

## 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
<b>Adult Demographics Format</b>	CBO Organization Number
	Institutional Site
	Reporting Year
	Survey Period Code
	Student Number Identifier
<b>Adult Student Course Format</b>	CBO Organization Number
	Institutional Site
	Reporting Year
	Survey Period Code
	Student Number Identifier
	Program Code
<b>Adult Test Performance Record Format</b>	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	
<b>Supplemental Record Format</b>	CBO Organization Number
	Institutional Site
	Reporting Year
	Survey Period Code
	Student Number Identifier
	Program Code
	Course Number
	Industry Certification Identifier
Industry Certification Outcome	