

## Appendix 3: Credibility checks on HESES19 data

1. The HESES19 workbook includes a series of credibility checks on input tables. These are intended to help providers check data prior to submission by identifying values that are unusual or unexpected. As well as querying any values identified by these checks, we may also query other inconsistencies.
2. The results from the credibility checks are summarised on the 'Information' worksheet. Where a submitted workbook has 'First-stage credibility: Warnings' displayed above an input table, providers must explain why the associated data is credible. Such explanations are part of the submission process and should be emailed to [dataverification@officeforstudents.org.uk](mailto:dataverification@officeforstudents.org.uk) by noon on the date of the submission deadline to inform the subsequent data verification process.
3. The submission deadlines are as follows:
  - For further education and sixth form colleges and academies: **14 November 2019**
  - For all other providers: **10 December 2019**.
4. Once the submission deadline has passed, the results from the credibility checks and any explanations given by the provider will be used by OfS staff to assess whether the data is reasonable. Providers may be asked to provide additional information, or to correct data, in response to this assessment during the data verification period. Part 1 of the HESES19 guidance (available at [www.officeforstudents.org.uk/publications/heses19/](http://www.officeforstudents.org.uk/publications/heses19/)) provides more information on the data verification process.
5. The HESES19 workbook also includes a series of validation checks which help to ensure that incorrect data is not submitted. The validation checks are described in Appendix 2.
6. This appendix describes in detail the credibility checks that are carried out on data entered into the HESES19 workbook. If potentially erroneous data is detected in an input table, an orange message reading 'First-stage credibility: Warnings' will appear above the column containing it. Below or to the right of the table, the warning will be described in more detail. If the cause of a first-stage credibility warning cannot be identified, providers should email us for guidance at [heses@officeforstudents.org.uk](mailto:heses@officeforstudents.org.uk).
7. The tables below describe how we check the credibility of the data you enter into each of the tables in the HESES19 workbook.

### Courses table

Data checked	Criterion
Price group proportion	Equals 0% where there is more than one price group.
Level	Does not match the level of the course on the Learning Aims Reference Service.

**Table 1: Full-time**

Data checked	Criterion
Individual values in Column 3	Column 1 + Column 2 $\geq$ 50 and Column 3 = 0
Individual values in Column 3	Column 1 + Column 2 = - Column 3
Individual values where price group is A	Value > 0
Individual values where level is PGR	Value > 0

**Table 2: Sandwich year out**

Data checked	Criterion
No first-stage credibility checks	N/A

**Table 3: Part-time**

Data checked	Criterion
Individual values in Column 3	Column 1 + Column 2 $\geq$ 50 and Column 3 = 0
Individual values in Column 3	Column 1 + Column 2 = - Column 3
Totals in Column 4a (all residential and fundability statuses, all lengths), where level is UG or PGT (UG fee)	Total Column 4 $\geq$ 10 and (Total Column 4a $\div$ Total Column 4) $\geq$ 67 per cent
Totals in Column 4a (all residential and fundability statuses, all lengths), where level is PGT (Masters' loan) or PGT (Other)	Total Column 4 $\geq$ 10 and (Total Column 4a $\div$ Total Column 4) $\geq$ 80 per cent
<b>The following checks are only for further education and sixth form colleges and academies</b>	
Individual values where price group is A	Value > 0
Individual values where level is PGR	Value > 0

**Table 4: Year abroad**

Data checked	Criterion
No first-stage credibility checks	N/A

**Table 5: Planning**

Data checked	Criterion
Total for Section B	Total Section B = 0 and Total Section A (Column 1 + Column 2) > 0
Total for Section B	Total Section B = Total Section A (Column 1 + Column 2)

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Data checked	Criterion
Sum of 'Home and EU; full-time and sandwich year out; UG' new entrants in Section B	$(\text{Section B} \div \text{Section A}) \geq 70$ per cent and $\text{Section A (Column 1 + Column 2)} \geq 100$
Sum of 'Home and EU; full-time and sandwich year out; UG' new entrants in Section B	$(\text{Section B} \div \text{Section A}) \leq 25$ per cent and $\text{Section A (Column 1 + Column 2)} \geq 100$
Sum of 'Home and EU; full-time and sandwich year out; PGT (all levels)' new entrants in Section B	$(\text{Section B} \div \text{Section A}) \leq 50$ per cent and $\text{Section A (Column 1 + Column 2)} \geq 100$
Sum of 'Home and EU; part-time; UG' new entrants in Section B	$(\text{Section B} \div \text{Section A}) \geq 70$ per cent and $\text{Section A (Column 1 + Column 2)} \geq 100$
Sum of 'Home and EU; part-time; UG' new entrants in Section B	$(\text{Section B} \div \text{Section A}) \leq 15$ per cent and $\text{Section A (Column 1 + Column 2)} \geq 100$
Sum of 'Home and EU; part-time; PGT (all levels)' new entrants in Section B	$(\text{Section B} \div \text{Section A}) \geq 70$ per cent and $\text{Section A (Column 1 + Column 2)} \geq 100$
Sum of 'Home and EU; part-time; PGT (all levels)' new entrants in Section B	$(\text{Section B} \div \text{Section A}) \leq 25$ per cent and $\text{Section A (Column 1 + Column 2)} \geq 100$
Sum of 'Island and overseas; all modes; UG and PGT (all levels)' new entrants in Section B	$(\text{Section B} \div \text{Section A}) \geq 70$ per cent and $\text{Section A (Column 1 + Column 2)} \geq 100$
Sum of 'Island and overseas; all modes; UG and PGT (all levels)' new entrants in Section B	$(\text{Section B} \div \text{Section A}) \leq 25$ per cent and $\text{Section A (Column 1 + Column 2)} \geq 100$

**Tables 6a, 6b and 6c: Health**

Data checked	Criterion
Individual values in Column 3	$\text{Column 1} + \text{Column 2} > 50$ and $\text{Column 3} = 0$
Individual values in Column 3	$\text{Column 1} + \text{Column 2} = - \text{Column 3}$
Individual values in Columns 1 and 2 where profession is 'Nursing – unclassified'	Value > 0
For tables 6a and 6c: Individual values in Columns 1 and 2 where length is long	Value > 0
For table 6b: Values in Columns 1 or 2	Value > 0
For table 6c: Totals in Column 4a (all professions, fundability statuses, lengths and levels),	$(\text{Total Column 4a} \div \text{Total Column 4}) \leq 25$ per cent