



**USER GUIDE FOR
OCCUPATIONAL STUDIES
REGISTRATIONS**

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OCCUPATIONAL STUDIES REGISTRATIONS

Your centre has been identified as an Administration Centre for online occupational studies registrations and you are responsible for:

- Online Identification of Teaching centre(s)
- Online Registration of units for January assessment
- Online Registration of units for Summer assessment
- Online Registration of units taught In-House

Online Occupational Studies Registrations must be completed every year, before submission of actual entries and in both January and Summer, if you have entries in both series.

Actual Entries are candidate and unit details submitted by EDI to CCEA (or entry form for centres not supported by C2k).

Actual Entries	January Assessment	Summer Assessment
Closing dates for Entry	7 – 21 Oct	7 – 21 Feb

Contacts

Username and passwords

pkelly@ccea.org.uk

Online Registration

Jennifer Bradley 028 9026 1295

jbradley@ccea.org.uk

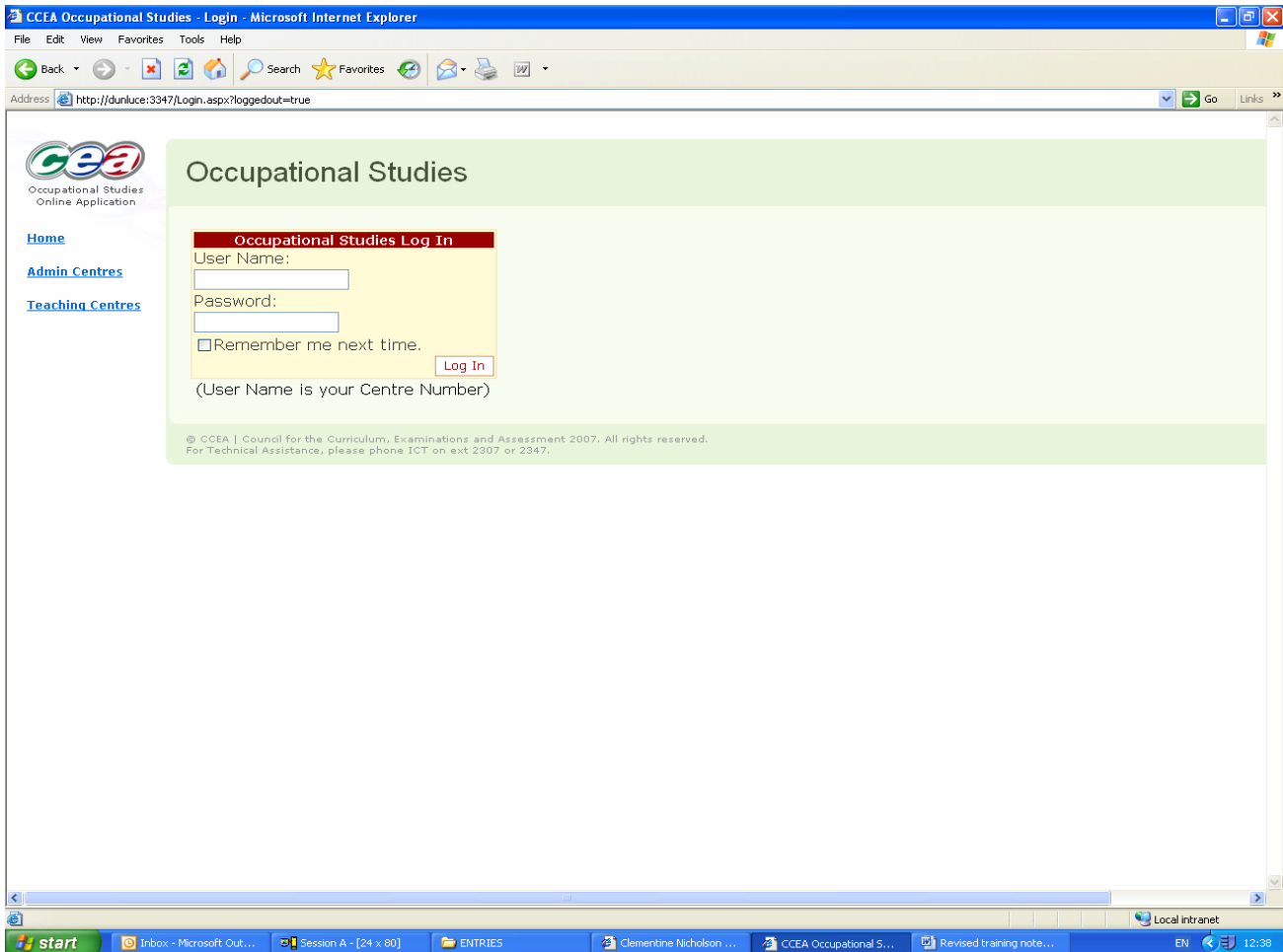
Barbara Clarke 028 9026 1232

bclarke_e@ccea.org.uk

Occupational Studies Log In

You will find the Online Occupational Studies Registration link on the CCEA website in the Exams Officers Section under Useful Links.

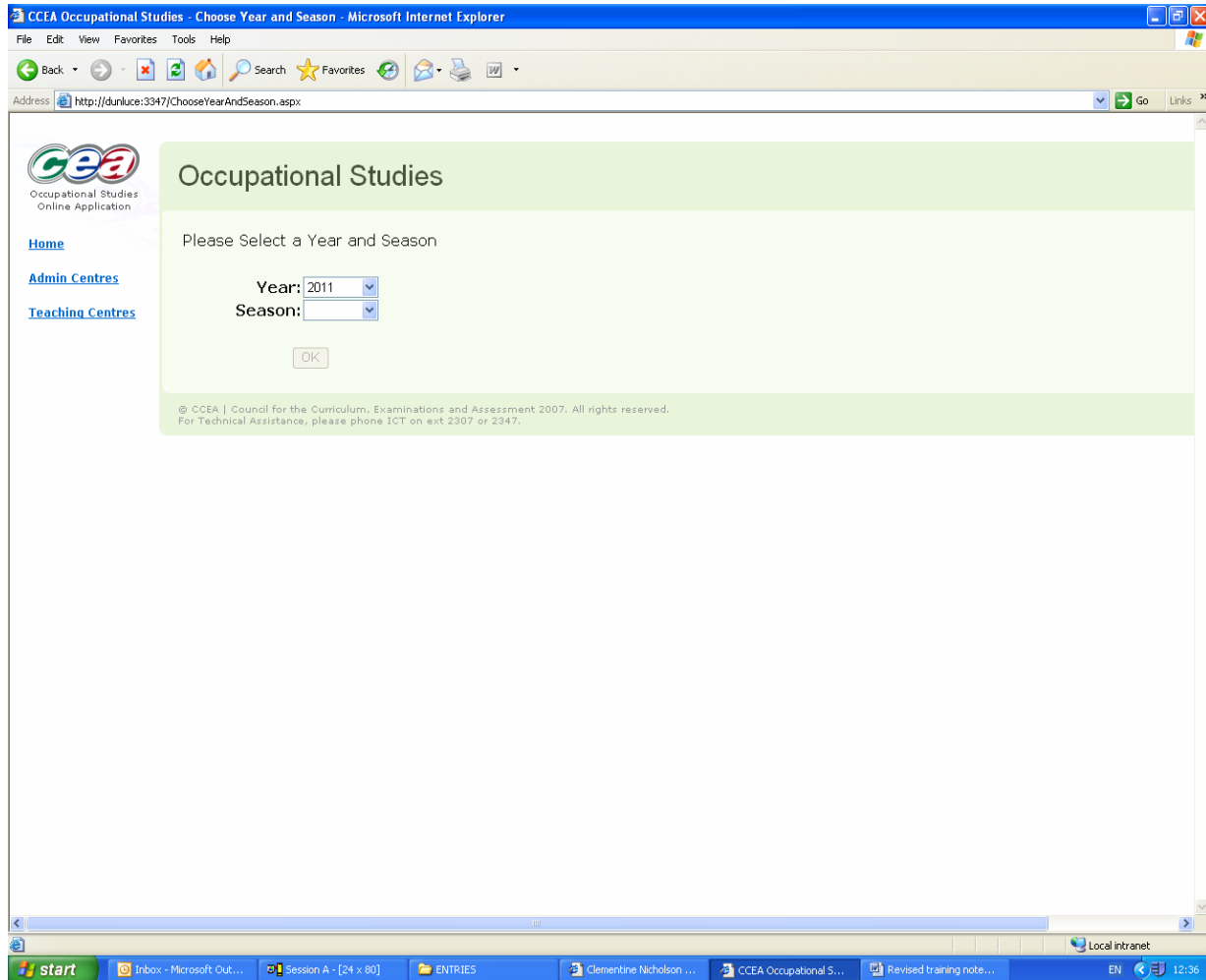
Your username is your centre number and the password was issued to you by CCEA via email. If you cannot find your password please contact Philip Kelly pkelly@ccea.org.uk who can issue you with a new password.



The screenshot shows a Microsoft Internet Explorer browser window displaying the CCEA Occupational Studies Online Application login page. The browser's address bar shows the URL: <http://dunluce:3347/Login.aspx?loggedout=true>. The page features the CCEA logo and navigation links for Home, Admin Centres, and Teaching Centres. The main content area is titled "Occupational Studies" and contains a "Occupational Studies Log In" form with fields for "User Name:" and "Password:", a "Remember me next time." checkbox, and a "Log In" button. A note below the form states "(User Name is your Centre Number)". The footer of the page includes copyright information: "© CCEA | Council for the Curriculum, Examinations and Assessment 2007. All rights reserved. For Technical Assistance, please phone ICT on ext 2307 or 2347." The Windows taskbar at the bottom shows several open applications, including "Inbox - Microsoft Out...", "Session A - [24 x 60]", "ENTRIES", "Clementine Nicholson ...", "CCEA Occupational S...", and "Revised training note...". The system tray shows the time as 12:38 and the network status as "Local intranet".

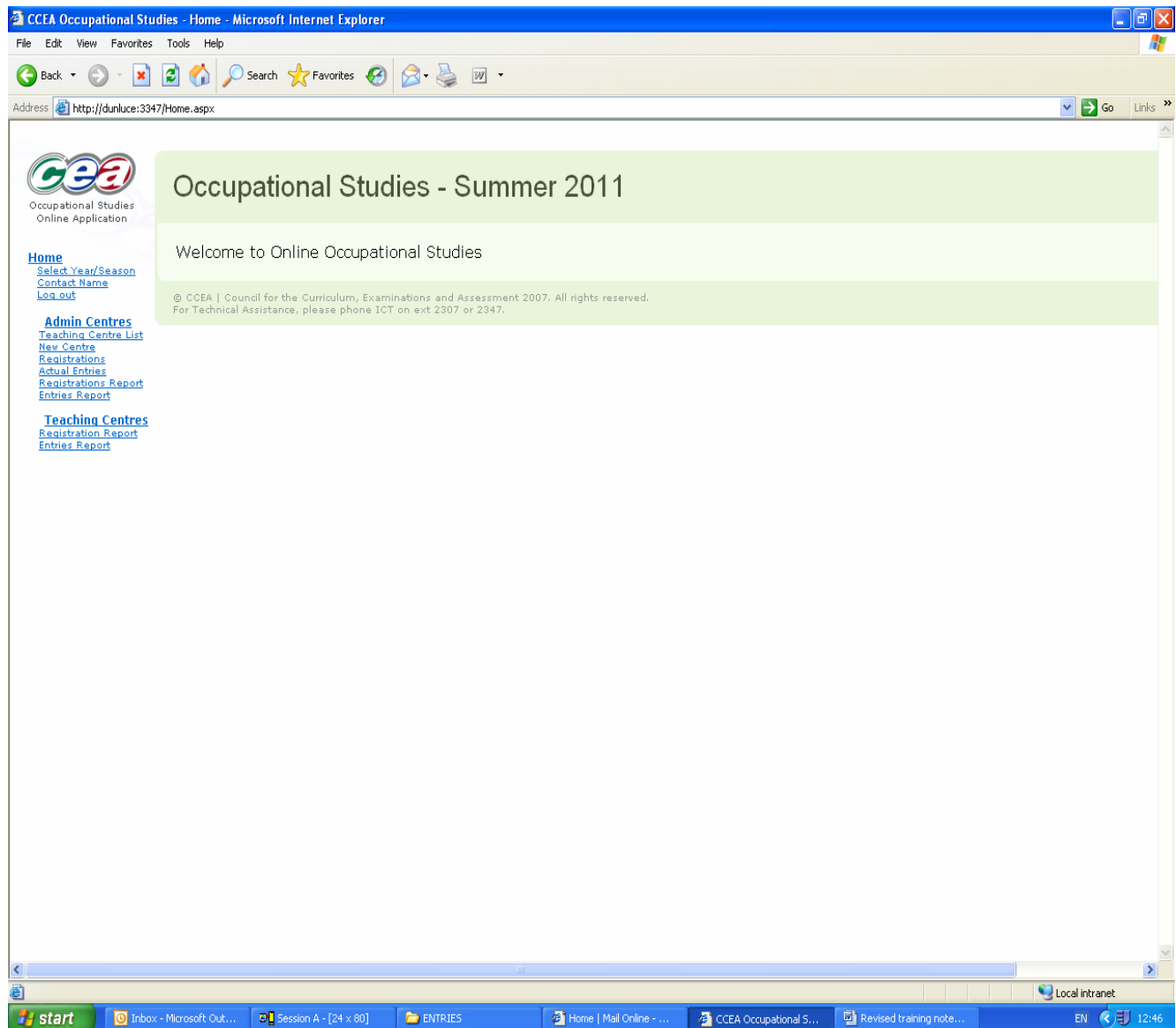
Choosing Year and Series

Once you have logged in you should select the year and season in which you wish to register units.



Once you have selected the year and season, a pop up screen will appear asking you to confirm the year and season. You need to click OK to confirm that you have chosen the correct year and season.

Welcome to Online Occupational Studies



This page allows access to menu options. They are listed under 3 titles on left hand side of the page

Home –

Select Year/Season
Contact Name
Log out

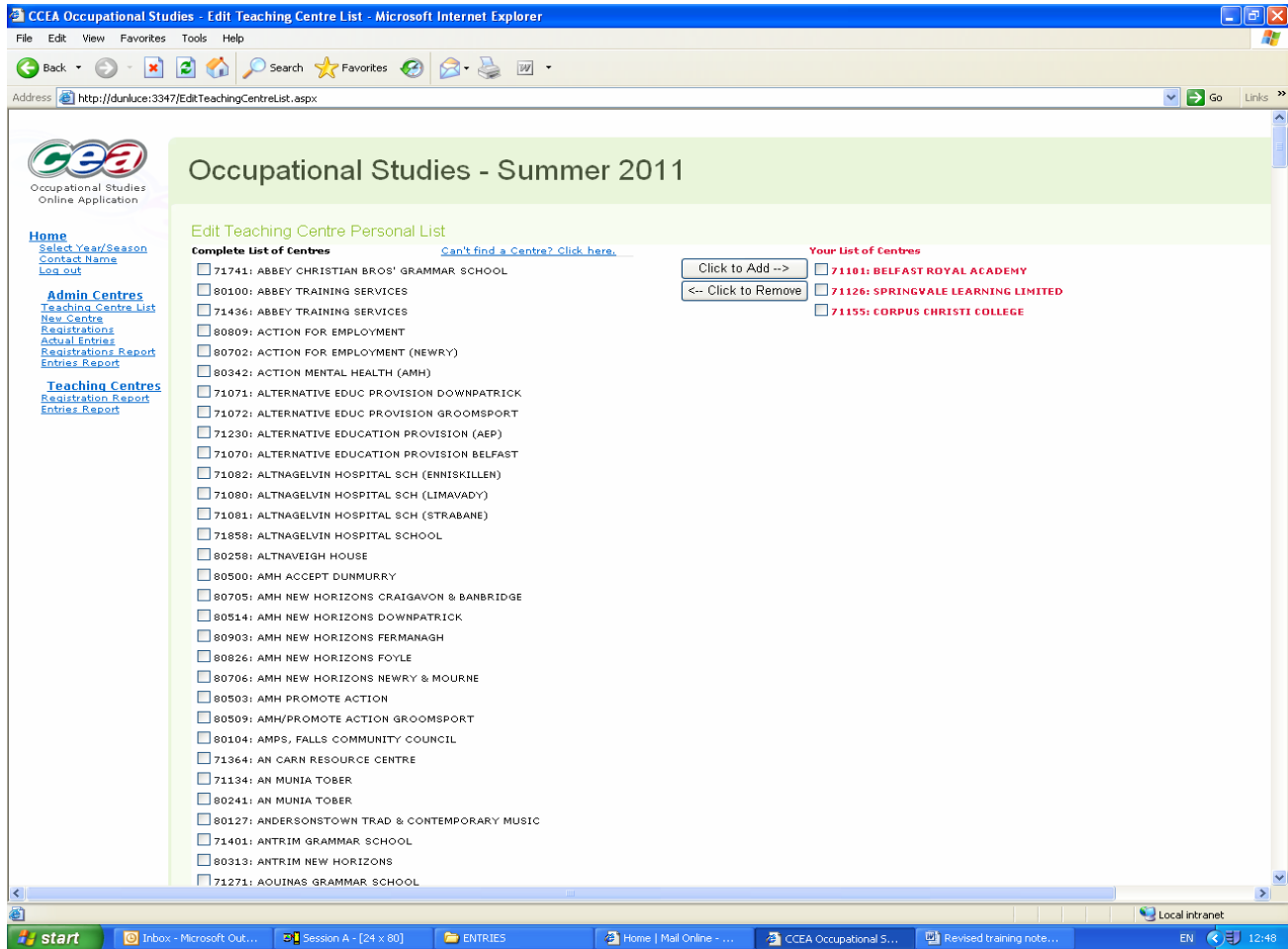
Admin Centres –

Teaching Centre List
New Centre
Registrations
Actual Entries
Registrations Report
Entries Report

Teaching Centres – (Not available to Admin Centres)

Registration Report
Entries Report

Admin Centres – Teaching Centre List



Teaching Centre List

This provides a list of the centre number and names of all Centres in Northern Ireland who are currently registered with CCEA. To find a centre either scroll down list or use find function ctrl+F.

Your List of centres

If no centres are listed on the right hand side in red, you must create your own personal list of Teaching centres. This screen allows you to add/remove centres from your list of Teaching Centres, covering all years and seasons. If you teach units In-house you will need to add your centre as a Teaching Centre.

To add a centre to ‘your list of centres’ select the centre, a green tick will appear in the box, then select ‘click to add’. It will appear in your list of centres in Red.

To remove a centre from ‘your list of centres’, select the centre, a green tick will appear in the box, then select ‘click to remove’. The centre will no longer appear in your list of centres.

Admin Centres – New Centre

If you cannot find the centre in the Teaching Centre list follow the instructions

The screenshot shows a web browser window titled "CCEA Occupational Studies - New Centre - Microsoft Internet Explorer". The address bar shows "http://dunluce:3347/NewCentre.aspx". The page content includes the CCEA logo and the title "Occupational Studies - Spring 2011". A section titled "New Centre" contains a message: "If you can't find your desired Teaching Centre on our Complete List, then that Centre is not registered with CCEA. Please fill in the following details which will help us register the Centre. Thank-You." Below this is a form titled "Details of Teaching Centre" with a red asterisk indicating required fields. The form fields are: Centre Name, Centre Address, Postcode, Contact Name, Tel. No., Fax. No., and E-Mail Address. A checkbox is present with the text: "Tick this box if you wish the Teaching Centres to receive mailings (ie to have their own address). If you do NOT tick this box, then all info will go to you, the Admin Centre". A "Submit to CCEA" button is at the bottom of the form. The footer of the page reads: "© CCEA | Council for the Curriculum, Examinations and Assessment 2007. All rights reserved. For Technical Assistance, please phone ICT on ext 2307 or 2347." The browser's taskbar at the bottom shows several open applications, including "Session A - [24 x 80]", "CCEA Occupational S...", "Revised training note...", "OS Genera docs", and "Inbox - Microsoft Out...". The system tray shows "Local intranet", "EN", and the time "15:38".

This will send an email to CCEA who will add the Centre to the main Teaching centre list once approved. You will need to add this to your Teaching centre list following CCEA approval.

Admin Centres – Registrations

When you select Registrations this screen will appear

The screenshot shows a Microsoft Internet Explorer browser window displaying the 'Occupational Studies - Summer 2011' registration page. The page features a navigation menu on the left with links for Home, Admin Centres, and Teaching Centres. The main content area includes a header, a registration notice, a form to select a component and teaching centre, and a table of 2010 Summer Entries. A prominent red message states: 'You have not registered for any Components for the Current Year Season'. Below the table is a 'Copy Over Previous Year' button. The footer contains copyright information for CCEA.

Occupational Studies - Summer 2011

Registrations

Please note that this service now contains both legacy and new unit codes for Occupational Studies. Please ensure that you are selecting the correct unit(s) for registration. You should refer to the codes listed in the Qualifications Administration Handbook for reference. The Prefix for New OS Unit Codes is VX. The Prefix for Legacy OS Unit Codes is VZ.

Please Select a Component: Please Select the Corresponding Teaching Centre:

Current Registrations (Summer 2011)

You have not registered for any Components for the Current Year Season

2010 Summer Entries

Component Code and Description	Teaching Centre No and Name
VZB41 OS MANICURE 71505	ST COLMAN'S HIGH SCHOOL
VZC01 OS PLUMBING 2 71505	ST COLMAN'S HIGH SCHOOL
VZC31 OS CARPENTRY & JOINERY 1 71505	ST COLMAN'S HIGH SCHOOL
VZC41 OS CARPENTRY & JOINERY 2 71505	ST COLMAN'S HIGH SCHOOL
VZC91 OS PLUMBING 1 71505	ST COLMAN'S HIGH SCHOOL
VZ941 OS PLANNING A TOURIST ITIN 71505	ST COLMAN'S HIGH SCHOOL

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The registration section is used by centres to submit their Online Occupational Studies Registrations. CCEA also use this section to highlight any changes that you need to be aware of. **For example** in 2011 there were changes to the specification and new unit codes were added to the Online Occupational Studies Registrations.

Select the unit (component) for assessment in this series and the Teaching centre, then click on the 'Send Registration' button to submit your entries.

If the Online Occupational Studies Registrations you are submitting have not changed from the previous year then select the 'Copy Over Previous Year' button to transfer the information.

Admin Centres – Registrations

Occupational Studies - Summer 2011

Registrations

Please note that this service now contains both legacy and new unit codes for Occupational Studies. Please ensure that you are selecting the correct unit(s) for registration. You should refer to the codes listed in the Qualifications Administration Handbook for reference. The Prefix for New OS Unit Codes is VX. The Prefix for Legacy OS Unit Codes is VZ.

Please Select a Component: VXBA1 OS SHAMPOOING AND CONDITIONING

Please Select the Corresponding Teaching Centre: 71181: CCEA

Send Registration

Current Registrations (Summer 2011)

Please Confirm Registration of VXBA1 OS SHAMPOOING AND CONDITIONING to Centre 71181: CCEA

VZC31	OS CARPENTRY & JOINERY 1	71505	ST COLMAN'S HIGH SCHOOL
VZC41	OS CARPENTRY & JOINERY 2	71505	ST COLMAN'S HIGH SCHOOL
VZC91	OS PLUMBING 1	71505	ST COLMAN'S HIGH SCHOOL
VZS41	OS PLANNING & TOURIST ITIM	71505	ST COLMAN'S HIGH SCHOOL

Copy Over Previous Year

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Once the Online Occupational Studies Registrations have been submitted, you will be asked to confirm the unit code and Teaching centre. Click OK in the dialog box. The screen will then appear as on next page.

Admin Centres – Registrations

Occupational Studies - Summer 2011

Registrations

Please note that this service now contains both legacy and new unit codes for Occupational Studies. Please ensure that you are selecting the correct unit(s) for registration. You should refer to the codes listed in the Qualifications Administration Handbook for reference. The Prefix for New OS Unit Codes is VX. The Prefix for Legacy OS Unit Codes is VZ.

Please Select a Component: VXBA1 OS SHAMPOOING AND CONDITIONING

Please Select the Corresponding Teaching Centre: 71160: BELFAST METROPOLITAN COLLEGE (WHITEROCK) [Send Registration]

You have successfully registered Component VXBA1 OS SHAMPOOING AND CONDITIONING to Centre 71160: BELFAST METROPOLITAN COLLEGE (WHITEROCK)

Current Registrations (Summer 2011)

Component Code	Component Description	Teaching Centre No	Teaching Centre Name
Delete VXBA1	OS SHAMPOOING AND CONDITIONING	71160	BELFAST METROPOLITAN COLLEGE (WHITEROCK)
Delete VXDE1	OS STYLING HAIR BY BLOW-DRYING	71505	ST COLMAN'S HIGH SCHOOL

2010 Summer Entries

Component Code and Description	Teaching Centre No and Name
VZB41 OS MANICURE 71505	ST COLMAN'S HIGH SCHOOL
VZC01 OS PLUMBING 2 71505	ST COLMAN'S HIGH SCHOOL
VZC31 OS CARPENTRY & JOINERY 1 71505	ST COLMAN'S HIGH SCHOOL
VZC41 OS CARPENTRY & JOINERY 2 71505	ST COLMAN'S HIGH SCHOOL
VZC91 OS PLUMBING 1 71505	ST COLMAN'S HIGH SCHOOL
VZS41 OS PLANNING & TOURIST ITIN 71505	ST COLMAN'S HIGH SCHOOL

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The units which have been successfully registered will appear in a blue box on the screen, under the title 'Current Registrations'. This is confirmed by a message in black above the box e.g.

'You have successfully registered component VXBA Shampooing and conditioning to Centre 71160 Belfast Metropolitan College (Whiterock)'.

Repeat the process for each unit of study. Remember to click on the **Send Registration** button each time. Ensure you include units taught In-House.

You need to log out of one season to access another season.

If you have already submitted actual entries i.e. candidate details and unit entries you will be redirected to the Actual Entries Menu, **see next page**.

Admin Centres – Actual Entries

This screen allows you to view candidates and units after actual entries have been submitted to CCEA and facilitate Late Actual Entries with no registration details and Split Site Centres.

Late Actual Entries

Late entries for units already registered will automatically be assigned to the selected Teaching centre.

Late Actual Entries No Registration

If your centre submits entries for units not already registered, CCEA will contact you and ask you to register the unit(s).

Split Site Centres

This is a situation where one unit is taught at two different Teaching Centres in the same season.

Occupational Studies - Summer 2011

Registrations

Please note that this service now contains both legacy and new unit codes for Occupational Studies. Please ensure that you are selecting the correct unit(s) for registration. You should refer to the codes listed in the Qualifications Administration Handbook for reference. The Prefix for New OS Unit Codes is VX. The Prefix for Legacy OS Unit Codes is VZ.

Please Select a Component: VXDE1 OS STYLING HAIR BY BLOW-DRYING

Please Select the Corresponding Teaching Centre: 71181: CCEA

Send Registration

You have successfully registered Component VXBB1 OS FACIAL SKINCARE to Centre 71181: CCEA

Component Code	Component Description	Teaching Centre No	Teaching Centre Name
Delete VXBB1	OS FACIAL SKINCARE	71181	CCEA

2010 Summer Entries

Component Code and Description	Teaching Centre No and Name
V2B41 OS MANICURE 71505	ST COLMAN'S HIGH SCHOOL
V2C01 OS PLUMBING 2 71505	ST COLMAN'S HIGH SCHOOL
V2C31 OS CARPENTRY & JOINERY 1 71505	ST COLMAN'S HIGH SCHOOL
V2C41 OS CARPENTRY & JOINERY 2 71505	ST COLMAN'S HIGH SCHOOL
V2C91 OS PLUMBING 1 71505	ST COLMAN'S HIGH SCHOOL
V2S41 OS PLANNING & TOURIST ITIN 71505	ST COLMAN'S HIGH SCHOOL

Copy Over Previous Year

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Late Actual Entries No Registration

When you select Registrations and select component and Teaching centre you will be re-directed to Actual Entries screen and you should follow the command in red. You will be asked to **Migrate!** (Bottom left hand corner) the candidates from the Admin centre to the relevant Teaching centre.

If the unit is taught In-House you are still required to register your centre as the Teaching centre and to migrate these candidates to your own centre.

Occupational Studies - Summer 2011

Actual Entries

You must now Migrate the Candidates to the Teaching Centre registered. Verify the Candidates you wish to Migrate are selected below before clicking Migrate.

Please Select a Component
VXDE1 OS STYLING HAIR BY BLOW-DRYING

Candidates entered for Component VXDE1 OS STYLING HAIR BY BLOW-DRYING

Candidate No.	Candidate Name	Teaching Centre	Teaching Centre Name	
0003	BLACKWOOD, DEAN	71505	ST COLMAN'S HIGH SCHOOL	<input checked="" type="checkbox"/>
0004	BONNER, MICHAEL T C	71505	ST COLMAN'S HIGH SCHOOL	<input checked="" type="checkbox"/>
0007	BOYLE, CONAN	71505	ST COLMAN'S HIGH SCHOOL	<input checked="" type="checkbox"/>
7066	KING, SHARON E	71505	ST COLMAN'S HIGH SCHOOL	<input checked="" type="checkbox"/>
7071	MCMANUS, CIARAN	71505	ST COLMAN'S HIGH SCHOOL	<input checked="" type="checkbox"/>
7164	QUINN, SORCHA	71505	ST COLMAN'S HIGH SCHOOL	<input checked="" type="checkbox"/>
7174	MCILHONE, CLARE F	71505	ST COLMAN'S HIGH SCHOOL	<input checked="" type="checkbox"/>
7183	MULLAN, GERARD MICHAEL	71505	ST COLMAN'S HIGH SCHOOL	<input checked="" type="checkbox"/>
8161	MCALISTER, PATRICK	71505	ST COLMAN'S HIGH SCHOOL	<input checked="" type="checkbox"/>
8174	MCCULLA, RACHEL M	71505	ST COLMAN'S HIGH SCHOOL	<input checked="" type="checkbox"/>
8176	HAWTHORNE, GLENN P D	71505	ST COLMAN'S HIGH SCHOOL	<input checked="" type="checkbox"/>
8179	MCMANUS, GAVIN	71505	ST COLMAN'S HIGH SCHOOL	<input checked="" type="checkbox"/>
8182	MCMILLAN, NATASHA A	71505	ST COLMAN'S HIGH SCHOOL	<input checked="" type="checkbox"/>
8184	RODGERS, SHANE	71505	ST COLMAN'S HIGH SCHOOL	<input checked="" type="checkbox"/>
8186	TRAVERS, DAMIAN	71505	ST COLMAN'S HIGH SCHOOL	<input checked="" type="checkbox"/>
9081	ROSS, PAUL	71505	ST COLMAN'S HIGH SCHOOL	<input checked="" type="checkbox"/>
9082	MORGAN-LAWLER, DANIELLE	71505	ST COLMAN'S HIGH SCHOOL	<input checked="" type="checkbox"/>

Teaching Centre
71181 CCEA

Migrate!

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For Technical Assistance, please phone ICT on ext 2307 or 2347.

NB Migrate means to move from one Centre to another Centre

Late Actual Entries No Registration

Occupational Studies - Summer 2011

Actual Entries

You must now Migrate the Candidates to the Teaching Centre registered. Verify the Candidates you wish to Migrate are selected below before clicking Migrate.

Please Select a Component
 VXDE1 OS STYLING HAIR BY BLOW-DRYING

Candidates entered for Component VXDE1 OS STYLING HAIR BY BLOW-DRYING

Candidate No.	Candidate Name	Teaching Centre	Teaching Centre Name	<input checked="" type="checkbox"/>
0003	BLACKWOOD, DEAN	71505	ST COLMAN'S HIGH SCHOOL	<input checked="" type="checkbox"/>
0004	BONNER, MICHAEL T C	71505	ST COLMAN'S HIGH SCHOOL	<input checked="" type="checkbox"/>
0007	BOYLE, CONAN	71505	ST COLMAN'S HIGH SCHOOL	<input checked="" type="checkbox"/>
7066	KING, SHARON E	71505	ST COLMAN'S HIGH SCHOOL	<input checked="" type="checkbox"/>
7071	MCMANN	71505	ST COLMAN'S HIGH SCHOOL	<input checked="" type="checkbox"/>
7164	QUINN,	71505	ST COLMAN'S HIGH SCHOOL	<input checked="" type="checkbox"/>
7174	MCILHO	71505	ST COLMAN'S HIGH SCHOOL	<input checked="" type="checkbox"/>
7183	MULLAN	71505	ST COLMAN'S HIGH SCHOOL	<input checked="" type="checkbox"/>
8161	MCALIS	71505	ST COLMAN'S HIGH SCHOOL	<input checked="" type="checkbox"/>
8174	MCCULL	71505	ST COLMAN'S HIGH SCHOOL	<input checked="" type="checkbox"/>
8176	HAWTHORNE, GLENN P D	71505	ST COLMAN'S HIGH SCHOOL	<input checked="" type="checkbox"/>
8179	MCMANUS, GAVIN	71505	ST COLMAN'S HIGH SCHOOL	<input checked="" type="checkbox"/>
8182	MCMILLAN, NATASHA A	71505	ST COLMAN'S HIGH SCHOOL	<input checked="" type="checkbox"/>
8184	RODGERS, SHANE	71505	ST COLMAN'S HIGH SCHOOL	<input checked="" type="checkbox"/>
8186	TRAVERS, DAMIAN	71505	ST COLMAN'S HIGH SCHOOL	<input checked="" type="checkbox"/>
9081	ROSS, PAUL	71505	ST COLMAN'S HIGH SCHOOL	<input checked="" type="checkbox"/>
9082	MORGAN-LAWLER, DANIELLE	71505	ST COLMAN'S HIGH SCHOOL	<input checked="" type="checkbox"/>

Teaching Centre
 71181 CCEA

Migrate!

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 For Technical Assistance, please phone ICT on ext 2307 or 2347.

Use the tick box along the right hand side of screen to select the candidate(s) who are to be registered, click on the **'Migrate!'** button along the bottom left hand side of screen. You will be asked to confirm the change.

Late Actual Entries No Registration

Occupational Studies - Summer 2011

Actual Entries

Please Select a Component
 VXDE1 OS STYLING HAIR BY BLOW-DRYING

Candidates entered for Component VXDE1 OS STYLING HAIR BY BLOW-DRYING

Candidate No.	Candidate Name	Teaching Centre	Teaching Centre Name	
0003	BLACKWOOD, DEAN	71181	ST COLMAN'S HIGH SCHOOL	<input type="checkbox"/>
0004	BONNER, MICHAEL T C	71181	ST COLMAN'S HIGH SCHOOL	<input type="checkbox"/>
0007	BOYLE, CONAN	71181	ST COLMAN'S HIGH SCHOOL	<input type="checkbox"/>
7066	KING, SHARON E	71181	ST COLMAN'S HIGH SCHOOL	<input type="checkbox"/>
7071	MCMANUS, CIARAN	71181	ST COLMAN'S HIGH SCHOOL	<input type="checkbox"/>
7164	QUINN, SORCHA	71181	ST COLMAN'S HIGH SCHOOL	<input type="checkbox"/>
7174	MCILHONE, CLARE F	71181	ST COLMAN'S HIGH SCHOOL	<input type="checkbox"/>
7183	MULLAN, GERARD MICHAEL	71181	ST COLMAN'S HIGH SCHOOL	<input type="checkbox"/>
8161	MCALISTER, PATRICK	71181	ST COLMAN'S HIGH SCHOOL	<input type="checkbox"/>
8174	MCCULLA, RACHEL M	71181	ST COLMAN'S HIGH SCHOOL	<input type="checkbox"/>
8176	HAWTHORNE, GLENN P D	71181	ST COLMAN'S HIGH SCHOOL	<input type="checkbox"/>
8179	MCMANUS, GAVIN	71181	ST COLMAN'S HIGH SCHOOL	<input type="checkbox"/>
8182	MCMILLAN, NATASHA A	71181	ST COLMAN'S HIGH SCHOOL	<input type="checkbox"/>
8184	RODGERS, SHANE	71181	ST COLMAN'S HIGH SCHOOL	<input type="checkbox"/>
8186	TRAVERS, DAMIAN	71181	ST COLMAN'S HIGH SCHOOL	<input type="checkbox"/>
9081	ROSS, PAUL	71181	ST COLMAN'S HIGH SCHOOL	<input type="checkbox"/>
9082	MORGAN-LAWLER, DANIELLE	71181	ST COLMAN'S HIGH SCHOOL	<input type="checkbox"/>

Teaching Centre
 71181 CCEA

Migrate!

The Candidates indicated in Green were successfully migrated.

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 For Technical Assistance, please phone ICT on ext 2307 or 2347.

You will receive confirmation 'The candidate(s) indicated in green were successfully migrated'. To refresh and show candidates at each Teaching centre, you need to exit this page then re-select the Actual entries section in the left hand side column.

Actual Entries (Split Site Centres)

This screen is accessed when a centre has a split site arrangement i.e. one unit taught at two different Teaching centres in the same season. You cannot register the same unit for two different sites unless you follow the steps listed below:

- Initially register the unit to **one** site via the registrations screen - Refer to Page 9-11
- Send Actual entries to CCEA by closing date
- Log in to Occupational Studies Registrations
Under 'Admin Centre', 'Registrations' Select component/unit and 2nd Teaching centre
Click on send registration button, you will be asked to confirm
You will then be automatically directed to the Actual Entries screen

Occupational Studies - Summer 2011

Actual Entries

Please Select a Component
VXDE1 OS STYLING HAIR BY BLOW-DRYING

Candidates entered for Component VXDE1 OS STYLING HAIR BY BLOW-DRYING

Candidate No.	Candidate Name	Teaching Centre	Teaching Centre Name	
0003	BLACKWOOD, DEAN	71181	CCEA	<input type="checkbox"/>
0004	BONNER, MICHAEL T C	71181	CCEA	<input checked="" type="checkbox"/>
0007	BOYLE, CONAN	71181	CCEA	<input type="checkbox"/>
7066	KING, SHARON E	71181	CCEA	<input type="checkbox"/>
7071	MCMANUS, CIARAN	71181	CCEA	<input type="checkbox"/>
7164	QUINN,		CCEA	<input checked="" type="checkbox"/>
7174	MCILHO		CCEA	<input type="checkbox"/>
7183	MULLAN		CCEA	<input type="checkbox"/>
8161	MCALIS		CCEA	<input type="checkbox"/>
8174	MCCULL		CCEA	<input checked="" type="checkbox"/>
8176	HAWTH		CCEA	<input type="checkbox"/>
8179	MCMANUS, GAVIN	71181	CCEA	<input type="checkbox"/>
8182	MCMILLAN, NATASHA A	71181	CCEA	<input type="checkbox"/>
8184	RODGERS, SHANE	71181	CCEA	<input checked="" type="checkbox"/>
8186	TRAVERS, DAMIAN	71181	CCEA	<input type="checkbox"/>
9081	ROSS, PAUL	71181	CCEA	<input type="checkbox"/>
9082	MORGAN-LAWLER, DANIELLE	71181	CCEA	<input type="checkbox"/>

Teaching Centre
71181 CCEA

Migrate!

Microsoft Internet Explorer
Please Confirm Change of Teaching Centre
OK Cancel

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For Technical Assistance, please phone ICT on ext 2307 or 2347.

Use the tick box on right hand side of the screen to select the candidate(s) who are at the other teaching site, click on the **'Migrate!'** button on the bottom left hand side of the screen. You will be asked to confirm the change.

You will receive confirmation 'The candidate(s) indicated in green were successfully migrated'. (Migrated means moved from one centre to another). To refresh and show candidates at each Teaching centre you need to exit this page then re-select the Actual entries section in the left hand side column.

Admin Centres – Registrations Report

This allows you to view and print reports of the units you have registered. You can select Entire Season, Component Code (unit) or Teaching Centre.

The screenshot shows a web browser window titled "CCEA Occupational Studies - Teaching Centre Report - Microsoft Internet Explorer". The address bar displays "http://dunluce:3347/AdminCentre.aspx?ReportType=Reg". The page content includes the CCEA logo and the text "Occupational Studies Online Application". A navigation menu on the left lists "Home" (with sub-links: Select Year/Season, Contact Name, Log out), "Admin Centres" (with sub-links: Teaching Centre List, New Centre, Registrations, Actual Entries, Registrations Report, Entries Report), and "Teaching Centres" (with sub-links: Registration Report, Entries Report). The main content area is titled "Occupational Studies - Summer 2011" and contains a "View Report" section. Under "Registrations Report", it asks the user to "Please Select one Set of Criteria on which to view a report:". The "Entire Season" option is selected with a checked checkbox. Below this, there are two dropdown menus: "Component Code" and "Teaching Centre No.". A "View Report" button is positioned to the right of the "Component Code" dropdown. At the bottom of the page, a copyright notice reads: "© CCEA | Council for the Curriculum, Examinations and Assessment 2007. All rights reserved. For Technical Assistance, please phone ICT on ext 2307 or 2347." The Windows taskbar at the bottom shows the Start button, several open applications (Inbox - Micr..., Session A - ..., Session B - ..., CCEA Occu..., Untitled - M..., Revised tra...), and the system clock showing 11:43.

Admin Centres – Entries Report

This allows you to view and print reports of the units and candidates you have entered. You can select Entire Season, Component Code (unit) or Teaching Centre.

CCEA Occupational Studies - Teaching Centre Report - Microsoft Internet Explorer

Address: <http://dunluce:3347/AdminCentre.aspx?ReportType=Mig>

Occupational Studies - Summer 2011

View Report

Entries Report

Please Select one Set of Criteria on which to view a report:

Entire Season

Component Code: View Report

Teaching Centre No.

Candidate No.

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For Technical Assistance, please phone ICT on ext 2307 or 2347.

Teaching centres – Registration Report Entries Report

Teaching centres can view registration and entry reports.

This menu allows Teaching centres to view the units, centres and candidates registered to their centre.

The reports are the same as the Registrations and Entry reports available to Admin centres.

Teaching centres may use these reports to identify any errors/omissions and notify the Admin centres.

OCCUPATIONAL STUDIES - FAQ

QUESTION:

Where do I access the Online Registration Application?

ANSWER:

The application is located on the CCEA website www.ccea.org.uk in the Exams Officers Section under Useful Links or Via Qualifications, Occupational Studies under Logins

QUESTION:

Is the Occupational Studies password the same as for the Exams Officer Log in?

ANSWER:

No. There is a different password for the Occupational Studies Online Application. If you cannot find this password, please email Philip Kelly pkelly@ccea.org.uk who can provide you with a reminder.

QUESTION:

Why does my password not work?

ANSWER:

Please email Philip Kelly pkelly@ccea.org.uk who will email you the correct password.

QUESTION:

Why has the system locked me out?

ANSWER:

If you have entered your password incorrectly three times the system has locked you out. Please email Philip Kelly pkelly@ccea.org.uk to send you a reminder of your correct password and to unlock the system.

QUESTION:

Is the password case sensitive?

ANSWER:

Yes.

QUESTION:

What does the W stand for in the unit codes?

ANSWER:

The codes for Occupational Studies are V V, not W, although some screens make the V V look like a W.

QUESTION:

Why do I need to register units?

ANSWER:

Registration of units shows where the units are being taught so that the moderator is sent to the correct location.

QUESTION:

Why do I need to register my candidates? I have already entered them.

ANSWER:

Candidates do not need to be registered. It is units which need to be registered. This is to show where the units are being taught so that the moderator is sent to the correct Teaching centre.

QUESTION:

I have received a fax about registering units. What does that mean?

ANSWER:

CCEA have received an entry for a unit which has not been registered. Units need to be registered to show where they are being taught so that the moderator is sent to the correct Teaching centre.

QUESTION:

I forgot to register units and have put on the entries. Is it too late to register the units?

ANSWER:

No. Please register the units as soon as possible.

QUESTION:

Our students are taught at their own school, do we still need to register the unit(s)?

ANSWER:

Yes. You must register your centre as the Teaching centre.

QUESTION

Why is there more than one code for some units?

ANSWER

Some units are available within more than one area to give greater flexibility.

For example, it would be possible to choose:

- Carpentry & Joinery 1 with Digital Music to achieve a qualification in Technology & Innovation at Year 11; and
- Carpentry & Joinery 2 with Plumbing 1 to achieve a qualification in Construction at Year 12.