

# Circular S/IF/93/10

September 2010

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

For circulation to: Key and Essential Skills Coordinators.

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## Direct Claims Online

### Direct Claims: Purpose

All centres offering Key Skills/Essential Skills qualifications are required to gain Direct Claims Status. The Direct Claims system has been devised by CCEA as a means of supporting centres in developing and maintaining quality assurance in the delivery of qualifications. Centres that have gained Direct Claims status for qualifications do not have to submit portfolios for external moderation however; centres may be selected for quality assurance moderation which takes place annually after the issue of results. There is no adjustment to teacher assessed levels at quality assurance moderation.

### Submission of Direct Claims Online

Information to support Direct Claims must be submitted annually online. Access to the Direct Claims application is through the Examination Officers' Secure Login available on the CCEA website. The Direct Claims Annual Form may be completed by the Examinations Officer or the Key Skills/Essential Skills Coordinator and is required to be signed off electronically by the Head of Centre. The Examination Officer is required to create users for the Coordinator and Head of Centre. (Please note that a User Manual for Examinations Officers' Secure Login provides details of how to create new users. The manual can be downloaded from the CCEA website)

### Head of Centre Sign Off

The Head of Centre is required to sign off the completed Direct Claims Annual Form. Once the Direct Claims Form is completed by the Coordinator, the Head of Centre will receive an e-mail requesting the form to be signed off. Clicking the link in the e-mail will lead directly to the Head of Centre sign off screen. The Direct Claims Annual Form can be reviewed and either approved or rejected. Once the form is approved the information is submitted automatically to CCEA. If the form is not approved it will be returned electronically to the Coordinator or Examinations Officer for further information.

### Access

The Direct Claims Annual Form will be made available from **20 September 2010 – 12 December 2010**. Centres are required to complete and submit the form during this period.

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

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