

Circular S/IF/81/11

August 2011

To: Directors of Essential Skills designated centres.

For circulation to: Examination Officer and Essential Skills Coordinator

Essential Skills

Submission of online entries and outcomes

Centres are advised to wait until learners have been assessed before entering the learner and submitting an outcome since, the entry level must match the level achieved by the learner. The learner entry and outcome should be submitted to CCEA at the same time.

For centres with no direct claims, learners will only be considered for moderation when both their entry **and** all required outcomes have been submitted to CCEA. The date the outcomes are submitted will determine the moderation series.

Centres should note that dates for the submission of outcomes are available in the CCEA Examinations Handbook (Calendar of Events all other Qualifications section) <http://www.ccea.org.uk/examhandbook>. Centres are advised that outcomes must be submitted during the time identified in the handbook.

Online Task Ordering System

A new online service has been developed to enable centres to order Essential Skills tasks electronically. This replaces the current paper based system; therefore the paper forms should no longer be used. Access is via the Centralised Login System. Please ask your Exams Officer to log on and apply for you to have access to Essential Skills Materials Ordering.

Completion and submission of Direct Claims Annual Form

Centres that hold Direct Claims Status for qualifications are reminded that, in order to retain Direct Claims Status, the Direct Claims Annual Form must be submitted to CCEA. The Direct Claims Annual Form is an electronic form and is accessed through the Examination Officers' login available on the CCEA website. The link can be found in the Examinations Officers' home page. Please note that if you are a new Examinations Officer or a new centre you will need to request a password online from Centre Support

All centres are required to submit the Direct Claims Annual Form by **21st October 2011**

Please note that failure to complete and submit the Direct Claims Annual Form to CCEA will result in withdrawal of Direct Claims Status for Essential Skills qualifications in your centre

and as a consequence all coursework will be externally moderated and will be subject to adjustment.

Completion of Direct Claims Annual Form (Non -Direct Claims Qualifications)

Centres that do not yet hold Direct Claims Status for Essential Skills Qualifications are strongly advised to complete the Direct Claims Annual Form in order to gain Direct Claims Status.

Further details about Direct Claims can be downloaded from the CCEA Essential Skills microsite:

http://www.ccea.org.uk/essential_skills/

http://www.ccea.org.uk/key_skills/

Centre Support Details Tel:

028 9026 1293 or

028 9026 1212 or

028 9026 1200 ext. 2410 or

028 9026 1200 ext. 2443. Email: centresupport@ccea.org.uk

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

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