one hundred characters accepted
Malpractice case identifier	tbc	Unique awarding body identifier, where multiple staff, sanctions or offences are involved but are handled as one case - format dependant on awarding body. One to twenty five characters accepted
Centre No.	12345	Five digit integer accepted
Type of malpractice	Candidate	Accepted values: Candidate, Centre, Centre staff
Unique Candidate Identifier	123456789012B	Alpha numeric - thirteen characters for candidate malpractice. -2 also accepted for centre or centre staff malpractice
Staff identifier	abc123	Unique awarding body staff identifier. -2 accepted where number of staff in the case is unknown
QAN	123/1234/1	Alpha Numeric - Qualification Accreditation Number or -2 for candidates not certificating, taking units that can be used against either AS or A level specifications
QW Number	C00/1234/1	Alpha Numeric beginning with C - Qualifications Wales Number. A blank value is accepted if the qualification does not have a QW number. -2 for candidates not certificating, taking units that can be used against either AS or A level specifications
Specification title	Mathematics	Specification title. One, to one hundred and fifty characters accepted. -2 accepted for candidates not certificating, taking units that can be used against multiple specifications
Specification code	1650	Also known as 'Subject Award Code' and 'Cash-in Code'. NB. Codes must exist on the JCQ classifications-entries spreadsheet. -2 accepted for candidates not certificating, taking units that can be used against either AS or A level specifications
Unit code	1234	One to ten characters accepted
Qualification level	GCSE	Accepted values; GCSE, AS, A-level and Welsh Bacallaureate Qualification Skills Challenge Certificate. GCE A level also accepted for candidates not certificating, taking units that can be used against either AS or A level specifications
Assessment type	External	Internal or external will be accepted
Type of offence	The alteration of any results document including certificates	Description of offence as per agreed list of offences e.g. The alteration of any results document including certificates
Type of penalty issued	Warning	Description of penalty as per agreed list of penalties e.g. Loss of marks for a section. Note: 'No evidence to substantiate allegation' and 'Case ongoing outcome TBD'also accepted

# Atodiad B

Type of malpractice	Type of offence - accepted values
Centre / Centre staff	Breach of security Deception Improper assistance to candidates Failure to co-operate with an investigation Maladministration Failure to comply with regulations for Access Arrangements/Reasonable Adjustments/Special Consideration Offence not proven Case ongoing Insufficient information
Candidate	The alteration of any results document including certificates A breach of instructions or advice of an invigilator supervisor or the awarding body in relation to the examination rules and regulations Failing to abide by the conditions of supervision designated to maintain the security of the examinations Collusion working collaboratively with other candidates beyond what is permitted Copying from another candidate including the misuse of ICT Allowing work to be copied e.g. posting written coursework on social networking sites prior to an examination/assessment The deliberate destruction of work Disruptive behaviour in the examination room or assessment session including the use of offensive language Exchanging obtaining receiving passing on information or the attempt to which could be examination related by means of - talking Exchanging obtaining receiving passing on information or the attempt to which could be examination related by means of - electronic written or non-verbal communication Making a false declaration of authenticity Allowing others to assist in the production of controlled assessments coursework or assisting others in the production of controlled assessments or coursework Misuse of or attempted misuse of examination material and resources Being in possession of confidential material in advance of the examination Bringing into the exam room notes in the wrong format or prohibited annotations The inclusion of inappropriate offensive or obscene material in scripts coursework or portfolios Impersonation pretending to be someone else arranging for another person to take ones place in an examination or an assessment Plagiarism unacknowledged copying from published sources including the internet incomplete referencing Theft where the candidates work is removed or stolen Introduction of unauthorised material into the examination room - Notes study guides and personal organisers Introduction of unauthorised material into the examination room - Own blank paper Introduction of unauthorised material into the examination room - Calculators dictionaries when prohibited Introduction of unauthorised material into the examination room - Personal stereo including MP3 iPod or any other similar electronic devices Introduction of unauthorised material into the examination room - Mobile phone or other electronic communicating devices The unauthorised use of a memory stick or similar device where a candidate uses a word processor Behaving in a way as to undermine the integrity of the examination Offence not proven Case ongoing Insufficient information

Type of malpractice	Type of penalty issued - accepted values
Centre staff	Written warning Training Special conditions Suspension No evidence to substantiate allegation No penalty issued Case ongoing outcome TBD
Centre	Written warning Review and report Approval of specific assessment tasks Additional monitoring or inspection Restrictions on examination and assessment materials Independent invigilators Suspension of candidate registrations or entries Withdrawal of approval for a specific qualification Withdrawal of centre recognition No evidence to substantiate allegation No penalty issued Case ongoing outcome TBD
Candidate	Warning Loss of marks for a section Loss of marks for a component Loss of all marks for a unit Disqualification from a unit Disqualification from all units Disqualification from whole qualification Disqualification from all qualifications in series Candidate debarral No evidence to substantiate allegation No penalty issued Case ongoing outcome TBD

## Cysylltiadau

Am bob ymholiad mewn perthynas â'r broses casglu data, newidiadau i ddata a ddarparwyd yn flaenorol, neu am arweiniad cyffredinol, cysylltwch â:

Cymwysterau Cymru  
Adeilad Q2  
Lôn Pencarn  
Parc Imperial  
Coedcernyw  
Casnewydd NP10 8AR

Rhif ffôn      01633 373 222

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