

**Northern Ireland Council for the
Curriculum, Examinations and Assessment**

**Freedom of Information
Publication Scheme**

Publication Scheme

Northern Ireland Council for the Curriculum, Examinations and Assessment (CCEA)

Freedom of Information Publication Scheme

Section 1 Introduction

CCEA

CCEA is the Northern Ireland Council for the Curriculum, Examinations and Assessment. It was set up by government to provide advice on and support for what is taught in schools and colleges in Northern Ireland and how it is assessed.

CCEA is responsible for keeping all aspects of the curriculum under review, advising the Department of Education for Northern Ireland on curriculum, assessment and examination matters and for conducting the Transfer Tests, Key Stage assessments, GCSE, GCE and other examinations in Northern Ireland.

CCEA's remit is set out in The Education (Northern Ireland) Order 1998. CCEA has a statutory responsibility to:

- keep under review all aspects of the curriculum, examinations and assessment;
- give advice to the Department of Education (DE) about the curriculum, assessment, examinations and external qualifications;
- develop and publish criteria for the accreditation of relevant external qualifications and accredit, where they meet such criteria, any qualifications submitted for accreditation;
- publish and distribute information about the curriculum, assessment and examinations;
- carry out consultation with the educational community in Northern Ireland about proposed changes to legislation governing the curriculum, examinations and assessment;
- conduct and moderate examinations and assessment, ensuring that standards are equivalent in these areas to other parts of the United Kingdom.

The Freedom of Information Act 2000

The Freedom of Information Act 2000 is intended to foster a culture of openness and transparency. The Act provides a general right of access to all types of recorded

Publication Scheme

information held by public authorities, subject to certain exemptions, and imposes obligations on these authorities as to how they should respond to written requests for information. However, the public authority is not required to release information to which any of the exemptions in the Act applies. (A list of exemptions may be accessed at: www.legislation.hmsso.gov.uk/acts/acts2000/20000036.htm.)

The Act also establishes the Office of Information Commissioner with responsibility for ensuring compliance with the requirements of the Act.

The aim of this publication scheme is to provide easy public access to a wide range of information. The Act states that a publication scheme should specify:

- The classes of information CCEA publishes or intends to publish;
- The manner in which it will be published; and
- Whether the information is available free or on payment.

The classes of information and the manner in which they will be published are specified in Section 8.

The remaining provisions of the Freedom of Information Act, covering the individual right of access to information, will be brought into force for all public authorities in January 2005.

Section 2 Responsibility for Freedom of Information

At senior level within CCEA, responsibility for Freedom of Information (FoI) issues lies with the Manager, Business Assurance.

Operational responsibility for FoI, including CCEA's Publication Scheme, is undertaken by the Information Officer.

Section 3 How to obtain information listed in this scheme

Most of the information listed will be available on the CCEA website. Published information may also be obtained in hard copy and in keeping with CCEA's commitment to promote equality of opportunity, information can also be made available on request in alternative formats including Welsh, Braille, disc, audio-cassette and large print.

Where information is available by post, a request can be made in writing to the Information Officer, e-mail: info@ccea.org.uk. Please provide as many details as possible to allow CCEA staff to identify the information sought.

Publication Scheme

The methods by which available information may be accessed or obtained are listed against each information class. If you have any difficulty identifying the information you require, staff are available to help you. Please contact:

Information Officer
Address: Northern Ireland Council for the Curriculum, Examinations and
Assessment
Clarendon Dock
29 Clarendon Road
Belfast BT1 3BG
Telephone: 028 9026 1200 ext. 2288
E-mail: info@ccea.org.uk.

The website address is www.ccea.org.uk.
Enquiries may be forwarded to info@ccea.org.uk or foi@ccea.org.uk.
The main telephone number is 028 9026 1200.
The main facsimile number is 028 9026 1234.

Section 4 Related Publication Schemes

This publication scheme only covers the Northern Ireland Council for the Curriculum, Examinations and Assessment. Some useful contacts for other organisations are listed below:

Department of Education
Rathgael House
43 Balloo Road
Bangor
County Down
BT19 7PR
Telephone: 028 9127 9279
www.deni.gov.uk

Department for Employment & Learning
Adelaide House
39/49 Adelaide Street
Belfast
BT2 8FD
Telephone: 028 9025 7777
www.delni.gov.uk

Publication Scheme

The Council for Catholic Maintained Schools
160 High Street
Holywood
BT18 9HT
Telephone: 028 9042 6972

Qualifications and Curriculum Authority (QCA)
83 Piccadilly
London
W1J 8QA
Telephone: 020 7509 5555
www.qca.org.uk

Section 5 Charges for Published Information

Whilst most information can be accessed free of charge, certain publications and other classes of information will only be available on receipt of payment. Where charges apply, this is identified on the listing below. Actual charges levied are not listed within the Scheme itself since these may apply to individual documents within an information class, but will be accessible from the relevant web address or contact point listed under that class of information.

Section 6 Your Feedback

We welcome any comments you have on the content and format of our scheme to help improve access to our information. The scheme presented here will be continually reviewed. Please forward any suggestions or feedback to the Information Officer.
E-mail: info@ccea.org.uk.

Section 7 Appeals Mechanism

CCEA has a mechanism for handling complaints. If you are dissatisfied with the outcome, or how your request for information has been handled, this procedure should be utilised. A copy of the complaints procedure is available from:

Complaints Co-ordinator
CCEA
Clarendon Dock
29 Clarendon Road
Belfast
BT1 3BG
Telephone: 028 9026 1205

Publication Scheme

Facsimile: 028 9026 1233

E-mail: jhamilton@ccea.org.uk

Website: <http://www.ccea.org.uk/pdf/03appeals.pdf>

If you remain dissatisfied with the outcome, or the handling of your complaint by CCEA, you may seek an independent review from the Information Commissioner. Requests for a review by the Information Commissioner should be made in writing directly to:

The Information Commissioner
Wycliffe House
Water lane
Wilmslow
Cheshire
SK9 5AF
Telephone: 01625 545 700
Facsimile: 01625 545 510

Section 8 Classes of Publication

The Freedom of Information Act requires a Publication Scheme to specify the classes of information that CCEA already publishes or intends to publish. The information in the CCEA Publication Scheme is broadly stated and is described in a way which we hope will allow easy access.

This publication scheme divides the information published by CCEA into three broad categories. These are:

1. **CCEA AS AN ORGANISATION;**
2. **CURRICULUM AND ASSESSMENT;** and
3. **EXAMINATIONS.**

Information in these categories is refined into sub categories as follows:

1. CCEA AS AN ORGANISATION

1.1 Structure

- 1.1.1 Membership of the Council
- 1.1.2 CCEA Organisational Structure
- 1.1.3 Minutes of the Council
- 1.1.4 Top Management Team (TMT) Minutes

Publication Scheme

1.2 Corporate Plans and Reports

- 1.2.1 Corporate Plan
- 1.2.2 Operational Plan
- 1.2.3 Annual Report

1.3 CCEA as a Regulatory Authority

- 1.3.1 Arrangements

1.4 Policy Making and Public Consultation

- 1.4.1 Public Consultation Exercises
- 1.4.2 CCEA Policies
- 1.4.3 Equality Scheme

1.5 Contacts and Customer Care

- 1.5.1 Staff Contact Directory
- 1.5.2 CCEA Internal Complaints Procedure
- 1.5.3 Customer Charter
- 1.5.4 Customer Satisfaction Survey

1.6 News and Events

- 1.6.1 News Releases
- 1.6.2 Conferences & Events

1.7 Research

- 1.7.1 Research
- 1.7.2 Statistics

2. CURRICULUM AND ASSESSMENT

2.1 Curriculum and Assessment Review

2.2 CCEA Curriculum Support

2.3 Assessment Arrangements

2.4 Assessment Reports

2.5 Key Stage 3 Report on Statutory Assessment

2.6 IT Key Stage 2 Accreditation Scheme

2.7 IT Key Stage 3 Accreditation Scheme

3. EXAMINATIONS

3.1 Specifications and Related Information

- 3.1.1 Specifications
- 3.1.2 Specimen Question Papers
- 3.1.3 Past Papers and Mark Schemes
- 3.1.4 Chief Examiners' and Principal Moderators' Reports
- 3.1.5 Instructions to Teachers
- 3.1.6 Support Materials for Centres

3.2 Issue of Results

- 3.2.1 Enquiries About Results (EARs) Service
- 3.2.2 Access to Scripts Service
- 3.2.3 CCEA Results Helpline

3.3 Appeals Procedure

3.4 Entries

- 3.4.1 Entries
- 3.4.2 Special Arrangements and Special Consideration
- 3.4.3 External Candidates

3.5 Timetables

3.6 Replacement Certificate(s) – Certified Statement(s) of Results

3.7 Equivalence of Qualifications

Publication Scheme

1. CCEA AS AN ORGANISATION

1.1 Structure

1.1.1 Membership of the Council

Description: Details total membership and how members were appointed to the Council.

Availability: Website <http://www.ccea.org.uk/membership.htm>.

Costs: Free of charge.

1.1.2 CCEA Organisational Structure

Description: Chart showing current structure at senior management level.

Availability: Website <http://www.ccea.org.uk/pdf/orgchart.pdf>.

Costs: Free of charge.

1.1.3 Minutes of the Council

Description: Minutes and agendas of Council meetings. (This class may contain exempt information; where this occurs the material will clearly show where information has been withheld and explain what exemption has been applied and why.)

Availability: Website www.ccea.org.uk.

Cost: Free of charge.

1.1.4 Top Management Team (TMT) Minutes

Description: Minutes and agendas of TMT meetings. (This class may contain exempt information; where this occurs the material will clearly show where information has been withheld and explain what exemption has been applied and why.)

Availability: Post

Cost: Free of charge.

Publication Scheme

1.2 Corporate Plans and Reports

1.2.1 Corporate Plan

Description: This document contains information concerning CCEA business objectives and vision for the future.

Availability: Website <http://www.ccea.org.uk/pdf/corporateplan.pdf>.

Cost: Free of charge.

1.2.2 Operational Plan

Description: Plan to ensure CCEA's objectives and targets are met.

Availability: Website <http://www.ccea.org.uk/pdf/operationalplan.pdf>.

Cost: Free of charge.

1.2.3 Annual Report

Description: Review of highlights of CCEA work over previous years, including the annual accounts.

Availability: Website <http://www.ccea.org.uk/pdf/arep2000.pdf>.

Cost: Free of charge.

1.3 CCEA as a Regulatory Authority

1.3.1 Arrangements

Description: Arrangements developed jointly by CCEA (NI), QCA (England) and ACCAC (Wales). These are:

- Arrangements for the statutory regulations of external qualifications in England, Wales and Northern Ireland.
- Arrangements for monitoring and reporting publicly on external qualifications.

Publication Scheme

- GCSE, GCSE in vocational subjects, GCE, VCE and GNVQ code of practice. (This document may be downloaded from the CCEA website http://www.ccea.org.uk/pdf/Unified_code_screen_final.pdf.)

Availability: Post

Cost: Free of charge.

Notes: QCA is the Qualifications and Curriculum Authority and ACCAC is the Qualifications, Curriculum and Assessment Authority for Wales.

1.4 Policy Making and Public Consultation

1.4.1 Public Consultation Exercises

Description: Documents relating to major policy development issues that have been issued for public comment.

Availability: Post; Website <http://www.ccea.org.uk/currreview.htm>.

Cost: Free of charge.

1.4.2 CCEA Policies

Description: Policy papers produced to plan, manage and monitor CCEA business. (This class may contain exempt information; where this occurs the material will clearly show where information has been withheld and explain what exemption has been applied and why.)

Availability: Post; Website <http://www.ccea.org.uk/pdf/corporateplan.pdf>.

Cost: Free of charge.

1.4.3 Equality Scheme

Description: The Equality Scheme sets out how CCEA proposes to fulfil its statutory duties to promote equality of opportunity and good relations under Section 75 of the 1998 Northern Ireland Act.

Availability: Post; Website <http://www.ccea.org.uk/equality/index.html>.

Cost: Free of charge.

Publication Scheme

1.5 Contacts and Customer Care

1.5.1 Staff Contact Directory

Description: Staff contact details including name and telephone contact for all services.

Availability: Website <http://www.ccea.org.uk/contacts.htm>.

Cost: Free of charge.

1.5.2 CCEA Internal Complaints Procedure

Description: Leaflet setting out CCEA internal complaints procedure.

Availability: Post; Website <http://www.ccea.org.uk/complain.htm>.

Cost: Free of charge.

1.5.3 Customer Charter

Description: Outlines how CCEA aims to provide effective services which are responsive to customer needs.

Availability: Post; Website <http://www.ccea.org.uk/charter.htm>.

Cost: Free of charge.

1.5.4 Customer Satisfaction Survey

Description: Annual survey distributed to primary, post primary and further education institutes determining levels of satisfaction with CCEA services.

Availability: Post; Website http://www.ccea.org.uk/satisfaction_survey.htm.

Cost: Free of charge.

Publication Scheme

1.6 News and Events

1.6.1 News Releases

Description: News releases to the media since January 2002.

Availability: Post; Current releases on Website
<http://www.ccea.org.uk/news.htm>

Cost: Free of charge.

1.6.2 Conferences & Events

Description: Details of conferences, seminars and briefings organised by CCEA for the forthcoming month.

Availability: Post; Website <http://www.rewardinglearning.com/support>.

Cost: Free of charge.

1.7 Research

1.7.1 Research

Description: Published findings of research projects.

Availability: Post; Website <http://www.ccea.org.uk/pubs.htm>

Cost: Some documents may be priced.

1.7.2 Statistics

Description: Results of examinations and assessments conducted by CCEA.

Availability: Post; Website http://www.ccea.org.uk/exam_stats/Stat_Book.pdf.

Cost: Free of charge.

Publication Scheme

2. CURRICULUM AND ASSESSMENT

2.1 Curriculum and Assessment Review

- Description: Proposals for the review of the Northern Ireland Curriculum and assessment arrangements.
- Availability: Post; Website <http://www.ccea.org.uk/currreview.htm>.
- Cost: Some material may be priced.
- Notes: Copies have been/will be forwarded to all schools and educational organisations.

2.2 CCEA Curriculum Support

- Description: Guidance materials to help teachers with a range of issues related to the Northern Ireland Curriculum.
- Availability: Post; Website <http://www.ccea.org.uk/cceasupport.htm>.
- Cost: Free of charge; Some material may be priced.

2.3 Assessment Arrangements

- Description: Details of Key Stage 1 & 2 assessment arrangements are forwarded to schools.
- Details of Key Stage 3 for assessment arrangements are forwarded to schools.
- Availability: Key Stage 1& 2 arrangements are available from The Stationery Office (TSO).
- Key Stage 3 arrangements are posted to schools annually and may be downloaded from the website <http://www.ccea.org.uk/support.htm>.
- Cost: Free to schools. Extra copies of Key Stage 1 & 2 arrangements are available as priced publications from The Stationery Office (TSO).

Publication Scheme

2.4 Key Stages 1 & 2 Assessment Reports

Description: Reports on quality assurance moderation, audit of assessment unit marking and assessment statistics.

Availability: Posted to primary schools annually. Website http://www.ccea.org.uk/pdf/ks1_2rep.pdf.

Cost: Free of charge.

2.5 Key Stage 3 Report on Statutory Assessment

Description: This report includes commentaries by the Chief Markers for each of the subjects and summary statistical information.

Availability: Posted to post primary schools annually. Website <http://www.ccea.org.uk/assessment/sassrept.pdf>.

Cost: Free of charge.

2.6 IT Key Stage 2 Accreditation Scheme

Description: This is a scheme whereby schools are accredited to assess pupils in IT at the end of Key Stage 2.

Availability: Post

Cost: Charges apply to schools which register in the scheme.

Notes: Support materials and information are available on the website <http://www.ccea.org.uk/CCIT/ccitks2/ccit2index.html>.

2.7 IT Key Stage 3 Accreditation Scheme

Description: This is a scheme whereby schools are accredited to assess pupils in IT at the end of Key Stage 3.

Availability: Post

Cost: Charges apply to schools which register in the scheme.

Notes: Support materials and information are available on the website

Publication Scheme

3. EXAMINATIONS

3.1 Specifications and Related Information

3.1.1 Specifications

Description: Specifications are published for each subject which CCEA offers at GCSE, GCE AS/A Level, Key Skills, Entry Level Qualifications, Advanced Extension Award Levels (AEA) and Graded Objectives in Modern Languages (GOML).

Availability: Post; Website <http://www.ccea.org.uk/gcsesy.htm>.

Cost: Current specifications may be downloaded free of charge from the website. Charges are made for print copies. Please consult the Examinations and Assessment Sales Catalogue.

Notes: The Examinations and Assessment Sales Catalogue is available on the CCEA website <http://www.ccea.org.uk/cat.pdf/salesav.pdf>. Requests for catalogues may be made by e-mail: distribution@ccea.org.uk and by telephone: 028 9026 1228.

3.1.2 Specimen Question Papers

Description: Samples of examination papers to match the current specifications.

Availability: Post

Cost: Specimen question papers are distributed to centres free of charge in the first instance. Charges are made for supplementary and individual requirements. Please consult the Examinations and Assessment Sales Catalogue.

Notes: Specimen question papers are produced in support of some specifications. The Examinations and Assessment Sales Catalogue is available on the CCEA website <http://www.ccea.org.uk/cat.pdf/salesav.pdf>. Requests for catalogues may be made by e-mail: distribution@ccea.org.uk and by telephone: 028 9026 1228.

3.1.3 Past Papers and Mark Schemes

Description: Past papers and their mark scheme for the previous examination sessions.

Publication Scheme

- Availability: Post
- Cost: Charges apply. Please consult the Examinations and Assessment Sales Catalogue.
- Notes: The Examinations and Assessment Sales Catalogue is available on the CCEA website <http://www.ccea.org.uk/cat.pdf/salesav.pdf>. Requests for catalogues may be made by e-mail: distribution@ccea.org.uk and by telephone: 028 9026 1228.

3.1.4 Chief Examiners' and Principal Moderators' Reports

- Description: Reports published after each examination series highlighting strengths and weaknesses in overall candidate performance.
- Availability: Post
- Cost: Charges apply. Please consult the Examinations and Assessment Sales Catalogue.
- Notes: The Examinations and Assessment Sales Catalogue is available on the CCEA website <http://www.ccea.org.uk/cat.pdf/salesav.pdf>. Requests for catalogues may be made by e-mail: distribution@ccea.org.uk and by telephone: 028 9026 1228.

3.1.5 Instructions to Teachers

- Description: Booklets issued to teachers prior to examinations which outline administrative procedures to be followed in the main teacher assessed components.
- Availability: Post
- Cost: Free of charge.
- Notes: Requests may be made by e-mail: distribution@ccea.org.uk and by telephone: 028 9026 1206.

3.1.6 Support Materials for Centres

- Description: Supplementary guidance and information for teachers and students on teaching, learning and assessment matters.
- Availability: Post

Publication Scheme

- Cost: Charges may apply.
- Notes: Requests may be made by e-mail: distribution@ccea.org.uk or to individual Subject Officers by e-mail and by telephone: 028 9026 1200.

3.2 Entries

3.2.1 Enquiries About Results (EARs) Service

- Description: CCEA Enquiries About Results (EARs) service enables students to have their examination paper remarked/clerically checked if they feel that they have performed better than the actual mark/grade they have been awarded.
- Availability: Through candidate's school/college. External Candidates apply through the centre through which he/she was entered.
- Cost: Costs vary according to service requested.
- Notes: Further details may be obtained from the Examinations Processing Team e-mail: info@ccea.org.uk and telephone: 028 9026 1265.

3.2.2 Access to Scripts Service

- Description: CCEA access to scripts service enables students to request access to their examinations scripts within established guidelines.
- Availability: All requests must be made through the student's school/college. External Candidates apply through the centre through which he/she was entered.
- Cost: Charges apply. Please consult CCEA website http://www.ccea.org.uk/accessscripts/access_scripts.htm.
- Notes: Materials available on the CCEA website http://www.ccea.org.uk/accessscripts/access_scripts.htm include forms, a poster and notes for guidance. Further details may be obtained from the Examinations Processing Team e-mail: info@ccea.org.uk and telephone: 028 9026 1200 ext. 2395.

Publication Scheme

3.2.3 CCEA Results Helpline

Description:	This service responds to queries about examination results and provides information about the services CCEA provides following the publication of results.
Availability:	Queries can be made via e-mail: helpline@ccea.org.uk and by telephone: 028 9026 1260.
Cost:	Free of charge.
Notes:	Details of this service are made available through centres and the media after each issue of examination results.

3.2.4 Grade Boundaries

Description	Grade Boundaries for GCSE subjects are posted following the publication of results. Grade boundaries for GCE subjects are printed on the Statement of Results.
Availability:	On the website www.ccea.org.uk Click 'here' to go to grade boundaries.
Costs:	Free of charge
Notes:	The grade boundaries are made available through centres and the CCEA website after each issue of examination results.

3.3 Appeals Procedure

Description:	This is a mechanism whereby candidates who are taking CCEA examinations may appeal against decisions reached in respect of grades awarded in their examinations.
Availability:	The appeals mechanism only comes into play following use of the Enquiry About Results service. Examinations appeals may only be made through the centre in which the candidates take their exams unless the candidate is privately entered. External Candidates apply through the centre through which he/she was entered.
Cost:	Free of charge.
Notes:	Examinations Appeals Procedures: A guide is available by post and on the website http://www.ccea.org.uk/pdf/03appeals.pdf .

Publication Scheme

3.4 Entries

3.4.1 Entries

Description:	The process whereby pupils/candidates are entered for CCEA examinations.
Availability:	Set dates exist for entry.
Cost:	Costs vary depending on the level of qualification being taken.
Notes:	All students must enter for CCEA examinations through their school/college. Further details may be obtained from the Entries Section e-mail: info@ccea.org.uk and telephone: 028 9026 1232. External Candidates apply through the centre through which he/she was entered.

3.4.2 Special Arrangements and Special Consideration

Description:	<p>Special Arrangements are approved prior to an examination or assessment in respect of the following conditions:</p> <ul style="list-style-type: none">• a permanent or long-term disability or learning difficulty;• a temporary disability, illness or disposition;• English being a second or additional language. <p>Special Consideration is given after an examination or assessment in respect of the following:</p> <ul style="list-style-type: none">• a temporary disability, illness or disposition;• the immediate circumstances of the assessment.
Availability:	Requests for Special Arrangements and Special Considerations are made through the school/college, which completes forms in accordance with the Joint Council for Qualifications (JCQ) guidelines (apart from privately entered candidates).
Cost:	Free of charge.
Notes:	All students (apart from privately entered candidates) must apply for Special Arrangements and Special Consideration through their school/college. Special Consideration will not normally be applied where a candidate has already received Special Arrangements for the same request, unless the arrangements have proved

Publication Scheme

unsatisfactory or additional information has come to light. Further details may be obtained from the Special Requirements Section e-mail: info@ccea.org.uk and telephone: 028 9026 1293.

3.4.3 External Candidates

- Description: List of recognised centres through which the candidate may enter for a subject.
- Availability: Posted out to applicants on request.
- Cost: The list is free of charge.
- Notes: Further details may be obtained from the Entries Section e-mail: info@ccea.org.uk and telephone: 028 9026 1232.

3.5 Timetables

- Description: These set out the dates and length of time of examinations and are issued for each examination series.
- Availability: Post; Website <http://www.ccea.org.uk/gcsetimetables.htm>. (GCSE) or <http://www.ccea.org.uk/gcetimetables.htm>. (GCE)
- Cost: Free of charge.
- Notes: Further details may be obtained from the Examinations Processing Section e-mail: info@ccea.org.uk and telephone: 028 9026 1286.

3.6 Replacement Certificate(s) – Certified Statement(s) of Results

- Description: This service provides documentary evidence of qualification attained.
- Availability: Post; Website <http://www.ccea.org.uk/past results.htm>.
- Cost: Charges apply. Please consult CCEA website <http://www.ccea.org.uk/past results.htm>.
- Notes: An application form is available on the CCEA website www.ccea.org.uk. Further details may be obtained from the Results Registry Section e-mail: info@ccea.org.uk and telephone: 028 9026 1200 ext. 2421.

Publication Scheme

3.7 Equivalence of Qualifications

Description: This service provides advice to external customers regarding the equivalence of academic, vocational and international qualifications.

Availability: Requests for this service may be made by post and by telephone: 028 9026 1206.

Cost: Free of charge.