

Circular

September 2006

Reminder:

TO: Principals of Post-primary Schools and Institutes of Further and Higher Education

FOR CIRCULATION TO: Key Skills Coordinator

IMPORTANT ANNOUNCEMENT

Advance notice of withdrawal of March and June Key Skills Series for academic year 2006/7

Due to the rationalisation of our Key Skills provision we will be withdrawing the following Key Skills Series for the academic year 2006/2007:

- March series Key Skills at Levels 1, 2 and 3
- June series Key Skills at Levels 1, 2, 3 and 4

All other Key Series will remain namely:

- November series Key Skills at Levels 1, 2, 3 and 4
- January series Key Skills at Levels 1, 2 and 3
- May series Key Skills at Levels 1, 2 and 3 *
- August series Key Skills at Levels 1 and 2

***Please Note:**

The May series is the last opportunity to enter and achieve a Key skills level 3 qualification and gain the relevant UCAS points (Summer 2007)

The new data files for Levels 3 and 4 can be found on the QCA website at www.qca.org.uk/6445_1824.html

Please find attached a copy of the Key Skills Instructions to Co-ordinators, Internal Moderators and Assessors manual for the September 2006 – June 2007 period.

Conduct of Examinations

In accordance with JCQ regulations it should be noted that CCEA reserves the right at any time:

- to inspect at any recognised centre the arrangements for the examinations and the manner in which they are conducted;
- to inspect the work of or to interview candidates.

If you have any queries about the content of this circular please contact Mark Feeney or Christine Moorhead at CCEA on (028) 9026 1200 ext (2209) (2444)

Email: mfeeney@ccea.org.uk or cmoorhead@ccea.org.uk