

Circular S/IF/71/11

June 2011

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

For circulation to: Examinations Officer and Key Skills/ Essential Skills co-ordinator

Key Skills/ Essential Skills

Submission of direct claims annual form September 2011

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).

Direct Claims Annual Form Submission Date

All centres are required to submit the Direct Claims Annual Form between **1st September 2011** and **21st October 2011**

Please note that failure to complete and submit the Form to CCEA will result in withdrawal of Direct Claims Status for qualifications in your centre and as a consequence all coursework will be externally moderated.

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

Centres that do not yet hold Direct Claims Status for Key or 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 and Key Skills microsites:

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

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

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

Elaine Horner at CCEA on: (028) 9026 1417

Mobile No. 07748676942

Email: ehorner@ccea.org.uk

