

Data Quality and the Student Record



SROC
27 March 2012



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Objectives

- Identify some of the key data quality queries on the 2010/11 data
- To highlight information available to support interpreting queries on the data
- Prevention techniques

Student record is...



not



Student record 2010/11 common issues and queries

Top five...



- Instance.TYPEYR
- Instance.STULOAD
- EntryProfile.POSTCODE
- EntryProfile.QUALENT3
- HIN

Exception warnings



- C10051.Student.TTPCODE.Exception.6 (3056)
 - Term-time postcode is the same as on entry postcode despite term-time accommodation suggesting it shouldn't be
- C10051.EntryProfile.PREVINST.Exception.5 (2785)
 - The school code returned for previous institution is not a known value in the PI reference data
- C10051.Student.HUSID.Exception.2 (2510)
 - Suggests multiple records for the same student
- C10051.Course.COURSEAIM.Exception.4 (2621)
 - Multiple courses exist for the same HUSID

Exception compare



- Compares the current file with any of the previous COMMIT passed files

Rule ID	Description	No. of Records	Percentage change (actual value)
C10051.Course.COURSEAIM.Exception.4	Multiple occurrences of Course.COURSEAIM appear for a single Student.HUSID where (first character of Course.COURSEAIM = D, E, L, M, H, I, J or C and second and third characters of Course.COURSEAIM are not 90 or 99) and Instance.MODE not in (01, 23, 24, 52, 53, 63, 64) and Instance.ENDDATE is blank.	2	0% (2)
C10051.Course.REGBODY.Exception.3	More than 20% difference in the number of instances returned for courses where Course.REGBODY = 08 and Instance.MODE not equal to 63 or 64, and the number of students reported by the General Social Care Council as actively studying on their approved courses at this institution.	1	0% (1)

Entry profile data



- Submitting entry profiles for entrants is compulsory however resubmitting entry profiles for continuing students is required only in cases where institutions are correcting data sent in previous years:

[Domicile \(DOMICILE\)](#)

[Postcode \(POSTCODE\)](#)

[Highest qualification on entry \(QUALENT2\)](#)

[UCAS Application Number \(UCASAPPID\)](#)

[Parental education \(PARED\)](#)

[Dependents on entry \(NIDPEND\)](#)

[Marital status \(MARSTAT\)](#)

[Religion \(RELIGION\)](#)

[Socio-economic classification \(SEC\)](#)

[Occupation code \(SOC2000\)](#)

[Year left last institution \(YRLLINST\)](#)

[Last institution attended \(PREVINST\)](#)

[Articulation \(ARTICLN\)](#)

[Access programmes \(ACCESS\)](#)

[New entrant to higher education \(NEWENT\)](#)

[PGCE subject of undergraduate degree \(PGCESBJ\)](#)

[PGCE class of undergraduate degree \(PGCECLSS\)](#)

[Welsh Baccalaureate Advanced Diploma \(WELBACC\)](#)

[Highest qualification on entry \(QUALENT3\)](#)

[Qualifications on entry](#)

- Significant numbers of COURSEID changes
- Introduction of KIS requires stability in COURSEID
 - COURSEID should not increment with the stage of the programme
- *but* changes can be genuine:
 - Transfers
 - Wholesale recoding
- Report A will detail all on entry fields that should not routinely be updated



Closing records

- High numbers of records in report C across the sector – sometimes over 1000 records are missing
- Partly due to dormant records not being closed
- Moving between AOR and Student record
- Also transfers...

HIN compare



- Compares the current file with any of the previous COMMIT passed files

CheckID	Description	No. of records (467819)	Percentage of errors (467819)	Change in No. of records (467818)	Change in percentage of records (467818)
4.1.e	C10051.Course.COURSEAIM.HIN.1	<u>305</u>	1.79%	=0 (305)	=0 (1.79%)
4.3.e	C10051.EntryProfile.DOMICILE.HIN.2	<u>4</u>	0.02%	=0 (4)	=0 (0.02%)
4.6.e	C10051.EntryProfile.QUALENT2.HIN.1	<u>4</u>	0.02%	=0 (4)	=0 (0.02%)


HIN target list



- The HIN HE target list is a list of students for whom a record is expected in the 2011/12 return
- The list consists of HE level records that have been returned as 'live' in 2010/11
- By using this list it should eliminate some of the Report C issues during data collection

HIN



- Goal for 2011/12 to achieve
 - HIN Report A 0%
 - HIN Report B 0% 
 - HIN Report C 0%
- Number of HEIs that achieved this in 2010/11 were

...



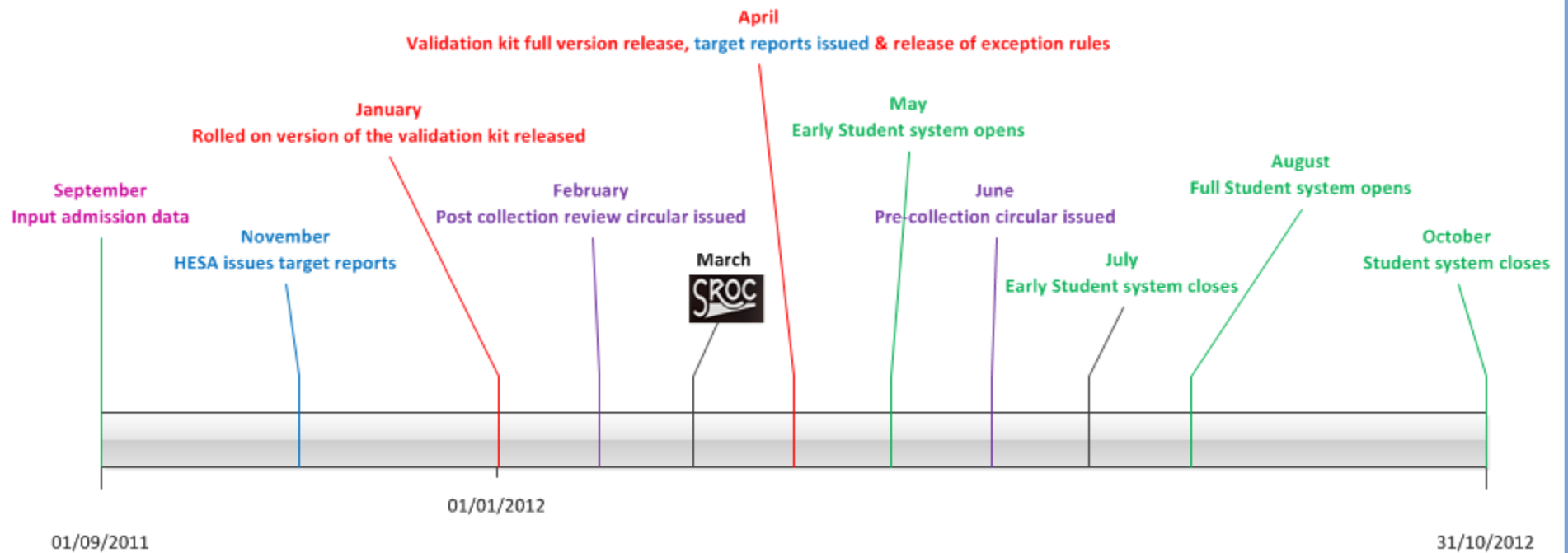
Check doc compare



- Highlights any changed figures in the current file compared to the previous file

First degree
8
3,233
1,524
409
658
0
5,832

Prevention and support



Target reports



- First reminder November 2011
- Second reminder in Spring 2012
- What is a target report?
 - This highlights areas of the return which need to be addressed for the next collection
 - These may also include queries raised previously to which a response was not received – over 65 remaining!

Rolled on version of the validation kit

- Issued January 9th 2012

STATISTICS AGENCY

Dear Colleague

The Student 2011/12 coding manual (C11051) version 1.1 is now live and available to view at <http://www.hesa.ac.uk/C11051>.

The descriptions against 1.1 in the [Revision history](#) identify the changes since version 1.0.
This release includes the rolled-on version of the validation kit and business rules.

If you have any queries please contact the Institutional Liaison team at HESA, or email (liaison@hesa.ac.uk).

Yours sincerely,

Institutional Liaison

Higher Education Statistics Agency
95 Promenade, Cheltenham, GL50 1HZ
T:01242 211144 F:01242 211122 W:www.hesa.ac.uk

Post collection circular



12/01 - February

C10051 Post-collection feedback

2010/11 HESA Student record (Ref: C10051)

Following the closure of the 2010/11 Student record (C10051), and ahead of the opening of the 2011/12 Student record (C11051), this circular provides feedback on the last collection and common issues experienced by institutions. This circular should be used to assist local preparations for the 2011/12 collection.

The information contained within this circular is derived from HESA analysis undertaken following the closure of the 2010/11 collection and feedback presented at the post-collection seminars in January 2012.

Contents

[Timeliness](#)

[Minerva](#)

[Coding issues](#)

[Resources available](#)

[Products & Statistics](#) ▾[Data Collection](#) ▾[Training & Support](#) ▾[About HESA](#) ▾**Latest News** The C10018 DLHE preparation guide is now available to view at [DLHE/12/01](#)

Help with the data collection system

[Institutional liaison contact details](#)

User guides

These guides offer assistance in completing the returns to HESA using the data collection system and Minerva.

- [Registration](#)
How to register for the HESA data collection system
- [Student collection](#)
Help with the Student collection
- [ITT In-year collection](#)
Help with the ITT In-year collection
- [DLHE collection](#)
Help with the DLHE collection
- [Estates Management Statistics](#)
Help with the Estates Management Statistics collection
- [Online DLHE Survey System](#)
Help with completing the control panel and downloading completed questionnaires

Report keys

The report keys provide a list and detail of the reports generated on the data collection system at both insert and commit stage.

- [DLHE collection report key](#)
- [Aggregate Offshore collection report key](#)
- [EMS collection report key](#)
- [FSR with HE-BCI Survey collection report key](#)
- [Student collection report key](#)
- [Staff collection report key](#)

Technical assistance

These documents offer technical help with the data collection system.

- [Data entry problem with Microsoft Internet Explorer 7.0](#)
- [HESA Data Collection System - FAQ](#)
- [Technical formats](#)
- [HESA Data Collection System - Conditions of Use](#)
Terms and conditions for the use of the submit system



C10051 Check documentation guide


Student record 2010/11

[Introduction](#)

- [Item priorities](#)
- [What to do if you find issues within your check documentation](#)

Introduction to check documentation

A successful TEST_COMMIT/COMMIT transaction will generate several reports containing management information that institutions will need to review to assess data quality. The check documentation is the most substantial of these reports.

 Check documentation takes the form of an Excel workbook containing a series of tables which present much of the returned data to enable institutions to ensure that their submission represents their institution as expected. In part check documentation provides a preview of some of the onward uses of the data. Therefore review of the check documentation should be undertaken by institutions to verify the submitted data. Within the check documentation is an 'Institutional_information' tab. The items held within this tab are provided for institutional purposes and highlight useful internal planning/data management areas. Alongside this, the Campus, PI, UCAS data for HESA and RAE 2008 tabs are designed solely for institutional checking. These sections of the check documentation are not analysed by HESA.

All other tabs within the Excel workbook are intended to be checked by both institutions and HESA. Colleagues within institutions are in an excellent position to recognise more detailed anomalies within their data, using local knowledge of the intricacies of their own institutions, and are strongly encouraged to closely scrutinise the check documentation reports. The check documentation is also used by HESA to conduct data analysis and quality assurance of a data submission. Queries raised on these items form the basis of any data quality queries fed back to institutions through the Minerva data quality database.

This guide details each of the items in turn, providing details of the populations and fields used in their creation along with guidance on interpreting the item and tips detailing common issues. Note that this guide is not exhaustive and institutions are advised to extensively review the check documentation for their own purposes.

Article Index

[C10051 Check documentation guide](#)[Check_Document_1](#)[Check_Document_2](#)[Franchise Sheet to
CCAnalysis_Exception](#)[HIN Report](#)

Products & Statistics ▾**Data Collection** ▾**Training & Support** ▾**About HESA** ▾

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Quick guides

Quick guides

Guidance on the reporting requirements for different types of student/programme

[Continuing education students](#)[Intercalating students](#)[Collaborative and exchange students](#)[Distance learning students](#)[Sandwich students](#)[Students on Initial Teacher Training \(ITT\) programmes](#)[Welsh For Adults courses](#)[Reporting dormant students](#)

Help with specific fields

[Completing Instance.LOCSDY](#)[Further guidance on HIN linking](#)

General guidance

[Introduction to the Student Record](#)

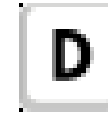
Early system


- Opens May 2012
- Closes July 2012
- Will include:
 - Validation
 - Entry Profiles checks
 - Exception checks

Test commit

- Available throughout the whole data collection
- All reports created as per a Full Commit
- No need to contact IL for a decommit
- Data and reports can be seen by IL and so advice can be given
- No data quality reports undertaken by DQA

Data supply



- The derived field specifications and populations can be downloaded from 
- Available following a successful TEST_COMMIT/COMMIT

Support on NSS

Understanding the NSS reports

Understanding the NSS reports

Once a successful COMMIT transaction has been processed in the data collection system a series of reports are produced. One of these is the National Student Survey (NSS) report that identifies those students who are included or excluded from the survey population for the coming year.

To assist institutions HESA have created a [flow chart \[pdf 45 KB\]](#) that can be used to identify whether or not certain students should be included in the NSS survey population and why.

Please note that this flow chart reflects the current year's NSS specification only and is subject to change year on year. This flow chart is designed to complement the population specification which is available as part of the main NSS report available from the data collection system.

Contents

[FAQs](#)

[Working through the specification](#)

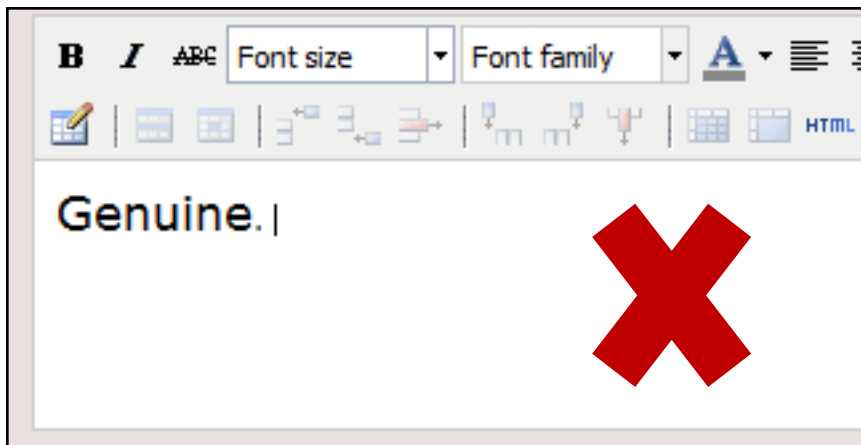
Minerva



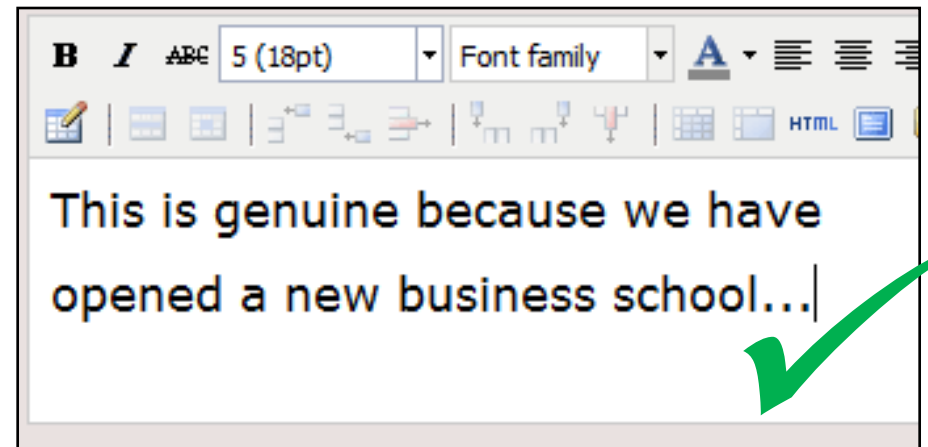
- **Minerva** (*Etruscan: Menrva*) was the Roman goddess whom Romans from the 2nd century BC onwards equated with the Greek goddess Athena. She was the virgin goddess of poetry, medicine, wisdom, commerce, weaving, crafts, magic.^[1]
- She is often depicted with her sacred creature, an owl usually named as the "owl of Minerva", which symbolizes her ties to wisdom.

Minerva

Responding to queries:

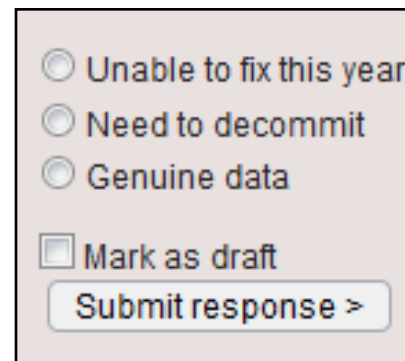


Minerva query response interface. The text input field contains "Genuine." followed by a cursor. A large red "X" is overlaid on the right side of the input area, indicating an incorrect or incomplete response.



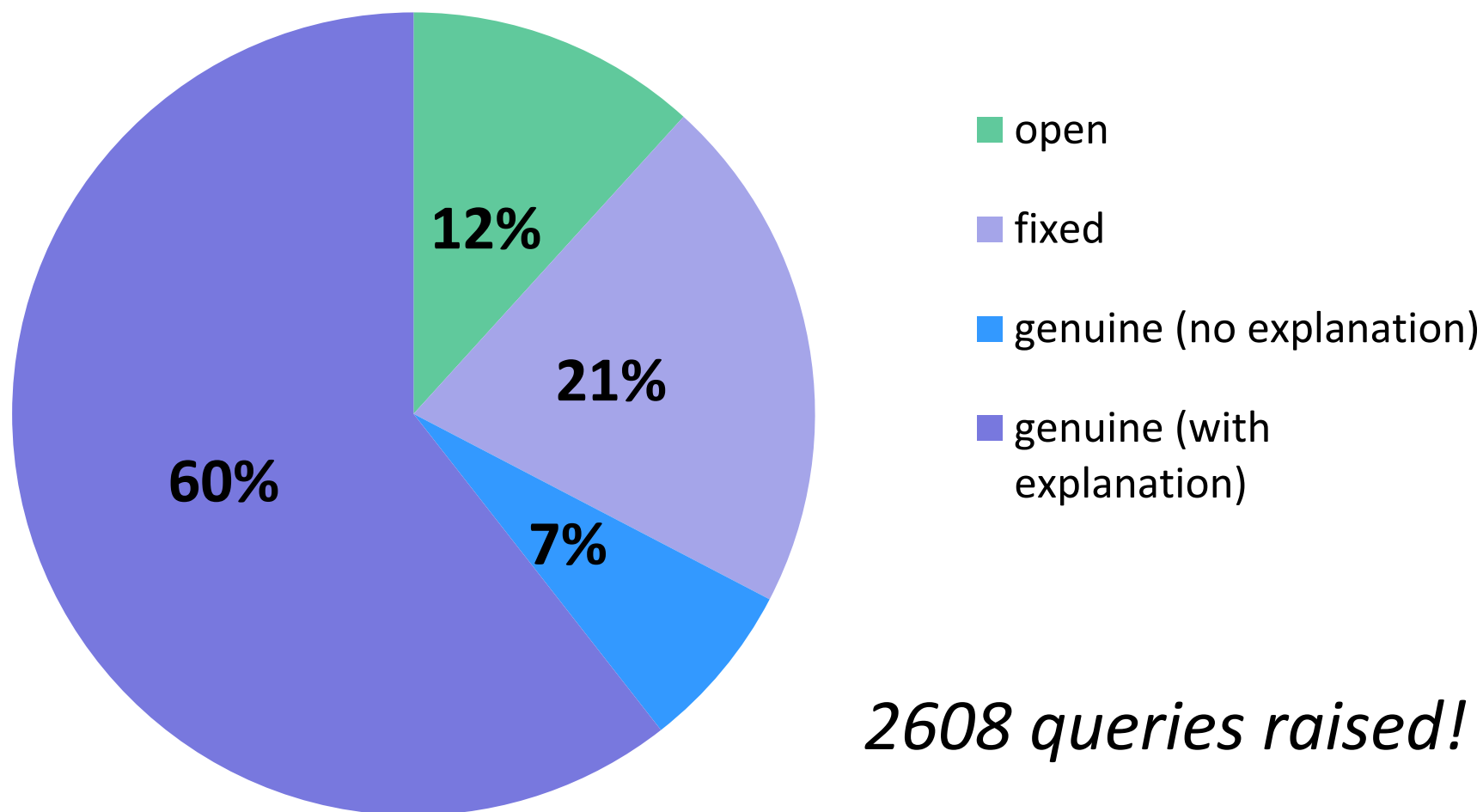
Minerva query response interface. The text input field contains "This is genuine because we have opened a new business school..." followed by a cursor. A large green checkmark is overlaid on the right side of the input area, indicating a correct or complete response.

Did the reclassification of responses help?



Form for submitting a response. It includes three radio buttons for selection: "Unable to fix this year", "Need to decommit", and "Genuine data". Below these is a checkbox labeled "Mark as draft". At the bottom is a button labeled "Submit response >".

Queries raised in 2010/11

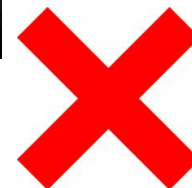


Training support



- Post Collection Seminars – Jan/Feb
- Student introductory seminars for new staff
- Advanced student seminars for HESA experts!!!
- And much more....look out for information on the Training page on the HESA WWW site
- HESA.ac.uk/seminars

Institutional Liaison are ...



Keep in touch

The Institutional Liaison department are here to help with all aspects of the data collection process. If you experience difficulties please get in contact...

liaison@hesa.ac.uk

01242 211144

If you require additional training help, including bespoke visits to your institution, get in touch with the training department...

training@hesa.ac.uk

01242 211178