

Circular (S/IF/32/08)

May 2008

To: The Principals of Post-primary Schools and Directors of Institutes of Further and Higher Education and Training Organisations
For circulation to: The Occupational Studies Links Coordinator/Examinations Officer

January and Summer 2009

Occupational Studies

Online Registration

Since September 2007 CCEA has been involved in a pilot with a number of centres in relation to online registration for Occupational Studies. This pilot was a success and therefore we are rolling it out to all our centres from September 2008 and this will remove the need for the existing manual process. The manual process will only be used in the event of technical failure.

Before your centre submits its candidate entries by EDI/Form you will be required to register the units being taught in-house and through link sites for both the January and May assessment series. It is essential this is done prior to entries being made.

This application will:

- enable Administration Centres to register units electronically;
- enable both the Administration and Teaching Centres to generate reports and view unit information;
- allow Administration Centres to amend information up to the closing date for registrations;
- enable centres to view final entries once they have been submitted via EDI/form;
- provide a communication link between centres.

Centres will receive a fax back from the Entries Section in CCEA within the next few days asking for information to enable login and passwords to be set up for their centre. They will also receive notification of the essential training events which will take place in September 2008. Both Administration and Teaching centres are requested that the member of staff responsible for registering/coordinating Occupational Studies candidates should attend these events and that the fax back is returned as early as possible to enable CCEA to issue usernames and passwords by September 2008.

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

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