

Circular S/IF/20/11

January 2011

To: Principals and Directors of Key Skills and Essential Skills designated centres

For circulation to: Key/Essential Skills Co-ordinators

Direct Claims

Completion of Annual Form Reminder

Direct Claims

This circular is a follow up to circular SIF/93/10 issued in September 2010

Direct Claims Annual Form

All centres offering Key Skills/Essential Skills qualifications are required to gain Direct Claims Status. Centre-based quality assurance arrangements are critical to the Direct Claims process. In order to ensure that quality assurance arrangements are in place in your centre, the Direct Claims Annual Form must be completed and uploaded to CCEA.

Completion of the Direct Claims Annual Form is a requirement for Direct Claims, therefore failure to submit the Annual Form will result in withdrawal of Direct Claims Status for Key Skills/Essential Skills qualifications in your centre.

Centres are reminded that the Direct Claims Annual Form must be completed and uploaded to CCEA by 21 February 2010. Any centre that has made entries for the summer series and has not completed the annual form by this date must submit samples for moderation and teacher assessed levels may be adjusted.

Submission of Annual Form

The Direct Claims Annual Form can be accessed through the Examination Officers' login available on the CCEA website. If you are a new Examinations Officer or a new centre you will need to request a password online from CCEA Centre Support. The link for this can be found in the Examinations Officers' home page.



Head of Centre Sign Off

The Head of Centre is required to sign off the completed Direct Claims Annual Form when completed by the Coordinator. The Head of Centre can access the sign off through the centralized login.

Further information and user guides are available on the CCEA website

http://www.rewardinglearning.org.uk/microsites/key_skills/docs/direct_claims/direct_claims_info_user_guide.pdf

http://www.rewardinglearning.org.uk/microsites/essential_skills/docs/direct_claims/direct_claims_info_user_guide.pdf

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