

To: Principals of Key Skill designated centres

For circulation to: Key Skills Co-ordinator

External Moderation

External moderation for accredited centres takes place after the issue of results. It is therefore critical that the TAC 1 form identifying teacher assessed levels is completed accurately. Centres should note that:

- The portfolio level that is assigned to a learner on the TAC 1 must be the final agreed level subsequent to assessment and internal moderation
- If learners fail to submit portfolios after the submission of the TAC 1 CCEA must be informed immediately.

Internal moderation – TAC 2

- Centres must complete the TAC 2 (internal standardisation) form for each individual key skill for portfolios that are entered
- All centres regardless of whether their portfolio samples are selected for moderation must submit the completed TAC 2 form with the TAC 1
- Centres do not have to submit their own centre based internal moderation records with the portfolios however it is expected that these will be retained in the centres and made available for monitoring.

Centre Accreditation - Monitoring Arrangements

CCEA will be implementing a monitoring schedule for all accredited centres to commence in November 2006. CCEA will inform you by letter of the date and time of the monitoring visit

In preparation for monitoring centres should have available the following documentation:

- Key Skills Policy
- Records of attendance at CCEA training (names and dates)
- Induction records for candidates
- Internal assessment records
- Completed internal moderation records
- Records of team meetings relating to Key Skills assessment
- External moderation records (CCEA Centre Reports)
- CCEA Action Plans (if appropriate)

Notification of changes to key skills provision and staff

CCEA is currently updating the key skills database Please complete and return the attached FAXBACK form and return it to Janet O Reilly by **10 November 2006**.

Centre Visits

CCEA will be conducting centre visits during November and January. The purpose of these visits is to review centre procedures relating to the security and confidentiality of the key skills external examinations.

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