Appendix 3: Validation checks on the HESES23_FTE workbook

1. The Higher Education Students Early Statistics 2023-24 survey (HESES23) multiplication factors representations workbook contains a series of validation checks that help to ensure that representations are entered correctly and incorrect data is not submitted. This appendix describes these validation checks.

2. Several validation checks are built into the Tables 1 to 6c sheets of the workbook. Validation cells above each table in the workbook return 'Validation: OK' if the data has passed validation. If an error or inconsistency is detected in a table, 'Validation: Failure' will appear in red above the column in which it is detected, and values associated with the failure will turn red. Errors and inconsistencies are described in more detail below or to the right of the table.

3. The 'Information' sheet in the HESES23 multiplication factors representations workbook shows where validation checks have failed.

4. These errors must be corrected before the submission of any representations in your workbook. We will not accept workbooks containing validation failures. If an invalid workbook is uploaded to the portal, you will receive error messages in the comments section, and your upload will not be accepted. However, a results package will be generated, which you may find useful for checking purposes. Please see Appendix 1 for further information regarding the portal and submitting your workbook. For further guidance, please email heses@officeforstudents.org.uk.

Validation check for entire workbook

Check	Data checked	Criterion
1	The difference in total funding on A_Summary	The difference in total funding is either less than £100,000 or less than half of the originally calculated total.

Validation checks for Tables 1, 2, 3, 6a and 6c

Check	Data checked	Criterion
1	Representation category	One of the following values must be entered if 'FTEs for 2024-25 funding' is not 0: 'Yes – Category 1'; 'Yes – Category 2'; 'Yes – Category 3'; 'Yes – Category 4'; 'Yes – Category 5'; 'No'.
2	Representation level	One of the following values must be entered if 'Representation category' is not 'No' or blank: 'Level 1'; 'Level 2'; 'Level 3'; 'Level 4'; 'Level 5'; 'Level 6'; 'Own rate'.

Check	Data checked	Criterion
3	Representation level	The 'Representation level' is at the same or lower level than the 'Multiplication factor level'
4	Representation multiplication factor (Manually entered)	The 'Representation multiplication factor (Manually entered)' cannot be blank where 'Representation level' is 'Own rate'.
5	Representation multiplication factor	There is less than a 0.05 difference between the 'Representation multiplication factor' (Manually entered or Automatically generated) and the 'Multiplication factor'
6	Representation multiplication factor (Manually entered)	'Representation multiplication factor (Manually entered)' contains more than two decimal places
7	Explanation	'Explanation' is blank
8	Explanation	'Explanation' exceeds the 2000 character limit

Further information

5. Any questions about your data or validation checks should be emailed to heses@officeforstudents.org.uk.