



Joint Council for  
Qualifications <sup>CIC</sup> 

The 'A2C' logo consists of a light blue 'A' and '2' with a curved arrow pointing from the 'A' to the '2', and a dark blue 'C' with a curved arrow pointing from the '2' to the 'C'.

# JCQ<sup>CIC</sup> A2C Data Standards Specification

## Section 7

### Attendance

2018 Version

18<sup>th</sup> January 2018

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# 1 Process Summary

**Note: This section has been retained as part of the Specification although timescales for implementation are not yet agreed.**

The collection and submission of Attendance Data is a new electronic process for A2C with no equivalent JCQ EDI antecedents. It will ultimately replace a paper-intensive manual process for the majority of centres. Attendance registers will no longer be printed by awarding organisations and dispatched to centres. The new transaction will add value to processes for both centres and awarding organisation and benefits will include:

- quicker transmission of up-to-date, accurate data
- addressing administrative issues around additional learners who unexpectedly sit examinations
- offering examinations officers timely access to attendance data for reporting and analysis.

The implementation of this transaction will also bring greater harmonisation for centres as the management and processing of electronic attendance data will replace the discrete printed attendance registers from different awarding organisations: generic attendance registers can be produced by the MIS, if required.

The change management implications of this new process are not to be underestimated, and it is hoped that a best-fit solution can be arrived at by ongoing consultation between awarding organisations, examinations officers and MIS suppliers.

Whilst considerable effort has been made in identifying ways of effectively dealing with additional learners in the attendance process, it should be remembered that these represent exceptions.

This section of the A2C specification does not include New to Old Mapping as attendance was not included in any of the systems A2C is replacing.

## 2 Process Diagrams

The processes within this document fall in the Manage/Process Assessments section of the high level diagram in Section 1.

### 2.1 Attendance Processes

The diagram below provides a closer view of Attendance data within Manage/Process assessments.

Note this has not been updated for 2018 as it will not be implemented for the VQ Pilot in 2018.

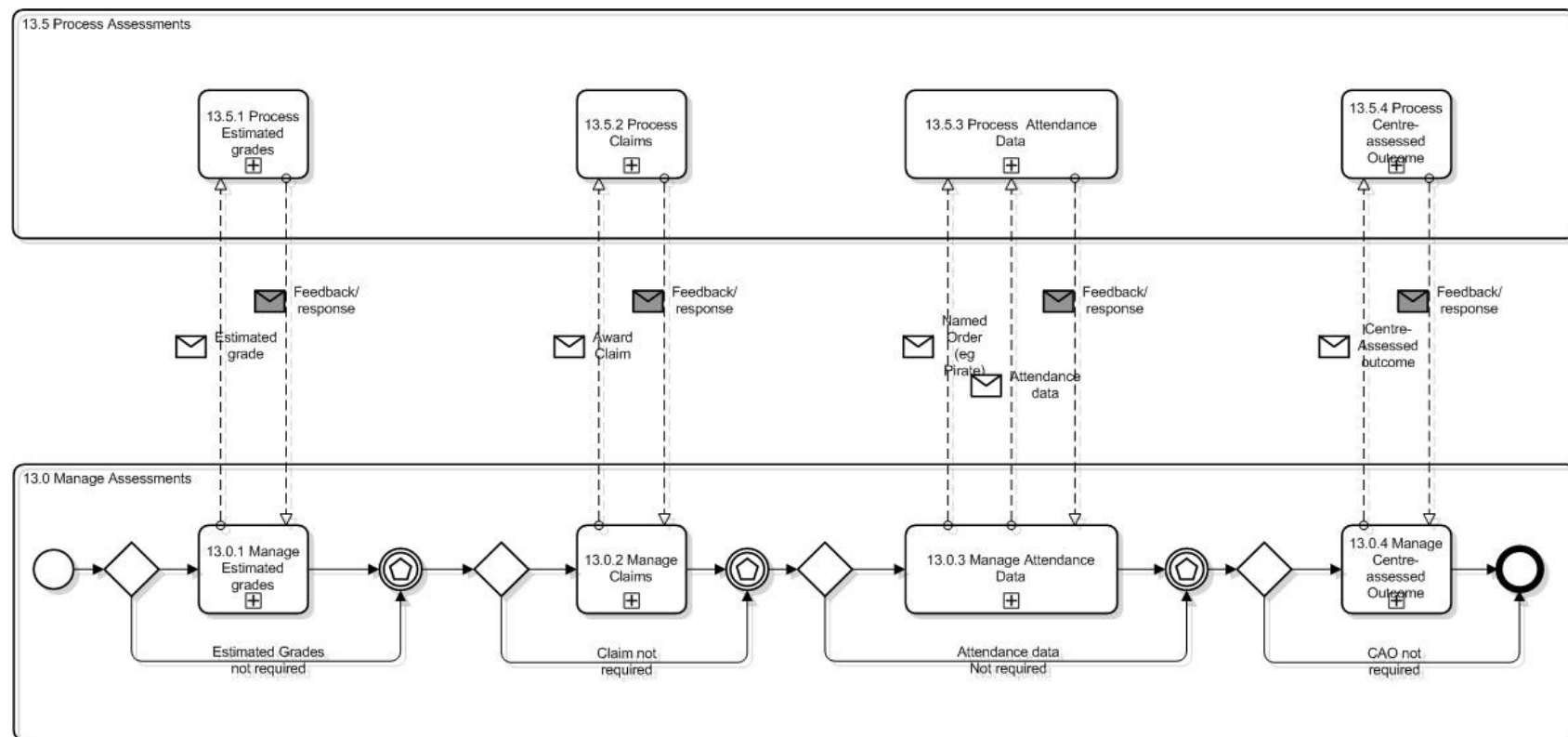


Figure 1 Attendance Process Diagram

## 2.2 Attendance Data Process Diagram

This process diagram shows the end-to-end business process for Attendance and is designed for use with end-users, eg examination officers.

**Note this has not been updated for 2018 as it will not be implemented for the VQ Pilot in 2018.**

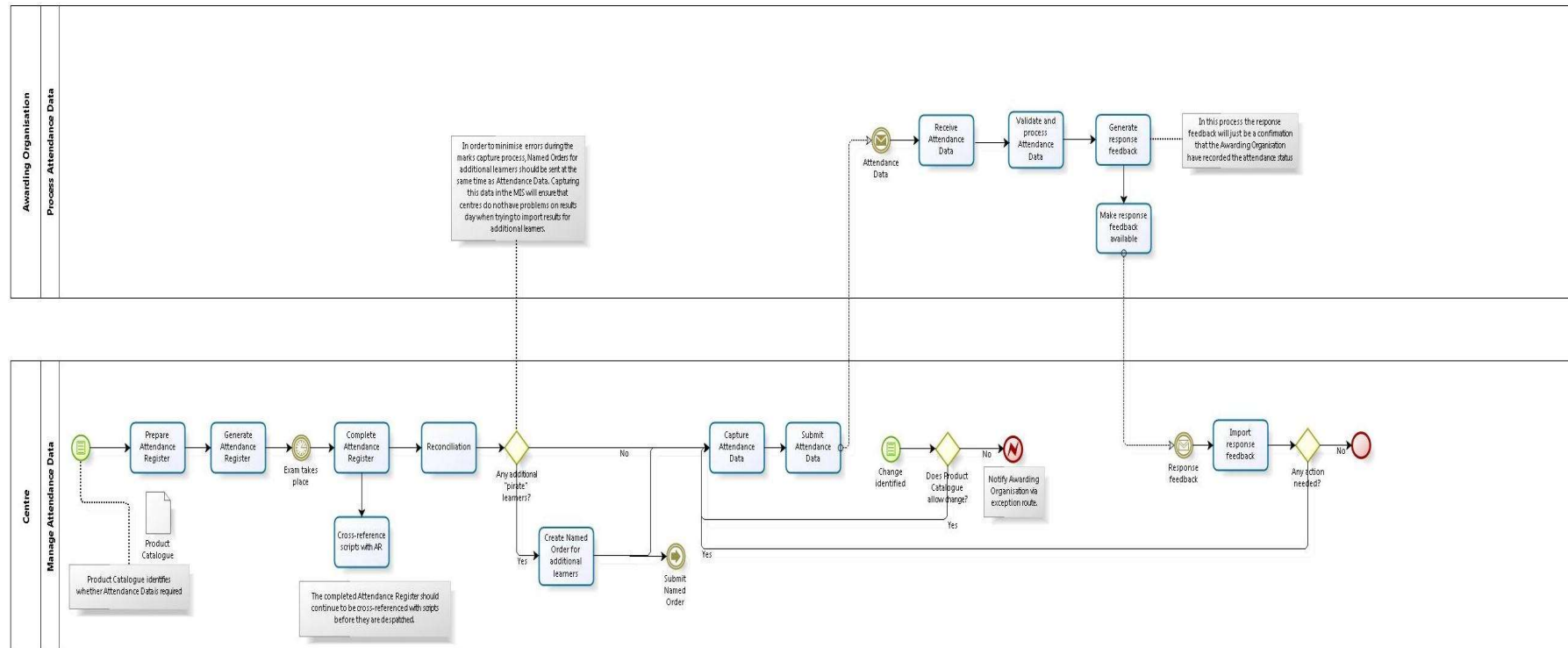


Figure 2 Attendance Data Process Diagram

### 3 User Stories

The user stories listed here provide contextual information about how the business process has been designed.

#### User story 1 / Prepare attendance register by seating plan or other parameter

<b>As a:</b>	centre
<b>I want to:</b>	prepare attendance registers for learners and arrange room set-up for specific tests/examinations where appropriate
<b>So that:</b>	the attendance registers can be used in the test/examination room. (For unnamed orders, names of learners must be added to MIS prior to preparation of the attendance register).

#### User story 2 / Collect attendance data and capture in MIS

<b>As a:</b>	centre
<b>I want to:</b>	collect attendance data for learners and capture in MIS
<b>So that:</b>	this information can be reported to the appropriate awarding organisation and the centre can access examination attendance data for analysis and reporting.

#### User story 3 / Record attendance data for additional learners

<b>As a:</b>	centre
<b>I want to:</b>	record attendance data for additional learners in the MIS (and submit to the awarding organisation)
<b>So that:</b>	the MIS and the awarding organisation has a record of attendance for all additional learners for this test/examination.

#### User story 4 / Submit named orders for additional learners

<b>As a:</b>	centre
<b>I want to:</b>	submit named orders for additional learners
<b>So that:</b>	the awarding organisation has a record of the order and can ultimately issue a result for all additional learners for this test/examination and the centre can avoid mismatches between entries and results.

**User story 5 / Receive feedback on named orders for additional learners**

<b>As a:</b>	centre
<b>I want to:</b>	receive feedback on any named orders submitted to cater for additional learners
<b>So that:</b>	there is a confirmation that both the awarding organisation and the centre have the correct learners on file for this test/examination.

Note that the centre does not need to await feedback from the submission of the order before the attendance data is submitted.

**User story 6 / Submit attendance data**

<b>As a:</b>	centre
<b>I want to:</b>	submit attendance data to an awarding organisation
<b>So that:</b>	the awarding organisation has a full record of attendance for the learners.

**User story 7 / Receive attendance data**

<b>As an:</b>	awarding organisation
<b>I want to:</b>	receive attendance data from centres
<b>So that:</b>	the script reconciliation exercise can be completed.

**User story 8 / Receive feedback on attendance data**

<b>As a:</b>	centre
<b>I want to:</b>	receive feedback on attendance data submitted
<b>So that:</b>	either confirmation is received that all data has been matched or any discrepancies can be highlighted for correction.

**User story 9 / MIS records that awarding organisation has received attendance data**

<b>As a:</b>	centre
<b>I want to:</b>	receive confirmation on the attendance data that has been submitted
<b>So that:</b>	the centre has confidence that the awarding organisation has a full record of who has taken this test/examination, who was absent and the identity of any additional learners.

**User story 10 / Update attendance data**

<b>As a:</b>	centre
<b>I want to:</b>	be able to correct attendance data previously submitted to an awarding organisation
<b>So that:</b>	any discrepancies between the data previously sent and the scripts the awarding organisation has received can be rectified.

**User story 11 / Receive feedback on updated attendance data**

<b>As a:</b>	centre
<b>I want to:</b>	receive feedback on updated attendance data submitted
<b>So that:</b>	confirmation is received that any previous discrepancies have been resolved.

**User story 12 / Analyse/report on attendance data**

<b>As a:</b>	centre
<b>I want to:</b>	be able to analyse and report upon attendance data as soon as possible after the test/examination
<b>So that:</b>	queries regarding attendance data can be addressed.

**User story 13 / Access attendance data**

<b>As an:</b>	awarding organisation
<b>I want to:</b>	allow markers to access attendance data
<b>So that:</b>	appropriate checks can be made upon the number of scripts which require marking.

**User story 14 / Access attendance data**

<b>As an:</b>	awarding organisation
<b>I want to:</b>	access attendance data on the awarding organisation database
<b>So that:</b>	queries relating to missing scripts can be addressed.



## 4 Assumptions

Attendance	
A1	MIS allows user to create seating plan for assessment event.
A2	MIS allows user to import attendance electronically or manually within centre.
A3	Learner attendance type of 'Transfer' should be submitted by the entering centre. The host centre will not be able to confirm attendance on the order.
A4	Where unnamed orders exist, the centre will need to supply the learner details to the awarding organisation using an Unnamed Order Update with Learner Details transaction type, and will be able to create the attendance register with the added learner details.

## 5 Business Rules

The business rules listed here outline key features and behaviours which must be adhered to by awarding organisations and MIS software suppliers when developing systems and designing in-house business processes. Some of these rules will feature in the compatibility testing of the data and messaging standards.

### 5.1 Common Business Rules

The following common business rules are applicable to this process:

Rule ID	Process Flow Reference	Party affected	Rule title and description
C1	General	All	Data and messaging will comply with the JCQ <sup>CIC</sup> A2C Data Standards and Schema, sending only the data required or permitted by the appropriate product catalogue.
C7	All	Centre	<p>Where a barring date (see below) is included in product catalogue data, the centre MIS must prevent new or revised data affected by that barring date for that instance being transmitted to an awarding organisation.</p> <p>The barring date is the last permitted date for submission given in the Product Catalogue.</p>

## 5.2 Process-specific Business Rules

The following rules have been identified specifically in relation to the process for attendance data:

Rule ID	Process Flow Reference	Party affected	Rule title and description
A1	<i>General</i>	AO	<b>Attendance data requirement in static product catalogue</b> Attendance data capture will be mandatory for some components and this will be specified by the awarding organisation in their product catalogue. The product catalogue will indicate whether attendance data is required.
A2	<i>General</i>	MIS Centre	<b>Attendance register/named orders</b> Centres must ensure that named orders (or equivalent) are submitted and confirmed before submitting attendance data.
A3	<i>General</i>	MIS Centre	<b>Attendance register/unnamed orders</b> Where unnamed orders have previously been submitted, centres must add the names of their learners to the MIS before preparing the attendance register.
A4	<i>Attendance register prepared by seating plan or another parameter</i>	MIS Centre AO	<b>Attendance register generation</b> Centres need to be able to prepare attendance registers to suit their needs; this could be by cohort or by seating plan or another parameter. The presentation/layout of the attendance register is down to the design of the MIS and whilst a flexible approach will be strongly encouraged a minimum set of information is required (see A7).
A5	<i>Attendance register created</i>	MIS Centre	<b>Attendance register created</b> Centres will need to have an attendance register that they can use to formally record attendance in the examination room. This may be electronic or paper.
A6	<i>Attendance register created</i>	MIS Centre	<b>Attendance register created at component level</b> Attendance registers must be created for each timetabled component so that there is a unique register for each assessment/component taking place.

Rule ID	Process Flow Reference	Party affected	Rule title and description
A7	<i>Attendance register created</i>	MIS Centre	<b>Attendance register minimum information</b> There must be a minimum set of information clearly presented on the electronic/paper attendance register generated by the MIS: <ul style="list-style-type: none"> <li>• Qualification/Subject Code</li> <li>• Assessment/Component Code</li> <li>• Qualification/Subject Title</li> <li>• Assessment/Component Title</li> <li>• Examination/Assessment Date (if applicable)</li> <li>• Session (Morning/Afternoon/All Day/Evening)</li> <li>• Centre Number and Name</li> <li>• Learner numbers</li> <li>• Learner names</li> <li>• Page numbering (1 of 2; 2 of 2 etc)</li> <li>• Date/time attendance register printed/created</li> <li>• Actual Start Date/Time (if product catalogue requires information about the actual start date/time, inclusion of this data is mandatory).</li> </ul>
A8	<i>Attendance register created</i>	MIS Centre	<b>Attendance register guidance text</b> There must be some core guidance text presented to the invigilator on the attendance register (either on screen or on paper, depending on the MIS approach).
A9	<i>Attendance register created</i>	MIS Centre	<b>Space to record attendance information for additional learners</b> Centres need to be able to capture attendance information (learner numbers, learner names) for any additional learners that are identified in the examination room. Provision for this must be included on the attendance register with at least five additional rows.

Rule ID	Process Flow Reference	Party affected	Rule title and description
A10	<i>Attendance data captured in MIS</i>	MIS Centre AO	<p><b>Status to be recorded for every learner</b></p> <p>An attendance status must be captured for every learner on the attendance register. In order to ease the administrative burden for the centre, MIS suppliers may design the recording of the attendance process so that the following sequential steps are carried out:</p> <ol style="list-style-type: none"> <li>1. Record absent learners</li> <li>2. Record transferred learners</li> <li>3. Record all other learners as present as a single action.</li> </ol> <p>Present, absent and transferred statuses must be submitted to the awarding organisation.</p> <p>Certain qualifications (units), eg Pearson Edexcel GCSE MFL may consist of a mixture of foundation and higher tier components. The choice of tier to be taken is made on the day of the examination. In this instance, the learner will be marked as 'Present' for one component and 'Absent' for the other, with attendance data for both components submitted to the awarding organisation.</p>
A11	<i>Examinations Officer prompted to make Order</i>	MIS Centre	<p><b>Creating named order for additional learners</b></p> <p>In order to capture the attendance status for an additional learner, an order will need to be created at this point for the additional learner to tie the data together. Since attendance is captured at Assessable level and the order is captured at a potentially different Qualification Element level, a decision will need to be made by the centre user about the appropriate Qualification Element order for the learner - this will be dictated by the structure of the product catalogue - the linkage between Qualification Elements.</p>
A12	<i>Order submitted to awarding organisation</i>  <i>Attendance data submitted to awarding organisation</i>	MIS Centre	<p><b>Submitting named order for additional learners to awarding organisation</b></p> <p>An order for each additional learner must be submitted to the appropriate awarding organisation via the 'Named Order' transaction type. The order must be sent first so that the additional learners can be included in the attendance data submission. Attendance data must be sent in the 'Attendance' transaction type. Awarding organisations will link the two pieces of data together and report feedback for each separate transaction.</p>

Rule ID	Process Flow Reference	Party affected	Rule title and description
A13	<i>Attendance data captured in MIS</i>	MIS Centre	<p><b>Capturing attendance status for additional learners</b></p> <p>Centre users must capture the attendance status for any additional learners who have sat the assessment/component. By definition this will always be 'Present'.</p>
A14	<i>Attendance data captured in MIS</i>	MIS Centre	<p><b>Capturing attendance status for transferred learners</b></p> <p>Centre users must capture the attendance status for transferred learners who have been given permission to sit the assessment/component at another registered centre.</p> <p>No action will be required in terms of electronic attendance data at the centre where the transferred learner sits the assessment/component, as there will be no electronic record of the learner at this centre. Normal JCQ<sup>CIC</sup> procedures will apply - see <i>JCQ<sup>CIC</sup> Guidance Notes on Transferred Candidates</i>.</p> <p>This should also be reflected on awarding organisation extranets.</p>
A15	<i>Submit Attendance data to awarding organisation</i>	MIS Centre	<p><b>Requirement to include photograph with attendance data</b></p> <p>For certain qualifications (defined in the product catalogue) there will be a requirement to submit a photograph of the learner taken on the day of the assessment/component.</p>
A16	<i>Submit Attendance data to awarding organisation</i>	MIS Centre	<p><b>Return of attendance data within SLR</b></p> <p>Attendance data must be submitted to awarding organisations in compliance with the JCQ<sup>CIC</sup> SLR for the return of attendance data (two working days from the date of the assessment event).</p>
A17	<i>Submit Attendance data to awarding organisation</i>	MIS Centre AO	<p><b>Data lock after submission deadline date/time +24 hours</b></p> <p>The data will be locked by the awarding organisations 24 hours after the submission deadline date/time; so that any exceptions or amendments are handled via existing reconciliation processes. Submission deadline date/time is defined by the JCQ<sup>CIC</sup> SLR for the return of attendance data (two working days from the date of the assessment event).</p>

Rule ID	Process Flow Reference	Party affected	Rule title and description
A18	<i>Update Attendance Data</i> <i>Submit Attendance data to awarding organisation</i>	MIS Centre	<b>Amending attendance data previously submitted to awarding organisations</b>  Centres need the ability to send updates to previously submitted data in order to be able to correct errors. Updated attendance data can be submitted up to 24 hours after the deadline date for initial submission of attendance data (two working days from the date of the assessment event as defined in A17 above).
A19	<i>Submit Learner Details Update</i>	MIS Centre	<b>Amendments to learner name(s)</b>  Where any changes to learner name(s) are identified, these should be updated in the MIS and updates sent to the appropriate awarding organisations using the Amend Learner Details message. The submission of attendance data is not dependent upon the submission of this update.

## 6 Business Process Examples

This section contains business process examples to show how the transactions will work.

### 6.1 Business Process Example 1

A class of five learners have been entered for GCSE English Paper 1 (Foundation).

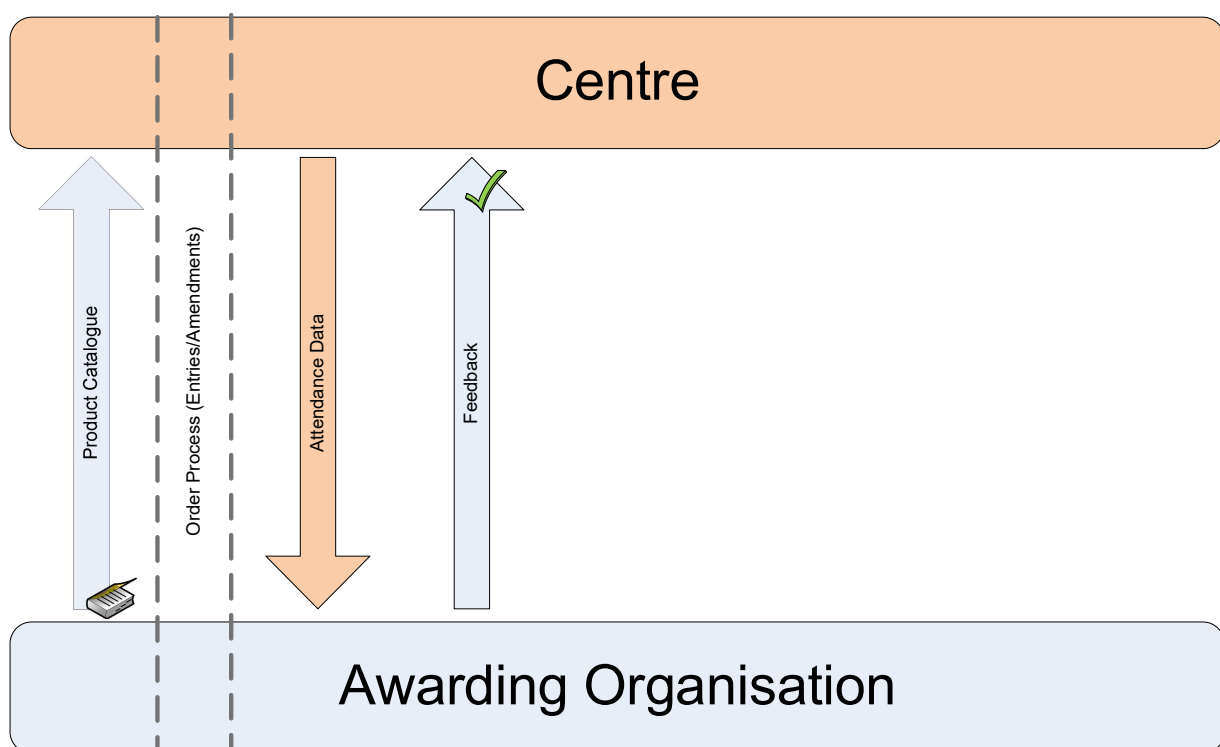
All five learners are present for the examination.

Attendance data is recorded on a printed attendance register and entered into the centre's MIS.

Attendance data is submitted to the awarding organisation.

Attendance data is acknowledged by the awarding organisation.

Feedback messages are transmitted to the centre.





## 6.2 Business Process Example 2

A class of five learners have been entered for GCSE English Paper 1 (Foundation).

Three learners are present for the examination.

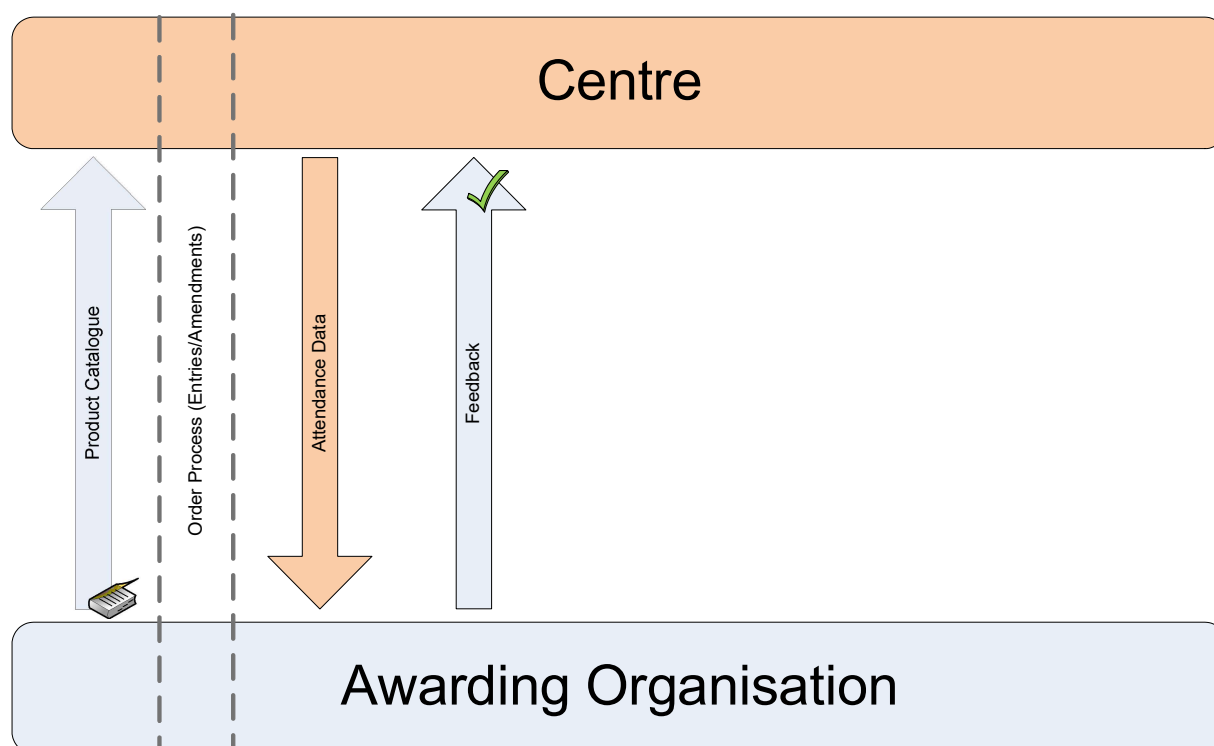
Two learners are absent for the examination.

Attendance data is recorded on a printed attendance register and entered into the centre's MIS.

Attendance data is submitted to the awarding organisation.

Attendance data is acknowledged by the awarding organisation.

Feedback messages are transmitted to the centre.



### 6.3 Business Process Example 3

A class of five learners have been entered for GCSE English Paper 1 (Foundation).

Five learners are present for the examination.

Two additional ('pirate') learners attend and take the examination.

Attendance data is recorded on a printed attendance register.

**A Named Order is submitted for the additional learners.**

Attendance data is entered into the centre's MIS.

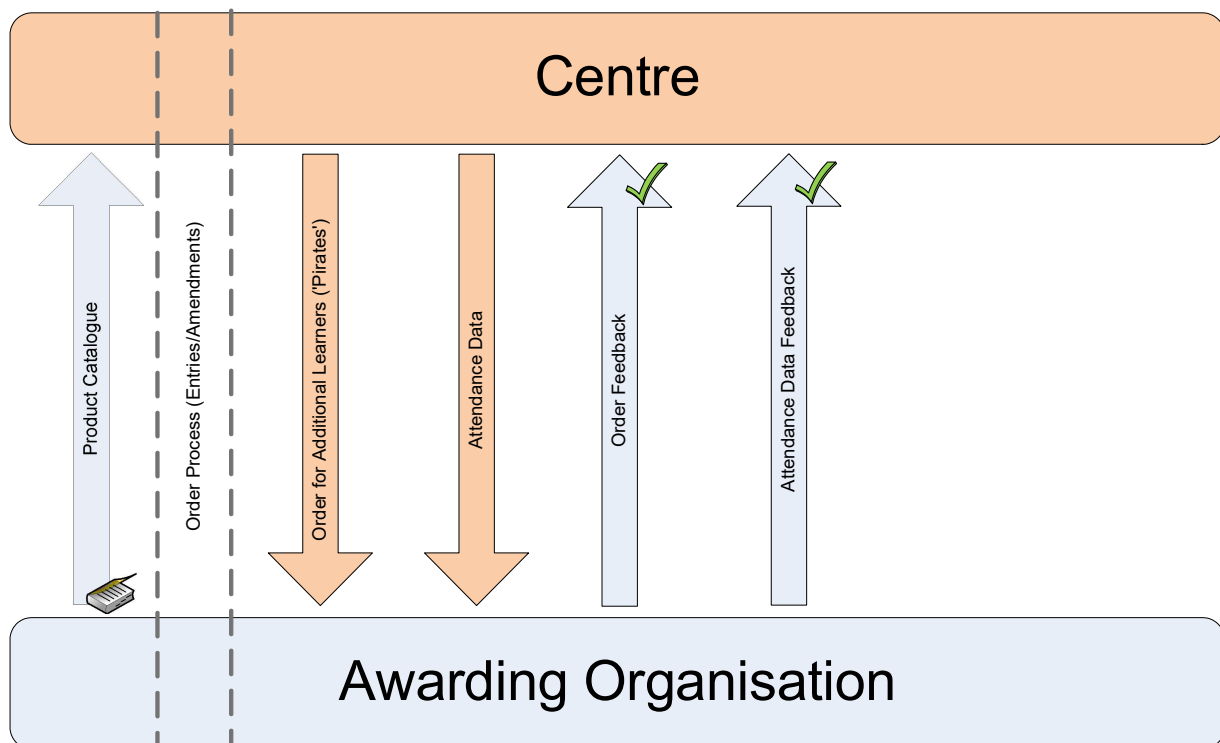
Attendance data is submitted to the awarding organisation.

Order is acknowledged by the awarding organisation.

Feedback messages are transmitted to the centre.

Attendance data is acknowledged by the awarding organisation.

Feedback messages are transmitted to the centre.



## 6.4 Business Process Example 4

A class of five learners have been entered for GCSE English Paper 1 (Foundation).

All five learners are present but should have been entered for GCSE English Paper 1 (Higher).

Attendance data is recorded on a printed attendance register.

**An Order is submitted to amend the relevant Qualification Element for all five learners.**

Attendance data is entered into the centre's MIS.

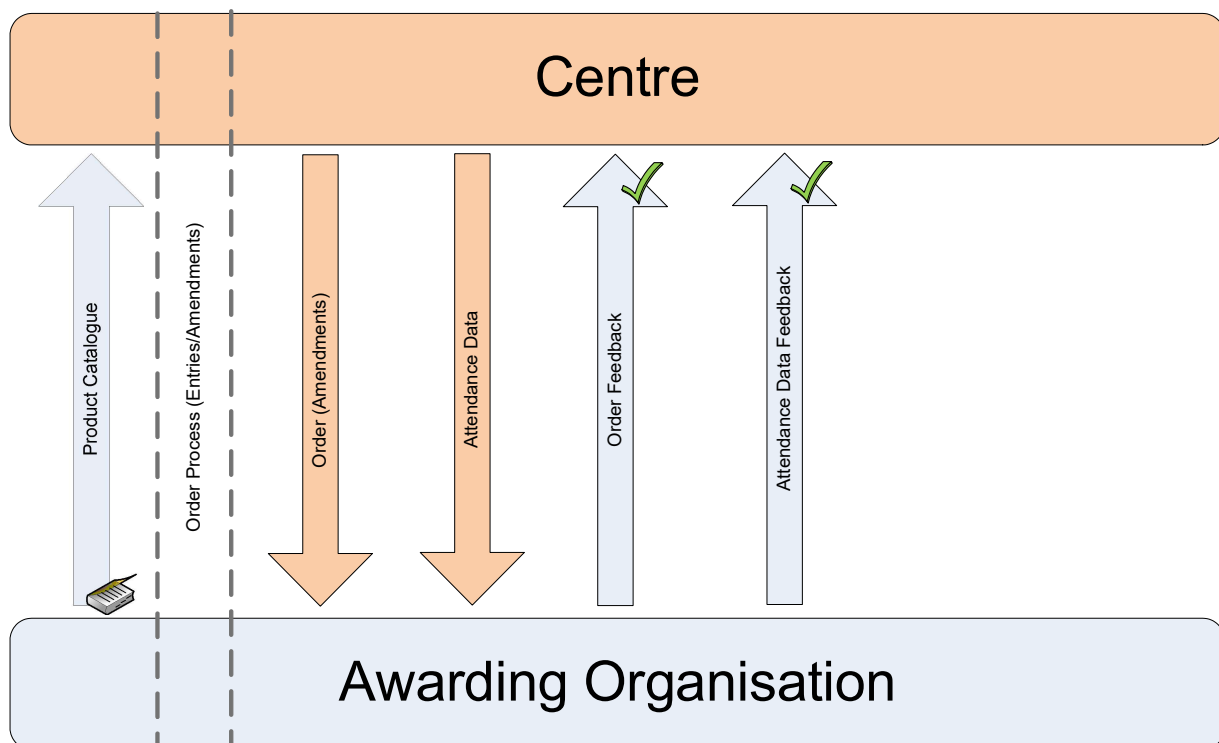
Attendance data is submitted to the awarding organisation.

Order is acknowledged by the awarding organisation.

Feedback messages are transmitted to the centre.

Attendance data is acknowledged by the awarding organisation.

Feedback messages are transmitted to the centre.



## 7 Service Level Recommendations

These Service Level Recommendations (SLRs) reflect realistic end target dates for all awarding organisations migrating to A2C messages. Awarding organisations aspire to process messages within a shorter time frame. They are subject to UK public holidays and UK standard working days (Monday to Friday).

These SLRs will remain under review by the JCQ<sup>CIC</sup> during the early years of A2C adoption.

The following SLRs are applicable to this business process:

Service	Description	Examples
Return of attendance data to awarding organisation	In order to comply with JCQ <sup>CIC</sup> regulations, centres are required to return attendance data to awarding organisations no later than two working days after the timetabled date of an examination.	A211/01 examination scheduled for Thursday 14/05/2015 13.00 PM.  Attendance data must be returned no later than Monday 18/05/2015 17.00 PM.
Delivery of acknowledgement messages to centre	A2C transport mechanism will transmit acknowledgement message immediately to the appropriate centre.	
Return of feedback response for attendance data	A2C will transmit feedback message to the appropriate centre within two working days of acknowledgement of the attendance data by the transport mechanism.	Acknowledgement from Transport: 15/05/2015 Feedback: 18/05/2015

## 8 Transaction Types

This section provides business descriptions and contextual information for each of the transaction types that support this business process.

### 8.1 Centre-to-Awarding Organisation Transaction Types

**Submit Attendance:** Within an agreed period of time defined by the SLR, the centre will submit new and/or updated attendance data to the appropriate awarding organisation.

**Submit Named Order:** Named Orders must be submitted for any additional learners identified during the recording of attendance information. Orders must be submitted prior to the submission of attendance data.

**Submit Unnamed Order Update with Learner Details:** Unnamed Order Updates with Learner Details must be submitted prior to the submission of attendance data for any previously submitted Unnamed Orders.

### 8.2 Awarding Organisation-to-Centre Transaction Types

**Publish Feedback – Attendance:** The awarding organisation will transmit appropriate feedback messages to the centre within an agreed period of time defined by the SLR.

**Publish Feedback – Named Order (for additional learners):** The awarding organisation will transmit appropriate feedback messages to the centre within an agreed period of time defined by the SLR.

**Publish Feedback – Unnamed Order Update with Learner Details:** The awarding organisation will transmit appropriate feedback messages to the centre within an agreed period of time defined by the SLR.