



Grades awarded using alternative assessment evidence

Guide to the data submission process

July 2023

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Introduction

In order to fulfil our regulatory and accreditation functions as set out in the Qualifications Wales Act 2015¹, we require awarding bodies to provide data for regulated qualifications.

When will data be collected?

Data for AS, A level and Advanced Skills Challenge Certificate should be submitted on Friday 11 August 2023.

Data for GCSE and KS4 Skills Challenge Certificate should be submitted on Friday 18 August 2023.

What data will be collected?

Data on grades awarded using alternative assessment evidence will be collected for all GCSE, AS and A levels and Skills Challenge Certificate.

General completion guidelines

Data should include all applications made for grades to be awarded using alternative assessment evidence during the 2022/23 academic year.

Please upload the data file via the SharePoint or Teams site that has been set up between QW and your organisation.

If you do not have any data to submit, please inform us by emailing datapoint@qualifications.wales.

Column headers must be an exact match.

Numeric values must not have any formatting.

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

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

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	Example/Format of field
Awarding Organisation	Name of the awarding organisation	1 to 100 characters accepted
Qualification Number	Qualification Accreditation Number (QAN)	For example 123/1234/1 1 to 10 characters accepted -2 also accepted
QW Number	QW Approval/ Designation Number.	For example C00/1234/1. As it appears on Qualifications in Wales (qi.wales) . 1 to 10 characters accepted, beginning with C -2 is accepted if the qualification does not have a QW number
Specification Code	Specification code	1 to 7 characters accepted.
UCI	Unique Candidate Identifier	Alpha-numeric: 13 characters accepted
NCN	Centre ID – National Centre Number	Up to five-digit integer accepted. The first two digits should be "68" for centres in Wales.
Reference Number	Application for grade to be awarded using alternative assessment evidence reference number	Text field
Request Date	Date when the request for grade to be awarded using alternative assessment evidence was made	The date in the following format: yyyy-mm-dd.

Decision Date	Date when the application was accepted or rejected	The date in the following format: yyyy-mm-dd.
Status	To indicate status of the application when data reported.	Accepted values: <ul style="list-style-type: none"> • Approved • Rejected • Pending
Rejection Reason	Reason for rejection (where applicable)	Accepted values: <ul style="list-style-type: none"> • Ineligible • Insufficient evidence -2 accepted where the case was not rejected
Assessment series	Exam series when the request for a grade to be awarded using alternative assessment evidence was made.	Full month name of exam series and year e.g June 2023, November 2023
Grade	Grade awarded using alternative assessment evidence.	A valid qualification grade. -2 accepted if application was rejected

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@qualifications.wales