



ict

accreditation scheme / Schedule
for Schools
2011–2012

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| Date | Action | Action by |
|--------------------------------------|--|----------------|
| By 30 Sept 2011 | Schools register online. | SCHOOLS |
| Oct 2011 | Training Day for one teacher from each NEW registered school. | CCEA |
| Nov 2011 | CCEA sends invoice for Registration Fee to schools. | CCEA |
| 30 Nov 2011 | For schools who took part in moderation last year: CCEA folder in RM Shared Documents will be emptied. <i>NB: If you wish to save a copy of your School Portfolio from last year, please ensure you do so before this date.</i> | C2K SCHOOLS |
| Early Feb 2012 | Schools receive (from CCEA) information on completing electronic Pupil Entry forms. | CCEA |
| By Fri 24 Feb 2012 at the latest | Schools complete electronic Pupil Entry Forms with the names of the Y4 and/or Y7 pupils who will be taking part in the scheme and return to CCEA via email. | SCHOOLS |
| Feb/Mar 2012 | CCEA holds half-day Pre-Moderation Workshops for schools. | CCEA |
| w/c 26 Mar 2012 | Confirmation letter re Taking part in Moderation sent out to schools. | SCHOOLS |
| By Fri 30th March 2012 at the latest | Schools complete and return confirmation letter (by Fax or post) to CCEA indicating whether or not they are still participating in the scheme and therefore will take part in the Moderation process. | CCEA |
| 2 – 9 Apr 2012 | Schools download: <ul style="list-style-type: none"> • 2011/12 School Portfolio Record; and • 2011/12 Pupil Portfolio Record from the ICT Accreditation website. | SCHOOLS |
| 2 Apr – 16 April 2012 | EASTER HOLIDAY PERIOD FOR SCHOOLS | |
| Apr/May 2012 | Schools: <ul style="list-style-type: none"> • choose two pupils for each level that they are assessing and put the portfolio evidence for each of these pupils into folders; and • complete the School Portfolio Record and one Pupil Portfolio Record for each pupil portfolio submitted. <p><i>* Please refer to the document 'Guidance to Preparing a School Portfolio'. See ICT Accreditation Scheme website at www.ccea.org.uk</i></p> | SCHOOLS |

| Date | Action | Action by |
|--|---|-----------|
| By 30 Apr 2012 | C2k will create a folder called 'CCEA' followed by your school's DENI number into the RM Shared Documents area of your school network (More details will be sent prior to Moderation). | C2k |
| By end of day on Tues 8 May 2012 | Schools MUST have their complete School Portfolio placed into their CCEA folder in RM Shared Documents. <i>Please Note: After this date, nothing can be added to or removed from your School Portfolio.</i> | SCHOOLS |
| | C2k will collect remotely, a copy of your School Portfolio and deliver to CCEA. <i>Please Note: A copy of your School Portfolio will remain on your school network.</i> | C2k |
| 14 – 23 May 2012 | MODERATION | |
| By Fri 25 May 2012 at the latest | Schools receive from CCEA: <ul style="list-style-type: none"> • outcomes of Moderation (electronically); • ICT Assessment Record Forms (to be completed by schools). | CCEA |
| ASAP and no later than Tues 29th May 2012 | Schools return (ASAP from receipt) to CCEA (by Fax or Post) completed ICT Assessment Record Forms, informing CCEA of the level that each participating pupil has achieved. | SCHOOLS |
| By 22 June 2012 | CCEA sends Pupil Certificates and Summary outcomes to schools. | CCEA |
| Sept 2012 | CCEA sends School Certificates and Northern Ireland Summary and Principal Moderator's Report to schools. | CCEA |
| Sept 2012 | CCEA sends invoice for Pupil Fees* to schools. <i>* Schools will be charged only for the number of pupils who received certificates.</i> | CCEA |