

Awards and Certificates in Education, Training and Skills (ACETS) Qualifications

2011/12

INSTRUCTIONS TO TEACHERS/TUTORS

For the following ACETS Qualifications:

All Qualifications Credit Framework (QCF)

Certificate of Personal Effectiveness (COPE)

Essential Skills

Key Skills

Occupational Studies

General Information for all ACETS Qualifications

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1. Foreword

CCEA is Northern Ireland's own awarding body. We offer a wide range of high quality academic and vocational qualifications, which are approved by the regulatory authorities. We work with our centres to reward learning and are committed to rewarding the achievement of all learners.

This instruction booklet sets out the administrative arrangements for the following qualifications:

Qualifications Credit Framework (QCF)

- Classroom Assistants
- Creative Crafts
- Employability Skills
- Modern Languages
- Performance Skills
- Personal Money Management
- Substance Misuse
- Understanding Business Enterprise

Certificate of Personal Effectiveness (COPE)

Essential Skills

Key Skills

Occupational Studies

2. Entry Instructions

Entry Periods

There are 2 entry periods for all ACETS Qualifications (except Essential Skills):

- 7 – 21 October
- 7 – 21 February

Essential Skills centres can enter at any time throughout the year. Further details on this are available in the Essential Skills section of this booklet and in the '*Calendar of Events*' in the Qualifications Administration Handbook at www.ccea.org.uk.

Methods of Entry

It is anticipated that centres will wish to make entries via Electronic Data Interchange (EDI) (**C2k system Northern Ireland Schools and NICIS system for FE Colleges**). If you are not in a position to use this method, any electronic entry files must conform to the common file structure and formats agreed by the Joint Council for Qualifications document "*(Format for the Exchange of Examinations Related Data)*". Please note that printed copies of this document are no longer distributed to Centres. Centres wishing to obtain a copy for reference should refer to the JCQ website (www.jcq.org.uk) where they will be able to download or print a pdf version for reference.

Non-Electronic Entries

Essential Skills centres who do have access to electronic entries can submit entries online. This will replace the manual system previously used. Manual Entry Forms for all other qualifications are available from CCEA on request for centres unable to submit electronic entries.

Entry Codes

Entry codes for all qualifications are listed in the '*Specification and Entry Codes (All other qualifications)*' section of the Qualifications Administration Handbook on the CCEA website at www.ccea.org.uk

Cash-in Entry Codes

Where relevant for a qualification, centres should indicate that a learner has completed all parts for an award by using the appropriate cash-in code at time of final entry. Cash-in codes are listed in the '*Specification and Entry Codes (All other qualifications)*' section of the Qualifications Administration Handbook on the CCEA website at www.ccea.org.uk

Confirmation of Entries

CCEA do not issue hard copy statements of entry. Centres may view their submitted entries and print all learners' statements of entry through CCEA's secure site for online applications. Access to CCEA's online services is available to all centres with a secure login. To obtain a secure login please contact Shauna Higgins Centre Support shiggins@ccea.org.uk. For queries regarding entries, please contact Entries, Results and Certification, Jennifer Bradley jbradley@ccea.org.uk 028 90261295 or Barbara Clarke bclarke_e@ccea.org.uk 028 9026 1232.

Entries for external learners wishing to take examinations at your centre should be submitted with the entries for internal learners.

Please note: Centres submitting late/amended entries less than three weeks prior to the published date of the moderation, must inform the Entries section at CCEA by fax or e-mail.

3. Moderation of Assessments

Instructions for Submitting Samples

CCEA will issue instructions to centres detailing which learners' work should be included in the sample for the moderation of each qualification. It is essential that the centre has the completed sample ready for either collection or visiting moderation as appropriate on the specified date.

Substitutions are not permitted unless a learner selected does not submit work for assessment. CCEA should be informed by written notification of any changes to the sample and that the learner is no longer being assessed. All dates are listed in the '*Calendar of Events*' section of the Qualifications Administration Handbook on the website at www.ccea.org.uk. Care must be taken to ensure that work is clearly identified with the learner and centre details and securely packed for collection as appropriate.

Scrutiny of Assessment Samples

The moderator will scrutinise the sample and will assess it against the criteria detailed in the specification and the standards established by the Principal Moderator. The sample is taken to be representative of the marking standard at the centre. Scrutiny of the sample will indicate if any adjustment is needed and determine the nature and scale of that adjustment.

The evidence must therefore be:

- sufficient – appropriately meeting the amount and range of evidence specified;
- appropriate – relevant to the skill demonstrated and providing evidence to substantiate the skill;
- adequate – meets the required standard for the skill.

4. Internal Standardisation

It is a requirement of all specifications that where there is more than one teaching group in a subject, internal standardisation of assessments is carried out before submitting final marks to the Council. Time must be set aside in centres for the completion of internal standardisation. Centres should complete a ‘*Declaration of Internal Standardisation*’ (TAC 2) to show internal standardisation has taken place. Where a visit is taking place the TAC 2 should be given to the moderator on the day of the visit for return to CCEA. Alternatively where a visit is NOT required the TAC 2 form should be returned to CCEA in the envelope provided along with the TAC 1 mark sheets. Where electronic TAC1 forms are used for a qualification the TAC 2 is part of the electronic form that is submitted online.

5. External Moderation

Dates for the collection of assessment material for external moderation can be found in the ‘*Calendar of Events*’ section of the Qualifications Administration Handbook on the CCEA website at www.ccea.org.uk.

6. Moderation Visits

Dates of the visiting moderation period for each qualification can be found in the ‘*Calendar of Events*’ section of the Qualifications Administration Handbook on the CCEA website at www.ccea.org.uk. Where moderation visits are required, the visiting moderator will contact your centre by telephone to arrange a suitable time for the moderation visit. Written confirmation will be forwarded outlining the time and date of the visit along with a check list of what needs to be available on the day of the visit. In the majority of centres **moderation may take approximately half a day, centres with a number of sites being visited and/or a number of learners should allow a full day for moderation.**

Selecting Samples for a Moderation Visit

For all QCF subjects a sample list will be provided. For other subjects where a visit is required the following guidance should be used to select learners for the sample.

Number of learners entered	Sample for moderation
Up to 5 learners	All learners
6 – 15 learners	5 learners
16 – 30 learners	8 learners
Over 30 learners	10 learners

Care should be taken to ensure that the work included in the sample represents:

- each teaching group;
- the full range of ability (including the top and bottom learner in the centre rank order where applicable);
- the work of both males and females (if applicable)
- for Occupational Studies the sample should also reflect the range of units entered within a qualification area..

Moderators may require additional samples if the sample selected does not reflect the full range of marks/levels within the centre or where there is evidence of a lack of internal standardisation between teachers/tutors in the centre. **Centres should retain the work of all learners for 12 months after moderation has taken place.**

The moderator will scrutinise the sample and assess it against the criteria detailed in the specification and the standards established by the Principal Moderator and discuss the assessments with the teacher/tutor. The sample is taken to be representative of the marking standard at the centre. Scrutiny of the sample will indicate if adjustment is required and determine the nature of the adjustment. If adjustment is made it will apply to the whole centre.

Across the ACETS Qualifications CCEA are introducing more and more online developments. Therefore it is essential where requested by a moderator that centres provide a computer and online access on the day of the visit to enable the moderator to complete any electronic documentation.

Moderators may also request samples from your centre to use at an awarding meeting; this is to ensure that moderation standards across all centres are maintained by the moderation team. A **PHOTOCOPY** of the sample of work requested by the Moderator should be sent to the Assessment Administration Team at CCEA. **Samples will not be returned to the centre.**

7. Attendance/Mark Sheets (TAC 1)

Attendance/Mark Sheets (TAC 1) for learners entered for assessment will be issued to centres prior to each series of moderation and access will be given to online TAC 1s for those subjects that are using electronic forms. Dates for each series are available in the ‘*Calendar of Events*’ section of the Qualifications Administration Handbook on the CCEA website at www.ccea.org.uk .

Teachers/tutors should complete a mark/level for each learner. The TAC 1 will list the centre name, centre number, learners’ numbers and names. Only the final agreed marks/levels should be recorded on the TAC 1 submitted to CCEA. Please ensure there is a mark/level or absent (ABS) recorded on the TAC 1 for every learner listed. Do not leave any learner blank. Please note that levels/marks given on the TAC 1 should reflect the learners’ achievements and that half-marks and percentages should not be used to record learner outcomes. All marks/levels must be submitted to

CCEA by the date specified in the '*Calendar of Events*' in the Qualifications Administration Handbook on the CCEA website at www.ccea.org.uk .

Where a visit is required the moderator and teacher/tutor will review the sample of learners' work and discuss the assessments. The agreed mark/level for all learners will be recorded by the moderator on the TAC 1. The '*Confirmation of Moderation Outcome*' form should be signed by the teacher/tutor and the moderator to indicate that the final marks/levels awarded following moderation are agreed. At the end of the moderator's visit the pink and yellow copies of the TAC 1 form will be taken by the moderator and returned to CCEA. The blue copy of the TAC 1 form should be retained in the centre.

8. Fees

Please refer to the '*Notification of Charges for the Academic Year 2011/12*' section of the Qualifications Administration Handbook on the CCEA website at www.ccea.org.uk for all fees.

9. Access Arrangements and Special Consideration

Access arrangements must be approved before assessment to enable learners, who might not otherwise be able to do so, demonstrate their attainment.

Special consideration is given following assessment to ensure that learners who suffer temporary illness, injury or disposition over the assessment period are given some compensation for their difficulties.

For information or to make a request for Access Arrangements or Special Consideration contact Bronagh Campbell, Centre Support Section on Tel: 028 9026 1200 ext 2354 or by email bcampbell@ccea.org.uk .

10. Issue of Results and Certificates

Dates for the issue of both results and certificates can be found in the '*Calendar of Events*' section of the Qualification Administration Handbook on the CCEA website at www.ccea.org.uk .

EDI results are available for centres to download at 0001 hours the day before the results are issued to learners.

QCF and Occupational Studies EDI files

As the EDI file is restricted to the use of 2 characters when reporting levels, the following table shows a breakdown of the EDI result codes and which level the learner has achieved.

Level Attained	EDI Result Code
NQF Level 2	5
NQF Level 1	4
Entry Level / First Skills Level 3	3
Entry Level / First Skills Level 2	2
Entry Level / First Skills Level 1	1

11. Enquiries about Results

If a centre is dissatisfied with the result of a learner the Head of Centre should contact the Assessment Administration Team noting the nature of the dissatisfaction. Closing dates for enquiries are available in the '*Calendar of Events*' section of the Qualifications Administration Handbook on the CCEA website at www.ccea.org.uk. All assessment materials and related documentation should be retained by the centre for 12 months after the submission of marks/levels as this work may form part of an enquiry or appeal.

12. Appeals

Detailed information in relation to appeals can be found in the '*Appeals*' section of the Qualification Administration Handbook on the CCEA website at www.ccea.org.uk.

13. Malpractice

Centres should be familiar with a publication that provides essential advice, guidance and instructions about how to deal with suspected malpractice.

Information on Policies and Procedures for dealing with suspected malpractice in examinations and assessment is published by the Joint Council for Qualifications (JCQ). This is a common document that all awarding bodies in England, Wales and Northern Ireland subscribe to. It contains advice, guidance and instruction to centres about what malpractice is and what centres should do if they suspect malpractice. Of particular note to centres, and contained within the document, is the scale of penalties that will be imposed if there is evidence that malpractice has taken place. This document is available on the CCEA website at www.ccea.org.uk.

14. Direct Claims Status (DCS)

The following qualifications are entitled to Direct Claims Status (DCS):

- Essential Skills;
- Key Skills;
- QCF Modern Languages.

For information regarding DCS please see the subject specific microsites found on the main CCEA website www.ccea.org.uk.

15. Conduct of Coursework

For further information please refer to the following document found on the subject specific

microsites:

‘ACETS Qualifications: Instructions for Conducting Coursework’ (2011-2012)