



# Guide to Data Exchange Feb 2020

This version of the *Guide to Data Exchange* supersedes *File Formats for the Exchange of Data between SQA and Centres 1 August 1999 onwards*. The *Guide to Data Exchange* should be used in conjunction with *Delivering National Qualifications – Guide for SQA Co-ordinators*.

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# Introduction

This latest version of the *Guide to Data Exchange* supersedes the previous edition (Oct 2018). The *Guide to Data Exchange* should be used in conjunction with the *Delivering National Qualifications – Guide for SQA Co-ordinators*, which you can find on the [SQA Connect](#) website.

## Approval and reference files

SQA issues electronic data files to centres and software suppliers. These files are uploaded to the centre's management information system (MIS), which enables centres to submit entries electronically for the session, eg the files issued in August 2019 will support entries for the session 2019–20.

There is no XML file format to support Approval and Reference files — VBAR files are used.

## Reference

The Reference File ('prodref') lists all available SQA qualifications, not just the qualifications the centre is approved to offer. The Reference File contains the following information, separated by a VBAR ('|'):

Data	Optional or mandatory	Format	Valid data	Notes
Qualification type	Mandatory	Up to 6 characters	A–Z, a–z, –	indicates type
Code	Mandatory	4 characters	A–Z, , 0–9	indicates qualification code
Level	Mandatory	2 digits	0–9	indicates qualification level
Title	Mandatory	Up to 200 characters	A–Z, a–z, , 0–9, -, ', \, /	indicates qualification name
Credit value	Optional	n.nnn or nn.nnn	0–9	
Finish date	Optional	ddmmyyyy	0–9	
Superclass	Optional	2 characters	A–Z	
Verification Group	Optional	Up to 3 digits	0–9	
SCQF level	Optional	Up to 2 digits	0–9, 'NA'	
SCQF credit points	Optional	nnn.nnn	0–9	

**Example 1:** HN-P|G9M7|15|Administration and Information Technology  
12.000||990|7|96.000|

**Example 2:** N-HS|H1YV|75|Administrative Practices|1.000||AY|572|5|6.000|

**Example 3:** N-HS|C733|75|Geography|4.000||NA|579|5|24.000|

The SCQF level and SCQF credit points are in the last two fields. The end of the record is indicated by a carriage return.

The link file ('prodlink') details the Units that are associated with each National Course and group award, and contains the following information, separated with a VBAR ('|').

Data	Optional or mandatory	Format	Valid data	Notes
Group code	Mandatory	4 characters	A–Z, , 0–9	
Level	Mandatory	2 digits	0–9	
Unit code	Mandatory	4 characters	A–Z, , 0–9	
Level	Mandatory	2 digits	0–9	

**Example:** C824|75|HK57|75|

The end of the record is indicated by a carriage return.

## Approval

The Approval file contains details of all qualifications that a centre is approved to offer. It is named with an 'AP' followed by the first six digits of the centre number. The Approval file contains the following information, separated by a VBAR ('|'):

Data	Optional or mandatory	Format	Valid data	Notes
Centre code	Mandatory	7 digits	0–9	
Qualification type	Mandatory	Up to 6 characters	A–Z, a–z, –	indicates type
Code	Mandatory	4 characters	A–Z, , 0–9	indicates qualification
Level	Mandatory	2 digits	0–9	indicates level
Title	Mandatory	Up to 200 characters	A–Z, a–z, , 0–9, -, ', \, /	
Credit value	Optional	n.nnn	0–9	
Finish date	Optional	ddmmyyyy	0–9	
Superclass	Optional	2 characters	A–Z	
Verification Group	Optional	Up to 3 digits	0–9	
SCQF level	Optional	Up to 2 digits	0–9, 'NA'	
SCQF credit points	Optional	nnn.nnn	0–9	

**Example 1:** 5010130|N-HS|C845|75|English||||549|||

**Example 2:** 5010130|N-HS|HK57|75|English: Spoken Language|1.000||NA|549|5|0.000|

The end of the record is indicated by a carriage return.

For approval for qualifications throughout the year, contact your centre's Regional Manager.

## Verification

Along with the 'prodref' file, a subsidiary file ('modgroup') is provided. This file maps the Verification Group code to a Verification Group name. It will have the following information, separated by a VBAR ('|'):

Data	Optional or mandatory	Format	Valid data	Notes
Verification Group code	Mandatory	Up to 3 digits	0–9	
Verification Group name	Mandatory		A–Z, a–z	

**Examples:** 16|Drama and Theatre Arts|

561|National Courses – Mathematics|

## Core Skills

There are also three files relating to Core Skills and their components.

The Core Skills file ('core\_skill\_comp') contains the mapping of the Core Skill code to its components (code and name). The file contains eleven records, and each record has three fields. It will have the following information separated by a VBAR ('|'):

Data	Optional or mandatory	Format	Valid data	Notes
Core Skill code	Mandatory	4 characters	S, 0–9	
Core Skill component code	Mandatory	4 characters	S, 0–9	
Core Skill component name	Mandatory		A–Z, a–z	

**Example:** S100|S101|Oral Communication|

The second Core Skills file ('core\_skill') contains the Core Skill code and name. This file contains six records, each record containing two fields.

**Example:** S100 Communication

The third Core Skills file is the Core Skills Mapping file. This file contains core\_skill\_mapping information which details which code skill is applied to each product code and at which level.

**Examples:** |C847|76|S202|12|  
|C824|77|S102|12|

## Candidate data

### Scottish Candidate Number (SCN)

A Scottish Candidate Number is a unique nine-digit number used to identify a candidate, and is constructed in the following way:

- ◆ It must consist of nine digits, each in the numeric range 0 to 9.
- ◆ The nine-digit number is made up as follows (leading zeros must be shown):
  - The first two digits indicate the year in which the candidate is allocated the number (session 2019–20 was from August 2019 to July 2020 and had the year indicator '20').
  - The following 6 digits are the sequential blocks.
  - The final digit is used as a check on data entry.

## Personal details

SQA holds personal data on candidates to identify and certificate candidates. This personal data is supplied to SQA initially as a Registration Creation.

If you have a candidate who is unsure whether they have a Scottish Candidate Number, you can check their details using Navigator (in SQA Connect) or by submitting a Candidate Registration Verification file. Everyone born after 01/01/1980 and who attended a secondary school in Scotland should have a Scottish Candidate Number.

## Qualification details

SQA holds data on qualifications undertaken by candidates. This data is supplied to SQA initially as an Entries Creation. As the candidate progresses through the qualifications, data is submitted to SQA as an Entries Update. There are four types of Entries Updates all of which can be submitted in the same file however multiple updates for the same candidate should not be included in the same file. The types of updates are:

- ◆ Entries Update — change of level (National Qualifications in a hierarchy only)
- ◆ Entries Update — change of completion date (not National Courses)
- ◆ Entries Update — withdrawal (Group Award/Courses/external assessment/Unit)
- ◆ Entries Update — Unit result

## File formats

Candidate data is submitted in XML format for candidate registration and entry data transactions, and for National Course estimates. More than one type of data transaction can be submitted in a single XML file.

XML files are constructed using tags to indicate the structure of the data in the file. Each XML file will start with a tag which must contain the XML schema version, the Centre code and the time the file was created. Within this tag, there can be many different types of data transaction from the following list:

- ◆ Registrations
- ◆ Registrations Updates
- ◆ Entries
- ◆ Entries Updates (Change of level, where appropriate)
- ◆ Entries Updates (Change of completion date)
- ◆ Entries Updates (Withdrawal of groupings or Units)
- ◆ Entries Updates (Unit results)
- ◆ Estimates
- ◆ Estimate Updates

SQA provides electronic reports of processed data to centres. The processed file will have the same name prefixed by '6\_' with acceptance or rejection messages appended to each piece of data. This file is designed to be imported into your own software system so that errors can be managed. Further details on how to do this can be provided by your software supplier. Centres can also request the same output data in Excel or HTML format.



## Exchange

The Exchange facility is available to all centres worldwide. SQA Connect provides the ability to query data held on the main SQA database and to submit files for processing via an efficient, secure environment. SQA will return processing reports for all submitted files to centres via SQA Connect.

## Registrations

### Registration creation

Registration creation, for any individual, is a **once-only** process. All candidates have to be registered before being entered for any SQA qualifications. (See [Delivering National Qualifications — Guide for SQA Co-ordinators for more information.](#))

### Schools

SQA is provided with the Scottish Candidate Number (SCN) and personal details for prospective candidates who have not previously been registered.

### Colleges and training providers

SQA is provided with the personal details for prospective candidates who go through a Registration Verification process. Possible matches are reported back to the centre. If the candidate details have no match or if it is confirmed that the candidate is not detailed on the possible match report, SQA will allocate the candidate with an SCN.

SQA expects Registration data submitted by centres to meet its published validation criteria.

## Duplicate registrations

### Schools

SQA will not process a registration where the surname, forename initial, gender and date of birth match an existing record, unless the Registration is flagged for 'process by exception'. Unfortunately, this will require the registration of the second of same-gender twins with the same forename initial, who were born on the same date — ie not born either side of midnight — to be flagged for 'process by exception'. A registration flagged for 'process by exception' which does not match an existing record's surname, forename initial, gender and date of birth will be rejected, as it does not need to be processed by exception.

### Colleges and training providers

Possible matching records are reported to centres through the registration verification process. SQA will report a possible match where the surname, forename initial, gender and date of birth match an existing record. Centres can now check these details therefore minimising the re-registration of candidates.

Unfortunately, this will require the registration of the second of same-gender twins with the same forename initial who were born on the same date — ie not born either side of midnight — to be processed by SQA's Centre Support team as 'process by exception'.

## Date of birth

### Schools

The date of birth for a candidate must be after 1900 and the candidate must be age 11 or over at the date of registration. In exceptional circumstances, candidates under 11 years of age can be registered. To register a candidate under 11, contact the Data Services team on 0345 213 6960 or e-mail [national.qualifications@sqa.org.uk](mailto:national.qualifications@sqa.org.uk).

### Colleges and training providers

The date of birth for a candidate must be after 1900 and the candidate must be the age of 16 or over at the date of registration. In exceptional circumstances, candidates under 16 years of age can be registered. To register a candidate under 16, contact the Centre Support team on 0345 213 6015 or e-mail [candidate.records@sqa.org.uk](mailto:candidate.records@sqa.org.uk).

## Registration stage

The registration stage field is only for use when a school is registering a candidate. Other centres *must* leave this field blank. A '1' indicates a candidate in the first year of secondary education; a '2' indicates the second year etc. A '7' indicates an adult candidate in secondary education.

If a mistake was made when the candidate was first registered, a request to update the Registration Stage can be made by email to SQA's Data Services team. (See *Delivering National Qualifications – Guide for SQA Co-ordinators* for more information).

## Postcodes and country codes

When a registration is submitted to SQA, either a UK postcode or a foreign country name (see Appendix 3 for valid country names) is required, not both. If a British Forces Post Office (BFPO) postcode is used, a valid foreign country name may be included, but is not mandatory.

## XML files

The schema for registration creation is RegistrationsEntriesUnitResults.xsd and is available at [www.sqa.org.uk/schemas/reur](http://www.sqa.org.uk/schemas/reur).

The following tables describe the data required to process a Registration Creation with an XML file. Note that the centre code and software supplier are both included in the initial XML file header tag, and so are not needed here. This information will be contained within a 'Registrations' tag.

Data	Optional or mandatory	Format	Valid data	Notes
Scottish Candidate Number (SCN)	Mandatory	9 digits	0–9	<b>Schools only</b>
Verification ID (VID)	Mandatory	Unlimited string	A–Z, a–z, 0–9	<b>Colleges &amp; training providers only</b> VID allocated to original data on return of possible matches. Must be submitted when returning a non-match for registration.
Forename	Mandatory	Mixed case, Minimum 2, Maximum 30	A–Z, a–z, -, ', \, /	See Appendix 6 for rules on Mixed case
Surname	Mandatory	Mixed Case, Minimum 2, Maximum 30	A–Z, a–z, -, ', \, /	See Appendix 6 for rules on Mixed case
Date of Birth	Mandatory	YYYY–MM–DD	0–9	Must not be before 1900, or within 12 years prior to present day
Legal Sex	Mandatory	Lower case	'm','f', 'u','n'	
Registration Stage	Mandatory for schools only. (Must be blank for non-school centres)	1 digit	'1'–'7'	
Address 1 (House name or number and street)	Mandatory	Mixed case, Minimum 1 Maximum 30	A–Z, a–z, , , , , , ; , : , \, - , ' , / , ( , ) , @ , 0–9, #, ' , &	See Appendix 6 for rules on Mixed case
Address 3 (Locality)	Optional	Mixed case, Minimum 1 Maximum 30	A–Z, a–z, , , , , , ; , : , \, - , ' , / , ( , ) , @ , 0–9, #, ' , &	See Appendix 6 for rules on Mixed case
Address 3 (Town or City)	Optional	Mixed case, Minimum 1 Maximum 30	A–Z, a–z, , , , , , ; , : , \, - , ' , / , ( , ) , @ , 0–9, #, ' , &	See Appendix 6 for rules on Mixed case
Address 4 (County)	Optional	Mixed case, Minimum 1 Maximum 30	A–Z, a–z, , , , , , ; , : , \, - , ' , / , ( , ) , @ , 0–9, #, ' , &	See Appendix 6 for rules on Mixed case
Postcode	Optional	UK postcode format OR BFPO [0–9][0–9][0–9]	A–Z, , 0–9	If no country is entered, this field is mandatory and must be a valid UK Postcode. If a country is entered, only a BFPO Postcode is allowed, or no postcode See BS7666 Address for format <a href="http://www.govtalk.gov.uk/gdsc/html/frames/Postcode">www.govtalk.gov.uk/gdsc/html/frames/Postcode</a>
Country	Optional	Upper case	See Appendix 3 for valid country codes	Note that countries must be submitted in UPPER CASE

## Registration update

When a candidate's personal details change, the centre must notify SQA so that the Scottish Qualifications Certificate can be produced with the correct name and dispatched to the correct address. A candidate's forename, surname and address can be updated electronically. Full candidate name and address details must be supplied in a Registration Update transaction.

## Duplicate registrations

If, upon update of a candidate's registration, a match is found for an existing record's surname, forename initial, gender and date of birth, the registration update will be processed as normal, with no need for Process by Exception.

## Date of birth

When the date of birth held by SQA for a candidate is incorrect. Requests to change a date of birth can be made in writing using a [DBA 1 form](#) or via Candidate Services in SQA Connect.

## Legal sex

Requests to change a candidate's legal sex must be made in writing or via Candidate Services in SQA Connect. The centre must obtain appropriate supporting documentation.

## XML files

The schema for registration update is RegistrationsEntriesUnitResults.xsd and is available at [www.sqa.org.uk/schemas/reur](http://www.sqa.org.uk/schemas/reur).

The following table describes the data required to process a registration update with an XML file. Note that the centre code and software supplier are both included in the initial XML file header tag, and so are not needed here. This information will be contained within a 'RegistrationsUpdates' tag.

Data	Optional or mandatory	Format	Valid data	Notes
Scottish Candidate Number (SCN)	Mandatory	9 digits	0–9	<b>Schools only</b>
Verification ID (VID)	Mandatory	Unlimited string	A–Z, a–z, 0–9	<b>Colleges &amp; ETPs only</b> VID allocated to original data on return of possible matches. Must be submitted when returning a non-match for registration.
Forename	Mandatory	Mixed case, Minimum 2, Maximum 30	A–Z, a–z, -, ', \, /	See Appendix 6 for rules on Mixed case
Surname	Mandatory	Mixed Case, Minimum 2, Maximum 30	A–Z, a–z, -, ', \, /	See Appendix 6 for rules on Mixed case
Date of Birth	Mandatory	YYYY–MM–DD	0–9	Must not be before 1900, or within 12 years prior to present day
Gender	Mandatory	Lower case	'm', 'f', 'u', 'n'	
Registration Stage	Mandatory for schools only. (Must be blank for centres)	1 digit	'1'–'7'	
Address 1 (House name or number and street)	Mandatory	Mixed case, Minimum 1 Maximum 30	A–Z, a–z, , , , ., ;, :, \, -, ', /, (, ), @, 0–9, #, ', &	See Appendix 6 for rules on Mixed case
Address 2 (Locality)	Optional	Mixed case, Maximum 30	A–Z, a–z, , ', /, (	See Appendix 6 for rules on mixed case
Address 3 (Town or City)	Optional	Minimum 1, Maximum 3	, , , , ;, :, \, -, ', /, (, ), @, 0–9, #, ', &	See Appendix 6 for rules on mixed case
Address 4 (County)	Optional	Mixed case, Minimum 1 Maximum 30		See Appendix 6 for rules on mixed case
UK Postcode	Optional	UK postcode format or BFPO format	A–Z, , 0–9	<i>If no country is entered, this element is mandatory See BS7666 Address for format <a href="http://www.govtalk.gov.uk/gdsc/html/frames/Postcode">www.govtalk.gov.uk/gdsc/html/frames/Postcode</a></i>
BFPO Postcode	Optional	BFPO [0–9][0–9]		If a country is entered, only a BFPO Postcode is allowed, or no postcode
Country	Optional	Upper case		Note that countries must be submitted in UPPER CASE See Appendix 3 for valid country codes

## Entries creation

Entry creation is the process by which an approved centre informs SQA that a candidate has begun working towards a particular qualification. ([See \*Delivering National Qualifications – Guide for SQA Co-ordinators\*](#) for more information on entries creation.)

SQA expects Entries data submitted by centres to meet its published validation criteria. Centres' software suppliers are expected to either 'point' their applications at the schema published at [www.sqa.org.uk/schemas/reur](http://www.sqa.org.uk/schemas/reur) or to build these validation criteria into their applications.

An Entry is identified uniquely by the combination of the following fields:

Centre Number  
Scottish Candidate Number  
Date of Birth  
Entry Code  
Entry Level  
Completion Date

The SCN/DoB combination must match an existing candidate registration record. The entry code/entry level combination must be a valid, current qualification which the centre is approved to offer.

The completion date must not be after the qualification finish date (or lapse date for SVQs).

See the [Delivering National Qualifications — Guide for SQA Co-ordinators](#) for more information detailing the maximum future time period for completion dates.

## Completion dates

SQA will not amend a completion date while processing the entry creation to meet validation criteria. If the completion date is not valid at the time of entry, it will be rejected.

The completion date must be an accurate estimate of when the candidate is expected to complete the qualification.

## Duplicate entries

Duplicate entries are defined as a candidate undertaking two or more courses or units with the same entry code but at different entry levels at the same time.

If we receive a second NQ entry for the same course or unit for a candidate in the same session (ie the first course or unit is still open), we will reject it, even if it is at a different level.

If you wish to enter the same NQ Course or Unit at a different level for a candidate and the first entry is still open, you will need to process the entry by exception.

If we receive an entry for an SVQ/HN group award or unit for which we already have an open entry for that candidate, from another centre, we will withdraw the original entry and process the new entry.

## XML files

The schema for entries creation is RegistrationsEntriesUnitResults.xsd and is available at [www.sqa.org.uk/schemas/reur](http://www.sqa.org.uk/schemas/reur).

The table below describes the data required to process an entry creation with an XML file. Note that the centre code and software supplier are both included in the initial XML file header tag, and so are not needed here. This information will be contained within an 'Entries' tag.

Data	Optional or mandatory	Format	Valid data	Notes
Product Code	Mandatory	4 characters	A–Z, , 0–9	Code must be valid; centre must be approved for the entry
Product Level	Mandatory	2 digits	0–9	Level must be valid for the entry code
Completion Date	Mandatory	yyyy–mm–dd	0–9	Completion date must be valid for entry. DD must be <b>last</b> day of the month
SCN	Mandatory	9 digits	0–9	Must match an existing candidate record
Date of Birth	Mandatory	yyyy–mm–dd	0–9	Must match an existing candidate record

## Entries update

Entries update is the process of indicating a candidate's progress in a qualification for which he or she is entered. There are four types of entries updates, all of which can be submitted in the same file. However, multiple updates for the same candidate should not be included in the same file.

An entry update cannot be processed if the data does not match exactly the fields for the entry held on SQA's database, unless, in the interim:

- ◆ the candidate record has been merged to another record, in which case the update will be processed against the 'new' merged record

If an entry update is submitted with a completion date different from that held by SQA, it will be rejected, as the entry update will fail the unique identification.

There are four types of entries update which can be supported by electronic files:

entries update — change of level (National Qualifications in a hierarchy only)

entries update — change of completion date (not National Courses)

entries update — withdrawal (Group Award/Courses/External Assessment/Unit)

entries update — unit result

### Entries update — change of level

In certain cases where it is necessary to change the level of an entry for an individual or group of candidates, this need not require the withdrawal of the original entry and submission of an updated entry. You can change the level of entry for a National Course or for a National Unit where products are in a hierarchy (ie where they share the same first four characters of the entry code). The change of level facility is available for changes, up or down, at all levels between National 2 and Advanced Higher (ie levels 72 to 77) as detailed below:

- ◆ Changing course codes between National 2 and National 4 (ie levels 72 to 74)
- ◆ External exam (X codes) between National 5 and Advanced Higher (ie levels 75 to 77)
- ◆ Units between National 2 and National 4 (ie levels 72 to 74)

(See [Delivering National Qualifications – Guide for SQA Co-ordinators for more information on Entries Update.](#))

This does not apply to Skills for Work courses.

## XML files

The schema for entries update is RegistrationsEntriesUnitResults.xsd and is available at [www.sqa.org.uk/schemas/reur](http://www.sqa.org.uk/schemas/reur).

The following table describes the data required to process an entries update — change of level with an XML file. Note that the centre code and software supplier are both included in the initial XML file header tag, and so are not needed here. This information will be contained within an 'EntriesUpdates' tag.

Data	Optional or mandatory	Format	Valid data	Notes
Product Code	Mandatory	4 characters	A–Z, , 0–9	Code must be valid; centre must be approved for the entry and same as held on SQA's database
Current Product Level	Mandatory	2 digits	0–9	Level must be valid for the entry code and same as held on SQA's database
Completion Date	Mandatory	yyyy–mm–dd	0–9	Completion date must be valid for the entry and same as held on SQA's database
Revised product Level	Mandatory	2 digits	0–9	Level must be valid for the entry code
SCN	Mandatory	9 digits	0–9	
Date of Birth	Mandatory	yyyy–mm–dd	0–9	

## Entries update — change of completion date

Where it is necessary to change the completion date of entries for an individual or group of candidates this need not require the withdrawal of the original entry and submission of an updated entry.

National Courses between National 4, and Advanced Higher cannot have their completion date changed, although units can.

## XML files

The schema for entries update is RegistrationsEntriesUnitResults.xsd and is available at [www.sqa.org.uk/schemas/reur](http://www.sqa.org.uk/schemas/reur).



## Entries update — withdrawal

Where it is necessary to remove an entry from a candidate record, this is achieved using the entries update — withdrawal.

(See *Delivering National Qualifications – Guide for SQA Co-ordinators* for more information on entries withdrawal.)

## XML files

The schema for entries update is RegistrationsEntriesUnitResults.xsd and is available at [www.sqa.org.uk/schemas/reur](http://www.sqa.org.uk/schemas/reur).

The table below describes the data required to process an entries update — withdrawal with an XML file. The Centre code and software supplier are both included in the initial XML file header tag, and are not needed here. This information will be contained within an 'EntriesUpdates' tag.

Data	Optional or mandatory	Format	Valid data	Notes
Product Code	Mandatory	4 characters	A–Z, 0–9	Code must be valid and same as held on SQA's database, centre must be approved for the entry
Product Level	Mandatory	2 digits	0–9	Level must be valid for the entry code and same as held on SQA's database
Completion Date	Mandatory	YYYY–MM–DD	0–9	Completion date must be valid for the entry and same as held on SQA's database
SCN	Mandatory	9 digits	0–9	
Date of Birth	Mandatory	yyyy–mm–dd	0–9	

## Entries update — unit results

Once a candidate has completed a unit, a result must be sent to SQA using entries update — unit result.

You can only submit **final** unit results. If you have resulted a unit as a 'Fail' and the candidate subsequently satisfactorily completes the unit, you will have to create a new entry. It is not possible to update a 'Fail' to a 'Pass'.

See Appendix 2 for a full list of valid unit results.

(See [Delivering National Qualifications – Guide for SQA Co-ordinators](#) for more information on Unit Results)

## XML files

The schema for entries update is RegistrationsEntriesUnitResults.xsd and is available at [www.sqa.org.uk/schemas/reur](http://www.sqa.org.uk/schemas/reur).

The table below describes the data required to process an entries update — unit results with an XML file. The centre code and software supplier are both included in the initial XML file header tag, and so are not needed here. This information will be contained within an 'EntriesUpdates' tag.

Data	Optional or mandatory	Format	Valid data	Notes
Product Code	Mandatory	4 characters	A–Z, , 0–9	
Product Level	Mandatory	2 digits	0–9	
Completion Date	Mandatory	yyyy–mm–dd	0–9	This must be the completion date held by SQA
SCN	Mandatory	9 digits	0–9	
Date of Birth	Mandatory	yyyy–mm–dd	0–9	
Unit Result	Mandatory	1 character	A, B, C, F, M, P, W	Must be a valid result for the entry, see Appendix 2 for valid results

## Estimates

Estimates play an important part in our awarding process. Failure to submit estimates could directly impact on the certificated results.

Estimates are considered by our examiners as part of the evidence review for any candidates for whom an exceptional circumstance consideration request has been made. The absence of estimates for any exceptional circumstance candidate could affect their final grade.

(See [Delivering National Qualifications – Guide for SQA Co-ordinators](#) for more information on estimates.)

## XML files estimate creation

The schema for estimates for National Course estimates is estimates.xsd and is available at [www.sqa.org.uk/schemas/reur](http://www.sqa.org.uk/schemas/reur).

The following table describes the data required to process an estimate with an XML file. Note that the centre code and software supplier are both included in the initial XML file header tag, and so are not needed here. All information within the estimate XML files will be contained within an 'estimates' root tag. Estimate processing information will be contained within an 'EstimateCreation' tag. It is valid to have both creation and update within the same XML file.

Data	Optional or mandatory	Format	Valid data	Notes
SCN	Mandatory	9 digits	0–9	Must match an existing candidate record
Date of Birth	Mandatory	yyyy–mm–dd	0–9	Must match an existing candidate record
Product Code	Mandatory	4 characters	A–Z, 0–9	Code must be valid; centre must be approved for the entry and same as held on SQA's database
Product Level	Mandatory	2 digits	0–9	Level must be valid for the entry and same as held on SQA's database.
Estimate	Mandatory	1 digit	National Course 0–9	See Appendix 4 for permitted estimates

## Estimate updates

### XML files

The schema for estimate updates is estimates.xsd and is available at [www.sqa.org.uk/schemas/reur](http://www.sqa.org.uk/schemas/reur).

The table below describes the data required to process an estimate update with an XML file. Note that the centre code and software supplier are both included in the initial XML file header tag, and so are not needed here. All information within the estimate XML files will be contained within an 'estimates' root tag. Estimate processing information will be contained within an 'EstimateUpdate' tag. It is valid to have both creation and update within the same XML file.

Data	Optional or mandatory	Format	Valid data	Notes
SCN	Mandatory	9 digits	0–9	Must match an existing candidate record
Date of Birth	Mandatory	yyyy–mm–dd	0–9	Must match an existing candidate record
Product Code	Mandatory	4 characters	A–Z, 0–9	Code must be valid; centre must be approved for the entry and same as held on SQA's database
Product Level	Mandatory	2 digits	0–9	Level must be valid for the entry and same as held on SQA's database.
Estimate Update	Mandatory	1 digit	0–9	Estimate update will only be permitted providing an estimate already exists

## Internal assessment marks

For some subjects, internal assessment marks are required — these assessments are carried out by teachers and are separate from unit results.

There is no file format for the submission of National Course internal assessment marks and these should be submitted via the green Internal Assessment Mark Form (IAMF), which will be issued to your centre.

(See [Delivering National Qualifications – Guide for SQA Co-ordinators](#) for more information on internal assessment marks.)

# Electronic Statement of Certificated Results

An Electronic Statement of Certificated Results (ESoCRs) provides a centre with the certificated results of candidate qualification achievements. This file is sent to centres twice a year to advise which candidates have been certificated.

Qualifications will not be reported if the candidate record is on hold.

## XML files

Currently there is no XML file format to support ESoCRs.

## VBAR files

ESoCRs come in an 'SR' VBAR file. The file consists of *Header* and *Detail* records. The file must follow this naming convention: first six digits of the centre number, followed by 'SR' to indicate an ESoCR file, followed by a dot ('.'), followed by current year.

**Example:** 501013SR.2020

Data	Optional or mandatory	Format	Valid data	Notes
File Type	Mandatory	2 characters	'SR'	
Centre Code	Mandatory	7 digits	0-9	
Centre name	Mandatory	Minimum 1, Maximum 60	A-Z, a-z, , 0-9, -, ', \, /	
Entry Code	Mandatory	4 characters	A-Z, , 0-9	Note that Core Skills can be entered here
Entry Level	Mandatory	2 digits	0-9	
Certification Date	Mandatory	mmyyyy	0-9	
Number of detail records	Mandatory	Minimum 1, Maximum 4 digits	0-9	The number of detail records must match this number
Software system/version	Mandatory	Minimum 1, Maximum 7	A-Z, a-z, , 0-9, -, ', \, /	
Completion Date	Mandatory	mmyyyy	0-9	

**Example 1:** SR|8010136|EA Secondary School Test2|C824|77|082020|0003|WCBS|052020 **Example 2:** SR|5010130|EA Secondary School Test1|C813|75|082020|0004|ECSU|052020

These examples are of a Header records for an ESoCR. Note there is no VBAR at the end of the line. The end of the record is indicated with a carriage return.

**Example 3:** SR|5010130|EA Secondary School Test1|S403|11|082020|004|ECSU|032020

This is an example of a *Header* record for an ESoCR with a Core Skill.

The *Detail* Record will contain the following information, separated by a VBAR ('|'):

Data	Optional or mandatory	Format	Valid data	Notes
SCN	Mandatory	9 characters	0–9	
Date of Birth	Mandatory	ddmmyyyy	0–9	
Result	Optional	Minimum 1, Maximum 2 characters	See Appendix 5 for a description possible data	If a Core Skill is <b>not</b> entered in the header record, this field is Mandatory

**Example 1:** 010056446|07042000|3|

This is an example of a detail record. Note there is a VBAR at the end of the record, followed by a carriage return.

**Example 2:** 010056446|07041999||

This is an example of a detail record where the Header has a Core Skill entered. Note the blank field at the end. This is because a Core Skill has no result.

## Assessment arrangements

Centres should use the electronic Assessment Arrangements Request System (AAR System) to submit requests for candidates who require assessment arrangements for externally-assessed National Qualifications.

The URL (web address) to access AAR is <https://aar.sqainfo.net>. The system is linked to live entry data and allows you to submit and update assessment arrangements quickly and easily. SQA will send full login details to SQA Co-ordinators each year.

The key dates for the submission of requests are the end of January for adapted papers, and mid-April for all other requests.

You can upload a file containing assessment arrangement requests directly from your MIS to the AAR System. You will also be able to monitor the status of the requests. You should refer to your software suppliers instructions on how to generate this request file.

(See [Assessment Arrangements Request System \(AAR\)](#) — *A guide for centres* for more information. This is available on our website.)

# Appendix 1: Reference data

## Qualification types

<b>Title</b>	<b>Code</b>
Advanced Certificates and Diplomas Award AWD	ACD
Customised	C
Higher National (Pilot Group Awards)	HN-P
International Vocational Award	IVA
National Course	N-HS
National (Workplace)	N-W
National Certificate	NCs
National Progression Award	NPA
Professional Development Award	PDA
Professional Development Award (Workplace Based)	PDA-W
Professional Development Award (New)	PDA-N
QCF Qualification	QCFVRQ
Scottish Vocational Qualification	SVQ
Skills for Work	SfW
Specialist Award	SPEC
The Scottish Baccalaureate	BAC

<b>Level of qualification</b>	<b>Level code</b>
Unlevelled	04
Certificate	15
Diploma	16
Advanced Diploma	18
Level 1	21
Level 1 Award	58
Level 1 Certificate	55
Level 2	22
Level 2 Award	62
Level 2 Diploma	60
Level 2 Certificate	54
Level 2 NVQ Certificate	66
Level 2 NVQ Diploma	68
Level 3	23
Level 3 Diploma	57
Level 3 NVQ Certificate	67
Level 3 Award	69
Level 3 Certificate	70
Level 3 NVQ Diploma	79
Level 4	24
Level 4 Certificate	63
Level 4 Diploma	53
Level 4 Award	78
Level 5	25
Level 5 NVQ Diploma	83
Level 5 Diploma	85
Level 6 NVQ Diploma	84
National 1	71
National 2	72
National 3	73
National 4	74
National 5	75
Higher	76
Advanced Higher	77
Entry Level Award	88
Entry Level Diploma	89

The following levels only apply to the group award qualification types NCs, NPA and PDA-N.

SCQF level 1	41
SCQF level 2	42
SCQF level 3	43
SCQF level 4	44
SCQF level 5	45
SCQF level 6	46
SCQF level 7	47
SCQF level 8	48
SCQF level 9	49
SCQF level 10	50
SCQF level 11	51

## Appendix 2: Permitted unit results

Qualification Type	Permitted Result	Code
Customised Award C-U	Pass	P
	Fail	F
Higher National HN-U	Pass with Merit	M
	Pass	P
	Fail	F
Higher National HN-Uia (Group Award Graded Unit)	A pass	A
	B pass	B
	C pass	C
	Fail	F
Interdisciplinary Project NU-IP The Scottish Baccalaureate	A pass	A
	B pass	B
	C pass	C
	Fail	F
Higher National HN-Up	Pass	P
	Fail	F
National Qualification N-HS	Pass	P
	Fail	F
National (Workplace) N-W	Pass	P
	Fail	F
SVQ Unit WA	Pass	P
	Fail	F



## Appendix 3: List of valid countries

AFGHANISTAN  
ALAND ISLANDS  
ALBANIA  
ALGERIA  
AMERICAN SAMOA  
ANDORRA  
ANGOLA  
ANGUILLA  
ANTARCTICA  
ANTIGUA AND BARBUDA  
ARGENTINA  
ARMENIA  
ARUBA  
AUSTRALIA  
AUSTRIA  
AZERBAIJAN  
BAHAMAS  
BAHRAIN  
BANGLADESH  
BARBADOS  
BELARUS  
BELGIUM  
BELIZE  
BENIN  
BERMUDA  
BHUTAN  
BOLIVIA, PLURINATIONAL STATE OF  
BOSNIA AND HERZEGOVINA  
BOTSWANA  
BOUVET ISLAND  
BRAZIL  
BRITISH INDIAN OCEAN TERRITORY  
BRUNEI DARUSSALAM  
BULGARIA  
BURKINA FASO  
BURUNDI  
CAMBODIA  
CAMEROON  
CANADA  
CAPE VERDE

CAYMAN ISLANDS  
CENTRAL AFRICAN REPUBLIC  
CHAD  
CHILE  
CHINA  
CHRISTMAS ISLAND  
COCOS (KEELING) ISLANDS  
COLOMBIA  
COMOROS  
CONGO  
CONGO, THE DEMOCRATIC REPUBLIC OF  
COOK ISLANDS, THE  
COSTA RICA  
CROATIA  
CUBA  
CYPRUS  
CZECH REPUBLIC  
COTE D'IVOIRE  
DENMARK  
DJIBOUTI  
DOMINICA  
DOMINICAN REPUBLIC  
ECUADOR  
EGYPT  
EL SALVADOR  
EQUATORIAL GUINEA  
ERITREA  
ESTONIA  
ETHIOPIA  
FALKLAND ISLANDS (MALVINAS)  
FAROE ISLANDS  
FIJI  
FINLAND  
FRANCE  
FRENCH GUIANA  
FRENCH POLYNESIA  
FRENCH SOUTHERN TERRITORIES  
GABON  
GAMBIA  
GEORGIA  
GERMANY  
GHANA  
GIBRALTAR  
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GREECE  
GREENLAND  
GRENADA  
GUADELOUPE  
GUAM  
GUATEMALA  
GUERNSEY  
GUINEA  
GUINEA-BISSAU  
GUYANA  
HAITI  
HEARD ISLAND AND MCDONALD ISLANDS  
HOLY SEE (VATICAN CITY STATE)  
HONDURAS  
HONG KONG  
HUNGARY  
ICELAND  
INDIA  
INDONESIA  
IRAN, ISLAMIC REPUBLIC OF  
IRAQ  
IRELAND  
ISLE OF MAN  
ISRAEL  
ITALY  
JAMAICA  
JAPAN  
JERSEY  
JORDAN  
KAZAKSTAN  
KENYA  
KIRIBATI  
KOREA, DEMOCRATIC PEOPLE'S REPUBLIC OF  
KOREA, REPUBLIC OF  
KUWAIT  
KYRGYZSTAN  
LAO PEOPLE'S DEMOCRATIC REPUBLIC  
LATVIA  
LEBANON  
LESOTHO  
LIBERIA  
LIBYAN ARAB JAMAHIRIYA  
LIECHTENSTEIN  
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LITHUANIA  
LUXEMBOURG  
MACAO  
MACEDONIA, THE FORMER YUGOSLAV REPUBLIC OF  
MADAGASCAR  
MALAWI  
MALAYSIA  
MALDIVES  
MALI  
MALTA  
MARSHALL ISLANDS  
MARTINIQUE  
MAURITANIA  
MAURITIUS  
MAYOTTE  
MEXICO  
MICRONESIA, FEDERATED STATES OF  
MOLDOVA, REPUBLIC OF  
MONACO  
MONGOLIA  
MONTENEGRO  
MONTSERRAT  
MOROCCO  
MOZAMBIQUE  
MYANMAR  
NAMIBIA  
NAURU  
NEPAL  
NETHERLANDS  
NETHERLANDS ANTILLES  
NEW CALEDONIA  
NEW ZEALAND  
NICARAGUA  
NIGER  
NIGERIA  
NIUE  
NORFOLK ISLAND  
NORTHERN MARIANA ISLANDS  
NORWAY  
OMAN  
PAKISTAN  
PALAU  
PALESTINIAN TERRITORY, OCCUPIED  
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PANAMA  
PAPUA NEW GUINEA  
PARAGUAY  
PERU  
PHILIPPINES  
PITCAIRN  
POLAND  
PORTUGAL  
PUERTO RICO  
QATAR  
ROMANIA  
RUSSIAN FEDERATION  
RWANDA  
REUNION  
SAINT BARTHELEMY  
SAINT HELENA, ASCENSION AND TRISTAN DA CUNHA  
SAINT KITTS AND NEVIS  
SAINT LUCIA  
SAINT MARTIN (FRENCH PART)  
SAINT MAARTEN (DUTCH PART)  
SAINT PIERRE AND MIQUELON  
SAINT VINCENT AND THE GRENADINES  
SAMOA  
SAN MARINO  
SAO TOME AND PRINCIPE  
SAUDI ARABIA  
SENEGAL  
SERBIA  
SEYCHELLES  
SIERRA LEONE  
SINGAPORE  
SLOVAKIA  
SLOVENIA  
SOLOMON ISLANDS  
SOMALIA  
SOUTH AFRICA  
SOUTH GEORGIA AND THE SOUTH SANDWICH ISLANDS  
SPAIN  
SRI LANKA SUDAN  
SURINAME  
SVALBARD AND JAN MAYEN  
SWAZILAND  
SWEDEN  
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SWITZERLAND  
SYRIAN ARAB REPUBLIC  
TAIWAN, PROVINCE OF CHINA  
TAJIKISTAN  
TANZANIA, UNITED REPUBLIC OF  
THAILAND  
TIMON-LESTE  
TOGO  
TOKELAU  
TONGA  
TRINIDAD AND TOBAGO  
TUNISIA  
TURKEY  
TURKMENISTAN  
TURKS AND CAICOS ISLANDS  
TUVALU  
UGANDA  
UKRAINE  
UNITED ARAB EMIRATES  
UNITED STATES  
UNITED STATES MINOR OUTLYING ISLANDS  
URUGUAY  
UZBEKISTAN  
VANUATU  
VENEZUELA, BOLIVATIAN REPUBLIC  
VIETNAM VIRGIN ISLANDS, BRITISH VIRGIN ISLANDS, U.S.  
WALLIS AND FUTUNA  
WESTERN SAHARA  
YEMEN  
YUGOSLAVIA  
ZAMBIA  
ZIMBABWE

## Appendix 4: Permitted estimate entries

<b>Qualification</b>	<b>Type</b>	<b>Permitted estimate</b>	<b>Code</b>
National Course	N-HS	Band 1	1
		Band 2	2
		Band 3	3
		Band 4	4
		Band 5	5
		Band 6	6
		Band 7	7
		Band 8	8
		Band 9	9

A code of '0' should be submitted in cases where a centre is unable to provide an estimate for the candidate concerned or where the candidate has withdrawn.

## Appendix 5: Permitted ESoCR results

National Qualifications (National 5, Higher & Advanced Higher)	1 2 3 4 5 6 7 8 9 77 99
The Scottish Baccalaureate	P D A B C
National Courses at National 2-4	P
Group Awards	P M
Units	P M A B C

Core Skills – Core Skills do not have a result.



## Appendix 6: Mixed case

SQA will implement certain rules for deciding the case of:

- ◆ Candidate forename
- ◆ Candidate surname
- ◆ Candidate address 1 (House name or number and street)
- ◆ Candidate address 2 (Locality)
- ◆ Candidate address 3 (Town or City)
- ◆ Candidate address 4 (County)

In these rules, a word is anything that begins with an alpha and contains at least two characters.

The rules to be applied are:

- ◆ In every instance where the first letter of a word is lower case, we will change it to upper case.
- ◆ In every instance where every letter of a word is upper case, we will change all but the first letter to lower case.
- ◆ In any instance where only one letter — other than the first letter — in a word is upper case, we will leave that letter unchanged. (If more than one letter — other than the first letter — in a word is upper case, we will change any such letters to lower case.)
- ◆ In any instance where a character follows a punctuation mark (such as '-', ',') that character will be left unchanged.

## Appendix 7: Registration, entries, results and estimates processing codes and messages

Error Code	Error Message	Description
E001	Please provide a valid Entry Code for the record.	You are trying to submit a record without an Entry Code.
E002	Entry Code '{productCode}' is too long. Please provide a valid Entry Code.	Entry Codes are four-character alphanumeric codes. You are trying to submit an Entry Code with more than four characters.
E003	Entry Code '{productCode}' is too short; please provide a valid Entry Code.	Entry Codes are four-character alphanumeric codes. You are trying to submit an Entry Code with less than four characters.
E004	Please correct the invalid character '{char}' in the Entry Code and resubmit.	You are trying to submit an Entry Code which contains a character not allowed.
E005	This Qualification '{productCode}' '{productLevel}' is not recognised, please correct and resubmit.	You are trying to enter for a qualification which does not exist.
E006	This Qualification '{amendedProductCode}' '{amendedProductLevel}' is not recognised, please correct and resubmit.	You are trying to update a qualification which does not exist.
E007	This product is not active.	You are trying to enter for a qualification which is no longer current.
E008	The entry code you are attempting to update has passed its finish date, please contact Data Services.	You are trying to enter for a qualification which is no longer current.
E009	Your Centre does not have Approval for this Qualification '{productCode}' '{productLevel}'	You are trying to enter for a qualification which your centre are not approved to offer.
E010	You are not approved to offer this product '{amendedProductCode}' '{amendedProductLevel}'	You are trying to update a qualification which your centre is not approved to offer.
E011	'{productCode}' '{productLevel}' '{completionDate}' has no open entries to update.	You are trying to update an entry where no open entry exists.
E017	Please either update or withdraw this entry '{scn}', '{productCode}'.	You are trying to update an entry and withdraw it at the same time.
E018	Candidate '{scn}' does not have an Entry for '{productCode}' '{productLevel}'.	You are trying to update an entry which does not exist.
E019	This Qualification '{productCode}' '{productLevel}' is not recognised, please correct and resubmit.	You are trying to submit an entry and level combination which does not exist.
E020	Please provide a valid Entry Code for the update.	You are trying to update an entry, but there is no entry to update.
E021	Entry Code '{productCode}' is too long; please provide a valid Entry Code.	Entry Codes are four-character alphanumeric codes. You are trying to update an Entry Code with more than four characters.
E022	Entry Code '{productCode}' is too short; please provide a valid Entry Code.	Entry Codes are four-character alphanumeric codes. You are trying to update an Entry Code with less than four characters.
E023	Please correct the invalid character '{char}' in the Entry Code and resubmit.	You are trying to submit an Entry Code update which contains a character not allowed.
E024	Please ensure that the updated Entry Code is for the same Qualification Type as the original Entry.	You are trying to submit an entry code update where the original and updates entries are different qualification types.

E025	Please provide a valid Entry Level. This Entry Level is invalid	You are trying to submit or update an entry where the Entry Level is not known.
E026	Please provide a valid Entry Level, no entry level has been specified.	You are trying to submit or update an entry where the Entry Level is blank.
E027	Entry Level '{productLevel}' is too long; please provide a valid Entry Level.	Entry levels are two-character numeric codes. You are trying to submit an Entry Level with more than two characters.
E028	Entry Level '{productLevel}' is too short; please provide a valid Entry Level.	Entry levels are two-character numeric codes. You are trying to submit an Entry Level with less than two characters.
E029	Please correct the invalid character '{char}' in the Entry Level and resubmit.	You are trying to submit an Entry Level which contains a character not allowed.
E030	Please provide a valid Entry Level for the update.	You are trying to submit an Entry Update without specifying the Entry Level.
E031	Entry Level '{productLevel}' is too long; please provide a valid Entry Level.	Entry levels are two-character numeric codes. You are trying to submit an Entry Level with more than two characters.
E032	Entry Level '{productLevel}' is too short; please provide a valid Entry Level.	Entry levels are two-character numeric codes. You are trying to submit an Entry Level with less than two characters.
E033	Please correct the invalid character '{char}' in the updated Entry Level and resubmit.	You are trying to submit an Entry Level which contains a character not allowed.
E034	Completion Date '{data}' is not valid; please provide a valid Completion Date.	You are trying to submit an entry with a completion date which does not exist or fails the rules for Completion Dates.
E035	Completion date can only be 1 year in the past, please amend and resubmit.	You are trying to submit an Entry with a completion date in the past.
E036	Updated Completion Date '{data}' is not valid; please provide a valid Completion Date.	You are trying to submit an Entry Update where the Completion Date does not exist or fails the rules for Completion Dates.
E037	Completion date can only be 1 year in the past, please amend and resubmit.	You are trying to update the Completion Date to a date before the entry was created.
E038	Completion Date, '{completionDate}', is after the finish date for the Entry Code and Level '{productCode} {productCodeName}' '{productLevel}', please provide a valid Completion Date.	You are trying to submit an entry with a Completion Date when the qualification will no longer be current.
E039	Updated Completion Date, '{amendedCompletionDate}', is after the finish date for the updated Entry Code and Level '{amendedProductCode} {productCodeName}' '{amendedProductLevel}', please provide a valid Completion Date.	You are trying to update a Completion Date to a date when the qualification will no longer be current.
E040	Completion Date '{completionDate}', is beyond the maximum allowed for the qualification '{productCode} {productCodeName}' '{productLevel}',	You are trying to submit an entry with a Completion Date beyond what is allowed for that type of qualification.
E041	Updated Completion Date '{amendedCompletionDate}', is beyond the maximum allowed for the qualification '{amendedProductCode} {productCodeName}' '{amendedProductLevel}'.	You are trying to update a Completion Date to a date beyond what is allowed for that type of qualification.
E042	Completion Date '{completionDate}' is not valid for Entry Code and Level '{productCode} {productCodeName}' '{productLevel}'.	You are trying to submit an Entry where the Completion Date fails the rules for Completion Dates for that qualification type.

E043	Updated Completion Date '{amendedCompletionDate}' is not valid for Entry Code and Level '{amendedProductCode}' '{amendedProductLevel}'.	You are trying to submit an Entry Update where the updated Completion Date fails the rules for Completion Dates for that qualification type.
E044	Please submit a Completion Date for the current session.	You are trying to submit a Completion date outwith the current session for a National Course entry.
E045	Please submit a Completion Date for the current session / Completion Date, '{amendedCompletionDate}' for Entry Code '{amendedProductCode}' '{productCodeName}' is not in the current session; please provide a valid Completion Date.	You are trying to update a National Course entry with an updated Completion Date outwith the current session.
E046	Completion Date '{completionDate}' for '{productCode}' '{productCodeName}' must be within 2 years of Entry.	You are trying to submit a PBNC entry with a Completion Date of more than two years from the date of entry creation.
E047	Updated Completion Date '{amendedCompletionDate}' for '{amendedProductCode}' must be within 2 years of Entry.	You are trying to update a PBNC entry with an updated Completion Date of more than two years from the date of entry creation.
E048	Please submit a valid date of birth with the format dd/mm/yyyy	You are trying to submit a Date of Birth which does not exist or is not in a recognised format.
E052	Please provide an SCN for this Entry.	You are trying to submit an Entry without an SCN.
E053	Please provide an SCN for this Entry.	You are trying to submit an Entry without an SCN.
E054	SCN '{scn}' is not valid; please provide a 9 digit numeric code.	You are trying to submit an Entry with an invalid SCN.
E055	SCN '{scn}' is not valid; please provide a 9 digit numeric code.	You are trying to submit an SCN where the check (last) digit of the number does not compute.
E056	SCN '{scn}' is not valid; please provide a 9 digit numeric code.	You are trying to submit an SCN containing characters other than 0–9
E057	SCN, Entry Code and Level, '{scn}' '{candidateName}', '{productCode}' '{productCodeName}' and '{productLevel}', will create a duplicate entry.	You are trying to submit an entry which already exists on this candidate's record. If you wish to proceed with this please re-submit and 'Process by Exception'
E058	SCN, Entry Code and Level, '{scn}' '{candidateName}', '{amendedProductCode}' and '{amendedProductLevel}', will create a duplicate entry.	You are trying to update an entry which will match an entry already on this candidate's record.
E059	You are attempting to create an entry for a mutually-exclusive National Course that already exists.	You are trying to submit an entry for a National Course where the candidate already has an entry for a variant of this National Course (eg Higher Music).
E060	You are attempting to update an entry for a mutually-exclusive National Course that already exists.	You are trying to update an entry for a National Course to one where the candidate already has an entry for a variant of this National Course (eg Higher Music).
E062	You are attempting to submit the same entry twice.	You are trying to submit the same entry more than once.
E063	There are no open entries for candidate '{scn}' '{candidateName}'.	You are trying to update an entry for a candidate without open entries.
E064	'{scn}' '{candidateName}', '{productCode}' '{productCodeName}', '{productLevel}' and '{completionDate}', you are attempting to update an entry where no open entry exists.	You are trying to update an entry where no open entry exists.
E065	Please provide a valid Centre Code.	You are submitting an entry without including a Centre Code.

E067	Centre Code '{centre_code}' is not valid. Please provide a 7 digit numeric code.	You are submitting an entry including a Centre Code containing characters other than 0–9.
E068	Centre Code '{centreCode}' is not valid. Please provide a 7 digit numeric code.	You are submitting an entry including a Centre Code which is not 7 numeric digits.
E070	The specified result is not valid for {productCode} {productLevel}.	You are trying to submit a result which is not valid for that qualification type.
E071	Level changes for Entry '{amendedProductCode}' {productCodeName}' are not allowed. Please see Operational Help Centre for more details.	You are trying to submit a level change for a qualification where level change is not permitted.
E072	You are attempting to submit a level change where more than one open entry for that entry code exists.	You are trying to submit a level change where more than one open entry for that Entry Code exists.
E073	The header record in your file does not have a valid number of detailed lines, Received {received}.	The header record in your file does not have a valid number of detailed records.
E074	The number of detail record found does not match the number in the header record, Expected {expected}, Received {received}.	The number of detailed records found does not match the number specified in the header record.
E076	Header record is missing a mandatory field or fields.	The header record is missing a mandatory field or fields.
E077	Centre code in the filename '{filename}' and the header record '{record}' do not match. Please correct and resubmit.	The Centre Code in the filename is different from that in the header record.
E078	Header records contain too many fields, Expected: {expected}, received: {received}.	The header record contains too many fields.
E079	Please submit all the mandatory fields for this Candidate Entry.	You are trying to submit an entry and have excluded one or more of the mandatory fields.
E080	The detail record contains too many fields.	The detail record contains too many fields.
E085	Number of details lines does not match the number specified in the header record / Received '{received}' number of detail lines, when '{expected}' was expected.	The number of detail lines does not match the number specified in the header record.
E086	One or more mandatory fields were not specified for this Product Result.	You are trying to submit a result and have excluded one or more of the mandatory fields.
E087	Centre code in the filename '{filename}' and the header record '{record}' do not match. Please correct and resubmit.	The Centre Code in the filename is different from that in the header record.
E088	Header record contained too many fields, Received '{received}' Expected '{expected}'.	The header record contained too many fields.
E089	One or more mandatory fields were not specified for this ProductResult.	You are trying to submit an entry and have excluded one or more of the mandatory fields.
E090	Header record contained too many fields.	The detail record contained too many fields.
E092	Product Code '{productCode}' is not valid. Please provide a valid code.	You are trying to submit an Entry with an Entry Code which does not exist or is not current.
E093	Please provide a valid Product Level for the amendment.	You are trying to update an Entry with an Entry Level which does not exist or is not current.
E094	Please provide a valid Product Code for the amendment.	You are trying to update an Entry with an Entry Code which does not exist or is not current.
E095	This candidate is part of a current certification run.	At the time you were trying to create or update an Entry for this candidate, his or her record was part of a certification run. Please submit the entry/update again.
E096	This is an unnecessary process by exception '{scn} {candidateName}', '{productCode}' {productCodeName}' and '{productLevel}'.	You have flagged this record for 'process by exception' which was unnecessary and therefore has not been processed. Please submit the record again without 'process by exception'.

E097	This candidate, '{scn} {candidateName}' '{dob}' is too young for an entry. Age must be at least {age} years.	You are trying to submit an entry for a candidate who is too young.
E098	Please provide a Centre Code for the amendment.	You are submitting an amendment without including a Centre Code.
E101	Entry '{productCode} {productCodeName}' for this Candidate '{scn} {candidateName}' does not exist.	You are trying to update an entry where no open entry exists.
E102	You are attempting to submit a result '{result}' where more than one open entry for entry code, '{amendedProductCode} {productCodeName}' '{productLevel}' exists.	You are trying to submit a result which is not valid for the specified entry code and level.
E103	The specified Completion Date '{completionDate}' cannot be in the past.	You are trying to submit an Entry with a completion date in the past.
E104	The specified updated Completion Date cannot be in the past.	You are trying to submit an Entry update with a completion date in the past.
E106	Updated Completion Date, '{amendedCompletionDate}', is after the finish date for the updated Entry Code and Level '{amendedProductCode} {productCodeName}' '{amendedProductLevel}'.	You are trying to update a Completion Date to a date when the qualification will no longer be current.
E107	Updated Completion Date, '{amendedCompletionDate}', is beyond the maximum allowed for the Entry Code and Level '{amendedProductCode} {productCodeName}' '{amendedProductLevel}'.	You are trying to update a Completion Date to a date beyond what is allowed for that type of qualification.
E108	Please submit a valid Completion Date for Entry Code and Level '{amendedProductCode} {productCodeName}'.	You are trying to submit an Entry Update where the updated Completion Date fails the rules for Completion Dates for that qualification type.
E109	Updated Completion Date, '{amendedCompletionDate}' for Entry Code '{amendedProductCode} {productCodeName}' is not in the current session.	You are trying to submit an Entry Update with a completion date outwith the current session.
E110	Updated Completion Date, '{amendedCompletionDate}' for Entry Code '{amendedProductCode} {productCodeName}' is not within 2 years of the date of entry. PBNCs must have a completion date within 2 years of entry.	You are trying to submit an Entry update for a PBNC with a completion date more than 2 years from the date of entry.
E111	The specified SCN, Entry Code, Entry Level and Completion Date flagged for update '{scn} {candidateName}', '{productCode} {productCodeName}', '{productLevel}' and '{completionDate}' does not exist. Completion date does not match.	You are trying to submit an Entry update for a product with a different completion date from SQA.
E112	This entry already has a result.	You are trying to submit a result for a unit which already holds a result.
ES001	Please provide a valid Entry Code.	You are trying to submit a record without an Entry Code.
ES002	Entry Code '{productCode}' is too long, please provide a valid Entry Code.	Product Codes are four character alphanumeric codes. You are trying to submit a Product Code with more than four characters.
ES003	Entry Code '{productCode}' is too short, please provide a valid Entry Code.	Product Codes are four character alphanumeric codes. You are trying to submit a Product Code with less than four characters.
ES004	Please correct the invalid character {char} in the Entry Code and resubmit.	You are trying to submit a Product Code which contains a character not allowed.

ES025	Please provide a valid Entry Level and resubmit.	You have not supplied an Entry Level.
ES026	Please provide a valid Entry Level and resubmit.	You have not supplied an Entry Level.
ES027	Entry Level '{productLevel}' is too long, please provide a valid Entry Level.	Product Levels are two character numeric codes. You are trying to submit a Product Level with more than two characters.
ES028	Entry Level '{productLevel}' is too short, please provide a valid Entry Level.	Product Levels are two character numeric codes. You are trying to submit a Product Level with less than two characters.
ES029	Please correct the invalid character {char} in the Entry Level and resubmit.	You are trying to submit a Product Level which contains a character not allowed.
ES048	Please submit a valid date of birth '{date}' with the format ddmmyyyy.	You are trying to submit a Date of Birth which does not exist or is not in a recognised format.
ES052	Please provide a valid SCN.	You are trying to submit an estimate without an SCN.
ES054	SCN '{scn}' is not valid, please provide a 9 digit numeric code.	You are trying to submit an estimate with an invalid SCN.
ES055	SCN '{scn}' is not valid, please provide a 9 digit numeric code.	You are trying to submit an estimate where the check (last) digit of the SCN does not compute.
ES056	SCN '{scn}' is not valid, please provide a 9 digit numeric code.	You are trying to submit an estimate with an SCN containing characters other than 0–9.
ES065	Please provide a valid Centre Code.	You are submitting an estimate without including a Centre Code.
ES092	Please provide a valid Entry Code.	You are trying to submit an estimate with a Product Code which does not exist or is not current.
ES093	Entry code {productCode} is not recognised, please correct and resubmit.	You are trying to submit an estimate with a Product Code which does not exist.
ES094	Entry level {productLevel} is not valid, please correct and resubmit.	You are trying to submit an estimate with a Product Level which does not exist or is not current.
ES095	Entry code {productCode} is not recognised, please correct and resubmit.	You are trying to submit an estimate for a product code which is not a National Qualification.
ES096	This Qualification '{productCode}' '{productLevel}' is not recognised, please correct and resubmit.	You are trying to submit an estimate for a qualification which does not exist.
ES097	Estimate/Assessment cannot be processed at this time, no match for '{scn} {candidateName}' '{productCode}' '{productLevel}' '{centreCode}'	You are trying to submit an estimate where no open entry exists.
ES098	You are attempting to submit the same entry twice.	You are trying to submit the same estimate more than once.
ES100	Estimate cannot be processed at this time, no match for '{scn} {candidateName}', '{productCode}' and '{productLevel}'. (Note an estimate must not be submitted on the same day as the entry, if submitted electronically)	You are trying to submit an estimate where no open entry exists.
ES101	Estimate already exists at a different band.	You are trying to submit an estimate where SQA already hold a different band.
ES102	No estimate currently exists for '{scn}', '{productCode}' and '{productLevel}'.	You are trying to update an estimate where no current estimate exists.
ES103	Estimate update did not work.	Estimate update did not work.
ES104	The Estimate band '{estimateBand}' is not valid for Product Code and Product Level '{productCode}' '{productLevel}'.	You are trying to submit an estimate which is not valid for the qualification.
ES105	Information missing from detail record	You are trying to submit an estimate with information missing from the detail record.

ES106	Centre in header record does not match with file name	The centre number in the header record does not match with the centre number in the file name.
ES107	Detail record field count is invalid	The number of detailed records does not match the number specified in the header record.
ES108	Header information is missing	You are trying to submit an estimate with information missing from the header record.
ES109	Header record invalid. Too many fields	You are trying to submit an estimate with extra information in the header record.
ES110	Invalid product Code '{productCode}' and level '{productLevel}'.	You are trying to submit an estimate with a product code and level which is invalid.
ES111	Invalid number of detail records for header.	The number of detailed records does not match the expected number in the header record.
ES112	Invalid data in detail record '{invalidData}'.	There is invalid data in the detailed record.
ES113	The specified estimate/Assessment already exists at the same grade/band.	You are trying to submit an estimate where SQA already hold the same band.
ES115	The updated estimate grade/band '{estimateBand}' is not valid for Product Code and Product Level '{productCode}' '{productLevel}'.	You are trying to submit an estimate update which is not valid for the qualification.
FE001	A fatal error has occurred while processing this registration. Please contact your Data Management Team for more information.	A system error has occurred; please contact your Data Services Team.
FE002	A fatal error has occurred while processing this registration update. Please contact your Data Management Team for more information.	A system error has occurred; please contact your Data Services Team.
FE003	A fatal error has occurred while processing this withdrawal. Please contact your Data Management Team for more information.	A system error has occurred; please contact your Data Services Team.
FE004	A fatal error has occurred while processing this entry. Please contact your Data Management Team for more information.	A system error has occurred; please contact your Data Services Team.
FE005	A fatal error has occurred while processing this entry update. Please contact your Data Management Team for more information.	A system error has occurred; please contact your Data Services Team.
FE006	A fatal error has occurred while processing this result. Please contact your Data Management Team for more information.	A system error has occurred; please contact your Data Services Team.
FE007	A fatal error has occurred while processing this registration verification. Please contact your Data Management Team for more information.	A system error has occurred; please contact your Data Services Team.
FE008	A fatal error has occurred while processing this estimate. Please contact your Data Management Team for more information.	A system error has occurred; please contact your Data Services Team.
G001	Centre Code '{centreCode}' is invalid. Please provide a valid Centre Code.	The Centre Code is not valid. Centre Codes are 7 digit numeric codes.
G002	SCN '{scn}' is invalid. Please provide a valid SCN.	This SCN does not exist on our database.
G003	SCN '{scn}' and DOB '{dob}' combination is not known.	This SCN and Date of Birth combination does not exist on our database.
G004	Candidate '{surname}' '{dob}' '{gender}' combination is not known.	This SCN, Date of Birth and Gender combination does not exist on our database.
G005	This record has been updated by another user and so cannot apply your changes.	The update you submitted cannot be processed because of other changes which have been made to the record.
R001	Header line does not specify a valid number of detail lines: '{received}'.	The header record must specify the number of detailed records.



R002	Did not receive the expected number of detail lines. Expected: '{record_number_expected}', received: '{record_number_received}'.	The number of detailed records did not match the number specified in the header record.
R004	One or more mandatory fields were not specified for this Candidate.	The registration is missing a mandatory field or fields.
R006	One or more mandatory fields were not specified for this header.	Mandatory fields were missing from the header record.
R007	The centre code in the filename ({filename}) and the header record ({record}) do not match.	The Centre Code in the filename is different from that in the header record.
R009	SCN '{scn} {forename} {surname}' already exists.	You are trying to register a candidate using an SCN already allocated to another candidate.
R010	SCN '{scn}' is not in the allocated block for the centre.	You are trying to register a candidate using an SCN not allocated to this centre.
R012	Unnecessary process by exception '{forename} {surname}' '{dob}' '{gender}'.	This registration was flagged for 'process by exception' but no match was found with an existing record. Please resubmit without 'process by exception'
R015	Cannot create or update Registration. There is another candidate with the same SCN '{scn}' and Date of Birth '{dob}' in the file.	It is not possible to make this change because of one or more other requested changes.
R016	The stage '{stage}' submitted is invalid for the centre type.	Schools must submit a stage of between 1 and 7 when registering candidates. Only Schools should use this field.
R017	The country '{country}' is not in the list of valid country names.	Only countries as listed in Appendix 3 can be processed.
R018	The scn '{scn}' submitted differs from that held by SQA '{db_scn}'.	The SCN is different from that held on the SQA database
R019	The Date of Birth '{dob}' submitted differs from that held by SQA '{db_dob}'.	The date of birth is different from that held on the SQA database
R020	The Gender '{gender}' submitted differs from that held by SQA '{db_gender}'.	The gender is different from that held on the SQA database.
R021	The surname '{surname}' submitted differs from that held by SQA '{db_surname}'.	The surname is different from that held on the SQA database.
R022	The Forename '{forename}' submitted differs from that held by SQA '{db_forename}'.	The forename is different from that held on the SQA database.
R023	The Address Line 1 '{address1}' submitted differs from that held by SQA '{db_address1}'.	The address line 1 is different from that held on the SQA database.
R024	The Address Line 2 '{address2}' submitted differs from that held by SQA '{db_address2}'.	The address line 2 is different from that held on the SQA database.
R025	The Address Line 3 '{address3}' submitted differs from that held by SQA '{db_address3}'.	The address line 3 is different from that held on the SQA database.
R026	The Address Line 4 '{address4}' submitted differs from that held by SQA '{db_address4}'.	The address line 4 is different from that held on the SQA database.
R027	The Postcode '{postcode}' submitted differs from that held by SQA '{db_postcode}'.	The postcode is different from that held on the SQA database.
R028	The Country '{country}' submitted differs from that held by SQA '{db_country}'.	The country is different from that held on the SQA database.
R029	Please provide a valid Centre Code.	You are trying to submit a registration without a Centre Code.
R031	The Centre Code, '{centre_code}', is not valid. Please provide a valid Centre Code.	You are trying to submit a Registration including a Centre Code which is not 7 numeric digits.
R032	Please provide a valid SCN.	You are trying to submit a Registration without an SCN.
R034	The SCN '{scn}' is not valid, please provide a 9 digit numeric code.	You are trying to submit a Registration where the check (last) digit does not compute.

R035	The SCN '{scn}' is not valid, please provide a 9 digit numeric code.	You are trying to submit a Registration where the check (last) digit does not compute.
R036	Please submit a valid date of birth with the format dd/mm/yyyy.	You are trying to submit a Registration without a Date of Birth.
R038	Date '{date}' is not a valid date.	You are trying to submit a Registration with a Date of Birth which does not exist or is not in a recognised format.
R039	The candidate is too old according to the specified date '{date}'.	You are trying to submit a Registration with a Date of Birth which is before 1900.
R040	The candidate's date of birth '{dob}' must be prior to {limit}.	You are trying to submit a Registration with a Date of Birth which is less than 11 years from today.
R041	The candidate's date of birth '{date}' is after today's date.	You are trying to submit a registration with a date of birth which is in the future.
R046	Please provide the gender.	You are trying to submit a registration without a gender.
R049	The gender must be 'm' (male) or 'f' (female).	You are trying to submit a registration with a gender which is neither 'm' nor 'f'.
R050	The specified stage '{stage}' is not valid.	Schools must submit a stage of between 1 and 7 when registering candidates. Only Schools should use this field.
R053	Please provide a surname.	You are trying to submit a registration without a surname.
R055	Please correct the invalid character {char} in the surname and resubmit.	You are trying to submit a registration with a surname containing a character that is not allowed. ('0 based position' means that the first character is at position 0, the second at position 1, etc.)
R056	Surname is too long. Please provide a surname that is at least {limit_min} characters and less than {limit_max} characters.	You are trying to submit a Registration with a Surname which is more than 30 characters.
R057	Surname is too short. Please provide a surname that is at least {limit_min} characters and less than {limit_max} characters.	You are trying to submit a registration with a surname which is less than 2 characters.
R058	Please provide a forename.	You are trying to submit a registration without a forename.
R060	Please correct the invalid character {char} in the forename and resubmit.	You are trying to submit a registration with a forename containing a character that is not allowed. ('0 based position' means that the first character is at position 0, the second at position 1, etc.)
R061	Forename is too short. Please provide a forename that is at least {limit_min} characters and less than {limit_max} characters.	You are trying to submit a registration with a forename which is less than 2 characters.
R062	Please provide the 1st line of the address.	You are trying to submit a registration without address line 1, which is a mandatory field.
R064	Please correct the invalid character {char} in address line 1 and resubmit.	You are trying to submit a registration with address line 1 containing a character that is not allowed. ('0 based position' means that the first character is at position 0, the second at position 1, etc.)
R065	Address Line 1 is too long. Please provide an Address Line that is at least {limit_min} characters and less than {limit_max} characters.	You are trying to submit a registration with address line 1 which is more than 30 characters.
R066	Address Line 1 is too short. Please provide an Address Line that is at least {limit_min} characters and less than {limit_max} characters.	You are trying to submit a registration with address line 1 which is less than 1 character.

R067	Please correct the invalid character {char} in address line 2 and resubmit.	You are trying to submit a registration with address line 2 containing a character that is not allowed. ('0 based position' means that the first character is at position 0, the second at position 1, etc.)
R068	Address Line 2 is too long. Please provide an Address Line that is at least {limit_min} characters and less than {limit_max} characters.	You are trying to submit a registration with address line 2 which is more than 30 characters.
R069	Address Line 2 is too short. Please provide an Address Line that is at least {limit_min} characters and less than {limit_max} characters.	You are trying to submit a registration with address line 2 which is less than 1 character.
R070	Please correct the invalid character {char} in address line 3 and resubmit.	You are trying to submit a registration with address line 3 containing a character that is not allowed. ('0 based position' means that the first character is at position 0, the second at position 1, etc.)
R071	Address Line 3 is too long. Please provide an Address Line that is at least {limit_min} characters and less than {limit_max} characters.	You are trying to submit a registration with address line 3 which is more than 30 characters.
R072	Address Line 3 is too short. Please provide an Address Line that is at least {limit_min} characters and less than {limit_max} characters.	You are trying to submit a registration with address line 3 which is less than 1 character.
R073	Please correct the invalid character {char} in address line 4 and resubmit.	You are trying to submit a registration with address line 4 containing a character that is not allowed. ('0 based position' means that the first character is at position 0, the second at position 1, etc.)
R074	Address Line 4 is too long. Please provide an Address Line that is at least {limit_min} characters and less than {limit_max} characters.	You are trying to submit a registration with address line 4 which is more than 30 characters.
R075	Address Line 4 is too short. Please provide an Address Line that is at least {limit_min} characters and less than {limit_max} characters.	You are trying to submit a registration with address line 4 which is less than 1 character.
R076	Either country or postcode must be specified.	You are trying to submit a registration with neither a postcode nor country. You must submit one but not both of these fields.
R077	The country may only be specified for non-UK addresses.	You are trying to submit both a postcode and a country.
R078	SCN '{scn}' is not valid; please provide a 9 digit numeric code.	The SCN must contain 9 numeric digits.
R079	Please specify a stage for the registration.	Schools must submit a stage of between 1 and 7 when registering candidates. Only Schools should use this field.
R080	Postcode, '{postcode}', is invalid. Please provide a valid Postcode.	You are trying to submit a postcode which does not conform to the UK postcode format.
R081	A BFPO postcode must be accompanied by a non-UK country.	An overseas BFPO address must consist of a BFPO postcode in the UK postcode field and a country as specified in Appendix 3.
R082	A candidate with the same surname, first initial of forename, date of birth and gender combination already exists.	You are trying to submit a registration where the forename initial, surname, date of birth and gender match an existing record. This may be the same candidate. If it is not the same candidate, please resubmit the registration flagged for 'process by exception'.
R085	SCN '{scn}' has appeared more than once in this file.	You are trying to submit the same registration/update more than once.

R086	An SCN, '{scn}', has been specified for a non School centre. Colleges and ETPs may not specify SCNs for creation.	You are trying to submit a registration with an SCN. Colleges and ETPs may not specify SCNs when registering candidates.
R087	The specified VID, '{vid}', does not exist for this candidate.	You are trying to submit a registration with a VID which does not exist for this candidate.
R089	No SCN has been specified for Candidate '{surname}'. SCN must be specified for school centres.	You are trying to register a candidate without supplying an SCN.
R090	The specified SCN, '{scn}', is above the limit for school centres.	You are trying to register a candidate with an invalid SCN. Please check your allocation block.
R092	The specified candidate details, '{forename}' '{surname}' '{dob}' '{gender}', exist more than once in input	You are trying to submit the same registration details more than once.
R093	The specified VID is invalid.	You are trying to submit a VID which is not valid.
R094	You are attempting to register a candidate under 16, please contact your Data Management Team	Your centre type cannot register candidates under the age of 16.
SVE001	File does not comply to the schema.	The file does not comply with SQA formatting rules. Please contact your software supplier.