

Circular S/IF/36/11

February 2011

To: Principal of Post-primary Schools and Directors of Further and Higher Education

For circulation to: Examination Officers and ACETS Qualification Coordinators

ACETS Coursework Guidelines

Follow up to circular S-IF-121-10 issued in December 2010

Centres are advised that the current guidelines on conducting coursework, *ACETS Qualifications: Guidelines for Conducting Coursework*, are set to become **instructions** on 1 September 2011.

This change will help to further ensure accurate and consistent coursework standards within and across all ACETS qualifications. Centres should carry out a review to have in place the requirements for conducting coursework for ACETS* qualifications from September 2011 onwards.

ACETS qualifications : Guidelines for Conducting Coursework and *Getting the Quality Right Guidelines for Managing Quality Assurance in ACETS Qualifications* can be downloaded from the Qualifications Section, ACETS individual Qualifications Microsites at ccea.org.uk

If you have any queries regarding the content of this circular please contact:

Elaine Horner at CCEA on: (028) 90261200 ext:2197

Mobile No. 07748676942

Email: ehorner@ccea.org.uk

