



Ensuring the University has a Record of Students' Final Results

Contents

- Common Questions
- Preparing a file of Examination Entry Data (p.3)
- How to upload the data transfer (p.7)
- Common Errors (p.10)
- Column Formats (p.11)

What student results does the University record?

The University's student records system holds the following results for each student:

- The final classification/award for undergraduate schemes;
- An exit award of certificate or diploma;
- A part one result for master's schemes;
- A part two result for master's schemes;
- A final award for research degrees.

This enables the University to provide certificates to successful or exiting students.

The University's student records system does not hold students' individual module results.

What must Institutions do to ensure students' results are recorded?

Four weeks before an Examining Board, Institutions must prepare an Excel spreadsheet of student details in the attached example. Students to be included on the spreadsheet are:

- Undergraduate students who completed the scheme (whether they have passed or failed);
- Undergraduate students who are seeking to exit with a Certificate or Diploma;
- Students on postgraduate diplomas or taught master's schemes who have completed Part One (whether they have passed or failed);
- Students on postgraduate diplomas or taught master's schemes who are seeking to exit with a Certificate or Diploma.

The spreadsheet must be uploaded via the University's website at www.wales.ac.uk. We call this spreadsheet an examination entry.

Results for Part Two of Taught Master's schemes or final awards for Research Degrees are recorded on special forms that we will provide you.

What does the University of Wales do to ensure students' results are recorded?

Uploading the spreadsheet will enable the University to prepare a document called a Notification of Results Form (NoRF). This is an official University of Wales document listing the student names you have provided. It will be used at an Examining Board to record agreed marks.

At an Examining Board, students' final results will be entered on the NoRF. The NoRF will be signed by all external examiners, internal examiners and Chair of the meeting.

On receipt of the NoRF, University of Wales' staff will transfer students' results to our student records system. Within six weeks of the examining board, eligible students will receive their certificate.

Are there times when students' results are considered outside an Examining Board?

Sometimes a student's final results might be considered by correspondence. This may be the case for small numbers of re-sitting students.

Once re-sits have been undertaken, and you have held an internal re-sit examining board to consider the re-sit results, you should:

- inform the University that a re-sit examining board has been held;
- upload an examination entry for the students' concerned;
- upload/send a spreadsheet of students' results.

The University will create a NoRF from your exam transfer and will circulate it, along with the spreadsheet of results, to the external examiners, internal examiners and Chair for signature. External examiners will be asked whether they wish to examine any of the re-submitted work.

Preparing a File of Examination Entry Data

Requirements:

- An Excel spreadsheet (.xls format)
- Contain only **one worksheet**
- **May not** have a **Header** row
- **May not** contain **blank** rows
- **Must** contain the **required** columns
- **Must not** contain any **subtotalling** rows

Each file to be transferred may optionally also:

- have a name for the worksheet (i.e. may be other than the default 'Sheet1')
- have additional columns after the required columns (these will be ignored)

Your Results Transfer should look like this:

Record Type	Institution Identifier	University Student Number	Institution Student number	Family name	Forename	Date of Birth	Gender	Title	Scheme Code	Year of Study	Level	Start Date	Mode of Study	Status	Disability	Qual on Entry	Campus	Email
EXA	9918	0911861234569	AA0001	SMITH	JAMES	28/05/1986	M	MR	ZZ-MA/IHTL	1	7	01/05/2009	F	P	N	01		J.SMITH@ZZCOLLEGE.ORG
EXA	9918	0911861234567	AA0002	JONES	SYBIL	27/04/1987	F	MS	ZZ-MA/IHTL	1	7	01/05/2009	F	P	N	15		S.JONES@ZZCOLLEGE.COM
EXA	9918	0911861234568	AA0003	BROWN	BORIS	06/08/1986	M	MR	ZZ-MA/IHTL	1	7	01/05/2009	F	P	N	24		B.BROWN@ZZCOLLEGE.COM
EXA	9918	0911861234566	AA0004	CHANG HUA-YU		08/03/1987	M	MS	ZZ-MA/IHTL	1	7	01/05/2009	F	P	N	99		CHANG@ZZCOLLEGE.COM
EXA	9918	0911861234565	AA0005	ALBA MUNOZ	CRISTINA MIHAELA	05/05/1979	F	MS	ZZ-MA/IHTL	1	7	01/05/2009	F	P	N	06		ALBAMUNOZ@HOTMAIL.CO.UK
EXA	9918	0911861234570	AA0006	FETHERSTONEHAUGH	CATHERINE ANNEKA	21/02/1982	F	MISS	ZZ-MA/IHTL	1	7	01/05/2009	F	P	N	07		LONGNAME@GMAIL.COM

A Guide to the Required Columns in the Examination Entry Spreadsheet

A	B	C	D	E	F	G
Record Type	Institution Identifier	University Student Number	Institution Student number	Family name	Forename	Date of Birth
EXA	9918	0911861234569	AA0001	SMITH	JAMES	28/05/1986
EXA	9918	0911861234567	AA0002	JONES	SYBIL	27/04/1987
EXA	9918	0911861234568	AA0003	BROWN	BORIS	06/08/1986
EXA	9918	0911861234566	AA0004	CHANG HUA-YU		08/03/1987
EXA	9918	0911861234565	AA0005	ALBA MUNOZ	CRISTINA MIHAELA	05/05/1979
EXA	9918	0911861234570	AA0006	FETHERSTONEHAUGH	CATHERINE ANNEKA	21/02/1982

H	I	J	K	L	M	N	O	P	Q	R	S
Gender	Title	Scheme Code	Year of Study	Level	Start Date	Mode of Study	Status	Disability	Qual on Entry	Campus	Email
M	MR	ZZ-MA/IHTL	1	7	01/05/2009	F	P	N	01		J.SMITH@ZZCOLLEGE.ORG
F	MS	ZZ-MA/IHTL	1	7	01/05/2009	F	P	N	15		S.JONES@ZZCOLLEGE.COM
M	MR	ZZ-MA/IHTL	1	7	01/05/2009	F	P	N	24		B.BROWN@ZZCOLLEGE.COM
M	MS	ZZ-MA/IHTL	1	7	01/05/2009	F	P	N	99		CHANG@ZZCOLLEGE.COM
F	MS	ZZ-MA/IHTL	1	7	01/05/2009	F	P	N	06		ALBAMUNOZ@HOTMAIL.CO.UK
F	MISS	ZZ-MA/IHTL	1	7	01/05/2009	F	P	N	07		LONGNAME@GMAIL.COM

Record Type

It will always be EXA

Institution Identifier

We provide this when your course is validated

USN

You must always enter the student's unique student number

Institution Student Number

This is for your own use

Family Name

Students whose surname commonly appears first should have their entire name in the surname field, as they would like it to appear on their certificate.

Forename

The student's first name must be entered.

Date of Birth

Please enter the date of birth as day/month/year (DD/MM/YYYY)

Gender

Please enter either M (Male) or F (Female)

Scheme code

We provide this when your course is validated

Year of Study

The year of study

Level

Either 3, 4, 5, 6, 7, 8

Start Date

Date that the student commenced the course

Mode of Study

F for full time or P for part time

Status

D students that are deferring

N new students starting this year

NCT students that are newly registering onto the scheme with credit transfer

P students that are progressing onto the next year or level

R1 students that are repeating a year of study and will be undertaking more than 30 % of modules within the year of study

R2 students are repeating a year of study and will be undertaking less than 30 % of modules within the year of study

W withdrawn students

Disability

Indicate any student disability using the following codes:

H Deaf/Partial hearing

L Learning disability

M Mobility/Wheelchair

MH Mental Health

MD Multiple Disability

N No disability

O Other disability

S Blind/Partial sight

U Not Known

Qualifications on Entry

Please complete this field for undergraduate students only using one of the codes given below:

01	Higher degree of UK institution
02	Postgraduate diploma or certificate (excluding Postgraduate Certificate in Education (PGCE))
03	Postgraduate Certificate in Education (PGCE)
05	Postgraduate equivalent qualification not elsewhere specified
11	First degree of United Kingdom institution
12	Graduate of European Union institution
13	Graduate of other overseas institution
22	Other credits from UK Higher Education institution
29	Other schemes at Higher Education level
30	Other Higher Education qualification of less than degree standard
31	Foundation Degree
39	'A' level or equivalent qualification
43	Foundation scheme at Further Education level
56	Other non-advanced qualification
92	Accreditation of Prior (Experiential) Learning (APEL/APL)
97	Other non-UK qualification, level not known
98	Student has no formal qualification
99	Not known

Code 99 'Not known' should not be used as a standard default.

Should a student have more than one of the qualifications listed, it is for the institution to decide which is the 'highest'. In cases where it is unclear which qualification is the 'highest', enter the code which is closest to '01'

Campus

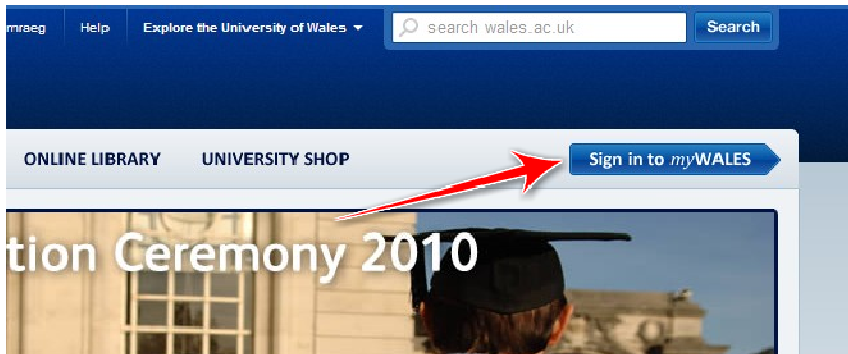
Please enter the campus code for University-approved campuses only

Email

Students' email addresses must be supplied

How to Upload the Exam Entry Data Transfer

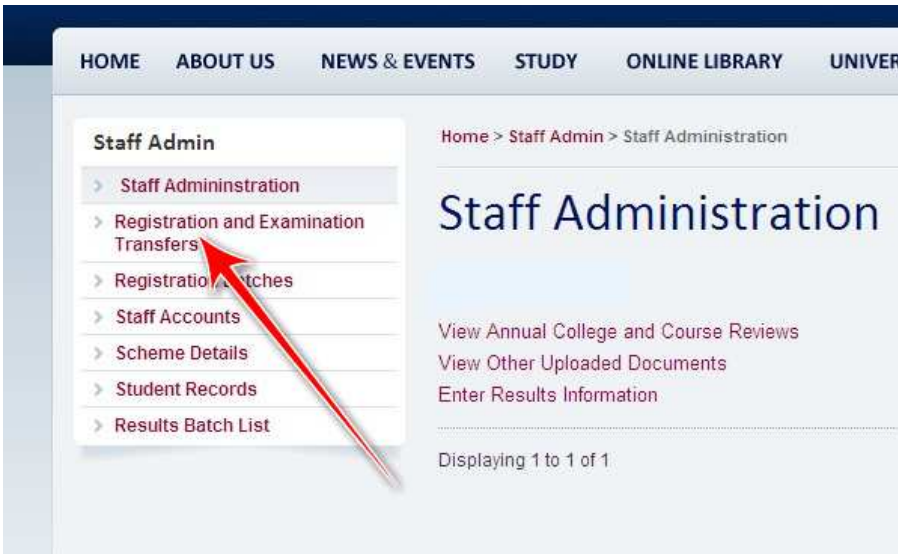
- Login to myWales



- Select the Admin link



- Select the Registration and examination transfers link on the left menu



- This will take you to a form into which you select the Excel file of registration or examination entry data.
- Use the form for sending data

The screenshot shows the 'Registration and Examination Transfers' form. It is divided into two main sections: 'Details of File being Submitted' and 'Institution and Submitter Details'.
 In the 'Details of File being Submitted' section:
 - 'Select File Type' has radio buttons for 'Registration' and 'Examination Entries'. A red arrow points to 'Examination Entries' with the text 'Select Examination Entries'.
 - 'Excel FileName' has a 'Choose File' button and a text field containing 'UniWalesIns...nsfers.xls'. A red arrow points to the text field with the text 'Select a file to upload'.
 - 'Sheet Name' has a text field containing 'examtransfer2010'. A red arrow points to the text field with the text 'Enter the worksheet name if you have changed the name'.
 - 'Records in Batch' has a text field containing '67'. A red arrow points to the text field with the text 'Enter the number of rows'.
 In the 'Institution and Submitter Details' section:
 - 'Institution' has a text field containing 'CEADE, SEVILLE'. A red arrow points to the text field with the text 'Your institution name should appear here'.
 - 'Contact Name' has a text field containing 'Owen Parry'. A red arrow points to the text field with the text 'Contact name for this data transfer'.
 - 'Contact Email' has a text field containing 'test@test.com'. A red arrow points to the text field with the text 'Contact email address'.
 - 'Comments' has a text area containing 'Any additional information you may want to pass on can be entered here.'
 At the bottom of the form, there is a 'Submit' button and a red arrow pointing to it with the text 'Click once done and ready to submit'.
 Below the form, there is a confirmation statement: 'By submitting this file, I hereby confirm that the University of Wales Assessments conducted at CEADE, SEVILLE were undertaken with the highest regard for security and integrity and in full compliance with the Quality Assurance Agency Code of Practice as provided by the University of Wales.'

- When you click on Submit, the file of data will be uploaded and checked immediately.
- Errors will be shown in the report, with the record number (row number in the spreadsheet) where the error occurs.
- The report will be emailed to you and the University will have a copy, to help you clear up any problems.

Batch Number 20006

Institution: **20006**

Batch Type: Registration Transfer

Date Submitted: 04/11/2009 09:56:36

File submitted : 20006, sept 09.xls Sheet: Students 2009

Number of Records Expected: 208

Contact Person: Owen Parry Hotmail
[owenparry@hotmail.com]

Comments:

9087 :



Errors were found :
this batch has been
rejected and will be
removed from the
system. A report is being emailed

PROCESSING OF SUBMITTED FILE

Processing commences for FileName:20006, sept 09.xls, Sheet:Students 2009

Too many columns in spreadsheet - Columns after EMAIL will be ignored

? You have entered data in more columns of the spreadsheet than were expected.

Checking for Format Errors

? This process checks that all the fields in the transfer are in the correct format and that all compulsory fields have a value. **Row 14 has a problem with the Date of Birth for the student**

9016 : Record 14 Date of Birth below minimum length or is missing. Record skipped

? This field is compulsory but has no value. **Explanation of the error**
Processing will be stopped.

9017 : Record 14 Date of Birth not in correct format. Record skipped

9016 : Record 25 Date of Birth below minimum length or is missing. Record skipped

? This field is compulsory but has no value.
Processing will be stopped.

Common Errors

1. Number formatted as text

A	B	C	D	E
REG	9966	0899666897480	OL208	S
REG	9966	0899666897712	OL215	Jr
REG	9966	0899666897930		4354 P
REG	9966	'0899666770175	OL195	A
REG	9966	0599666590395	OL165	E
REG	9966	0799666771345		4276 P
REG	9966			5035 S
REG	9966			6015 G

2. Date Format Incorrect

G
27 April 1967
14/10/1967
1989-11-20
15/06/1973
26/03/1985
02/09/1978
8/28/87
03/03/1988

3. Email Addresses

Činčić@mycollege.edu
Jones@mycollege.edu
Peacock@mycollege.edu
Armitage@mycollege.edu
Ericson@mycollege.edu
Patel@mycollege.edu
Simpson@mycollege.edu
George@mycollege.edu

4. Punctuation in fields

No punctuation should be added to the following columns:

- H (Gender)
- I (Title)
- N (Mode of study)
- (Enrolment status)
- P (Disability)

So please use MR not MR. and MRS not MRS. and PROF not PROF. so on

Column Formats

Column formats may be applied using Excel using the following steps:

- Select the whole column to be formatted
- Select *Format* from the menu bar and then *Cells*.
- In the pop-up window, select the *Number* tab and then apply the formats shown below:

Column	Description	
B	Institution Identifier	Select Number and then Custom, then in Type: enter 0000
C	University Student Number	Select Number and then Custom, then in Type: enter 00000000000000
G	Date of Birth	Select Date, select DD/MM/YYYY from Type
M	Start Date	Select Date, select DD/MM/YYYY from Type

Here is a step by step example for Column B : Institution Identifier:

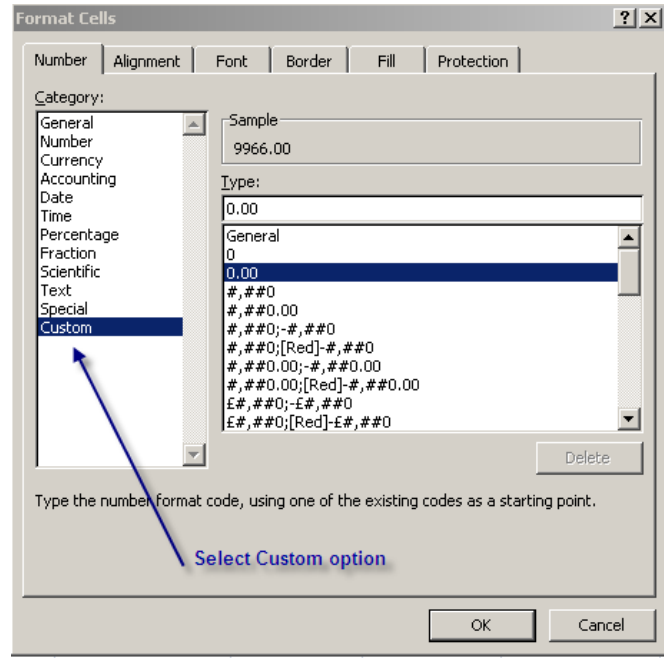
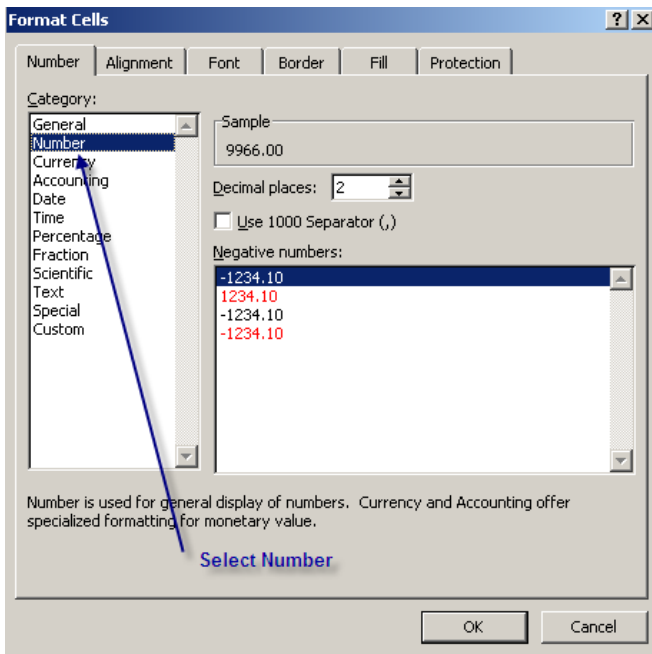
1. Select Column B

A	B	C	D	E	F	G	H	I	J	K	L	M	
REG	9966	0899666897480	OL208	SMith	Janet Mary	27/04/1967	F	Mrs	RXC-BA/AT	1	4	01/09/2008	
REG	9966	0899666897712	OL215	Jones	Sue Jane	14/10/1967	F	Mrs	RXC-BA/AT	1	4	01/09/2008	
REG	9966	0899666897930		4354	Peacock	Rebecca	20/11/1989	F	Miss	RXC-BA/AT	2	4	01/09/2008
REG	9966	0799666770175	OL195	Armitage	Patricia Anne	15/06/1973	F	Miss	RXC-BA/AT	2	4	20/09/2007	
REG	9966	0599666590395	OL165	Ericson	Ian Peter	26/03/1985	M	Mr	RXC-BA/AT	4	4	14/09/2005	
REG	9966	0799666771345		4276	Patel	Paul	02/09/1978	M	Mr	RXC-BA/AT	3	4	03/09/2007
REG	9966			5035	Simpson	Laurance	28/08/1987	M	Mr	RXC-BA/AT	1	4	02/09/2009
REG	9966			6015	George	Gareth	03/03/1988	M	Mr	RXC-BA/AT	1	4	02/09/2009

2. Select *Format Cells*

The image shows the Excel ribbon with the 'Format Cells' option highlighted in the 'Cells' group. An arrow points to this option with the text 'Click here'. To the right, a preview of the 'Format Cells' dialog box is shown, with the 'Number' tab selected and highlighted in yellow.

3. Select Number, then Custom



4. Enter 0000 as the Type field And then click OK to return

