

Duplication Rules

Below are the key data elements used for determining if a record is duplicated within a format. If duplications occur, the community-based organization (CBO) will receive a report with all duplicated records. Once the report is received, the CBO must remove all duplication instances from the original file and resubmit the Excel spreadsheet.

Format	Data Element
Adult Demographics Format	CBO Organization Number
	Institutional Site
	Reporting Year
	Survey Period Code
	Student Number Identifier
Adult Student Course Format	CBO Organization Number
	Institutional Site
	Reporting Year
	Survey Period Code
	Student Number Identifier
	Program Code
	Course Number
Adult Test Performance Record Format	CBO Organization Number
	Institutional Site
	Reporting Year
	Survey Period Code
	Student Number Identifier
	Adult Test Name
	Adult Test Form
	Adult Test Subject
	Adult Test Date
Supplemental Record Format	CBO Organization Number
	Institutional Site
	Reporting Year
	Survey Period Code
	Student Number Identifier
	Program Code
	Course Number
	Industry Certification Identifier
	Industry Certification Outcome