



*Rewarding Learning*

**Calendar of Events  
2011/2012**

## Key Dates in the examination cycle 2011/2012

### September 2011

Key date	Description	Qualification	Examination Series	Department in CCEA	Lead Contact in CCEA	Telephone Number
01/09/2011	Invitations issued for Agreement Trial	Entry Level	March 2012	Assessment Support	Laureen Henderson	(028) 9026 1200 ext 2297
01/09/2011	Invitations issued for Agreement Trial	COPE	January 2012 & June 2012	Assessment Support	Laureen Henderson	(028) 9026 1200 ext 2297
	Support materials for each specification	Entry Level	March 2013	Assessment Support	Collette Flynn	(028) 9026 1223
	Modern Languages (French, German, Spanish, Irish) task booklets issued to centres	Entry Level	March 2013	Assessment Support	Collette Flynn	(028) 9026 1223
	Receipt of pro formas for approval of teacher-designed coursework tasks for Geography, History, Physical Education and Religious Studies <i>(only required if approval has not already been given)</i>	Entry Level	March 2012	Assessment Support	Laureen Henderson	(028) 9026 1200 ext 2297
01/09/2011	Invitations issued for Agreement Trials	Essential Skills	January 2012 & June 2012	Assessment Support	Laureen Henderson	(028) 9026 1200 ext 2297
01/09/2011	Invitations issued for Agreement Trials	Key Skills	January 2012 & June 2012	Assessment Support	Laureen Henderson	(028) 9026 1200 ext 2297
01/09/2011	Invitations issued for Agreement Trials	Occupational Studies	January 2012 & June 2012	Assessment Support	Laureen Henderson	(028) 9026 1200 ext 2297
01/09/2011	Invitations issued for Agreement Trials	QCF: All Areas	January 2012 & June 2012	Assessment Support	Laureen Henderson	(028) 9026 1200 ext 2297
01/09/2011 10/12/2011	Non direct claim centres submit online outcomes for moderation	Essential Skills	January 2012	Assessment Processing	Lindsey Hamilton	(028) 9026 1405
02/09/2011	Final date for basedata release	GCSE	November 2011	Results & Certification	Pat Breen	(028) 9026 1200 ext 2417
05/09/2011	Sample moderation instructions issued for non direct claim centres (with outcomes submitted between 22 April – 31 August)	Essential Skills	October 2011	Assessment Processing	Janet O'Reilly	(028) 9026 1200 ext 2377
05/09/2011	Sample moderation instructions issued to direct claim centres for quality assurance moderation	Essential Skills	Quality Assurance 2011	Assessment Processing	Janet O'Reilly	(028) 9026 1200 ext 2377
05/09/2011	Sample moderation instructions issued to direct claim centres for quality assurance moderation	Key Skills	Quality Assurance 2011	Assessment Processing	Janet O'Reilly	(028) 9026 1200 ext 2377
09/09/2011	Closing date for nominations for attendance at Agreement Trials	GCE/GCSE	June 2012	Moderation	William Pentland	(028) 9026 1236
09/09/2011	Sample moderation instructions issued to direct claim centres for quality assurance moderation	QCF: Modern Languages	Quality Assurance 2011	Assessment Processing	Janet O'Reilly	(028) 9026 1200 ext 2377
14/09/2011	Final date for basedata release	GCE/GCSE	January 2012	Results & Certification	Pat Breen	(028) 9026 1200 ext 2417

Key date	Description	Qualification	Examination Series	Department in CCEA	Lead Contact in CCEA	Telephone Number
20/09/2011	Closing date for receipt of Enquiry About Results	GCE/GCSE	June 2011	Post-Result Services	Craig Burns	(028) 9026 1451
20/09/2011	Closing date for receipt of Enquiry About Results	Key Skills	June 2011	Assessment Processing	Gary Black	(028) 9026 1224
20/09/2011	Closing date for receipt of Enquiry About Results	COPE	June 2011	Assessment Processing	Gary Black	(028) 9026 1224
20/09/2011	Closing date for receipt of Enquiry About Results	Occupational Studies	June 2011	Assessment Processing	Gary Black	(028) 9026 1224
20/09/2011	Non Direct Claims Portfolios returned to centres	Key Skills	June 2011	Assessment Processing	Janet O'Reilly	(028) 9026 1200 ext 2377
20/09/2011	Closing date for receipts of late requests/cash in	GCE	June 2011	Entries	Barbara Clarke	(028) 9026 1232
20/09/2011	Final date for requesting modified papers online	GCSE	November 2011	Question Paper Production	Peter Edwards	(028) 9026 1200 ext 2356
20/09/2011	Collection of samples from direct claim centres for quality assurance moderation	QCF Modern Languages	Quality Assurance 2011	Assessment Processing	Janet O'Reilly	(028) 9026 1200 ext 2377
22/09/2011	Collection of portfolios for non direct claims centres (with outcomes submitted between 22 April – 31 August)	Essential Skills	October 2011	Assessment Processing	Janet O'Reilly	(028) 9026 1200 ext 2377
22/09/2011	Collection of portfolios from direct claim centres for quality assurance moderation	Essential Skills	Quality Assurance 2011	Assessment Processing	Janet O'Reilly	(028) 9026 1200 ext 2377
22/09/2011	Collection of portfolios from direct claim centres for quality assurance moderation	Key Skills	Quality Assurance 2011	Assessment Processing	Janet O'Reilly	(028) 9026 1200 ext 2377
29/09/2011	Issue of Controlled Assessment Tasks	GCSE SAS/DAS (New Spec)	June 2013	Distribution	Paul O'Lynn	(028) 9026 1273
30/09/2011	Online issue of final timetable	GCE/GCSE	June 2012	Exam Preparation	Sharon King	(028) 9026 1423
30/09/2011	Centres complete Occupational Studies on-line registration	Occupational Studies	January 2012	Entries	Barbara Clarke	(028) 9026 1232
30/09/2011	Centres register intention to teach course 2012	COPE	January 2012 & June 2012	Assessment Support	Collette Flynn	(028) 9026 1223
30/09/2011	Final date for requesting Irish Medium Papers	GCE/GCSE	January 2012 & June 2012	Entries	Barbara Clarke	(028) 9026 1232
30/09/2011	Issue of certificates	COPE/Entry Level Occupational Studies Key Skills/OLA QCF: All Areas	June 2011	Results & Certification	Christine Nolan	(028) 9026 1200 ext 2298
				Distribution	Stephen Cassells	(028) 9026 1242

**DISPATCH DATE: 30 SEPTEMBER 2011**

## October 2011

Key date	Description	Qualification	Examination Series	Department in CCEA	Lead Contact in CCEA	Telephone Number
03/10/2011	Closing date for receipt of requests for Early Release papers	GCE/GCSE	January 2012 & June 2012	Entries	Barbara Clarke	(028) 9026 1232
03/10/2011	Closing date for receipt of Estimated Entries and requests for Early Release papers	Entry Level	March 2012	Entries	Barbara Clarke	(028) 9026 1232
04/10/2011	Closing date for nominations of Invigilators	GCSE	November 2011	Appointments	Elizabeth Hood	(028) 9026 1243
04/10/2011	Closing date for receipt of Entries	GCSE	November 2011	Entries	Barbara Clarke	(028) 9026 1232
04/10/2011	Final date to apply for original examination script	GCE/GCSE	June 2011	Post-Result Services	Craig Burns	(028) 9026 1451
04/10/2011	Final date to process applications for access arrangements online†	GCSE	November 2011	Access Arrangements	Bronagh Campbell	(028) 9026 1293
04/10/2011	Final date for requesting modified papers online	GCE/GCSE	January 2012	Question Paper Production	Peter Edwards	(028) 9026 1200 ext 2356
10/10/2011	Final date for requesting transferred candidate arrangements	GCSE	November 2011	Entries	Barbara Clarke	(028) 9026 1232
10/10/2011	Issue TAC1 OMR's and notes on completion to be with centres 11 October 2011	GCSE	November 2011	Moderation	William Pentland	(028) 9026 1236
10/10/2011	Issue instructions for sampling and return of Moderation to be with centres 11 October 2011	GCSE	November 2011	Moderation	William Pentland	(028) 9026 1236
12/10/2011	Final date for basedata release	GCSE	March 2012	Results & Certification	Pat Breen	(028) 9026 1200 ext 2417
18/10/2011	Issue question papers, invigilators' rolls/advice notes and stationery	GCSE SAS/DAS Series 1 and 4 GCSE DAS (New Spec) GCSE English	November 2011	Distribution	Paul O'Lynn	(028) 9026 1273
18/10/2011	Issue Pre-Release Materials#	GCE/GCSE	January 2012	Question Paper Production	Charmian Hooks	(028) 9026 1200 ext 2265
				Distribution	Paul O'Lynn	(028) 9026 1273
21/10/2011	Final date to process applications for access arrangements online†	GCE/GCSE	January 2012	Access Arrangements	Bronagh Campbell	(028) 9026 1293
21/10/2011	Final date to transfer credit between awarding bodies	GCE AS	January 2012 & June 2012	Entries	Jennifer Bradley	(028) 9026 1295

Key date	Description	Qualification	Examination Series	Department in CCEA	Lead Contact in CCEA	Telephone Number
21/10/2011	Closing date for receipt of Entries	GCE/GCSE COPE/Occupational Studies/Key Skills/OLA QCF: All Areas	January 2012	Entries	Barbara Clarke	(028) 9026 1232
21/10/2011	Centres register online split site details	Occupational Studies	January 2012	Entries	Barbara Clarke	(028) 9026 1211
21/10/2011	Closing date for nominations of Invigilators	GCE/GCSE	January 2012	Appointments	Elizabeth Hood	(028) 9026 1243
21/10/2011	Collection of marks (TAC1 OMRs)	GCSE English	November 2011	Moderation	William Pentland	(028) 9026 1236
21/10/2011	Closing date for completion of Direct Claims Annual Form	Essential Skills	October 2011	Assessment Support	Laureen Henderson	(028) 9026 1200 ext 2297
21/10/2011	Closing date for completion of Direct Claims Annual Form	Key Skills & QCF Modern Languages	January 2012 & June 2012	Assessment Support	Laureen Henderson	(028) 9026 1200 ext 2297
31/10/2011	Issue Certificates	GCE/GCSE	June 2011	Results & Certification	Christine Nolan	(028) 9026 1200 ext 2298
				Distribution	Stephen Cassells	(028) 9026 1242
31/10/2011	Quality assurance portfolios returned to centres	Essential Skills	September 2011	Assessment Processing	Janet O'Reilly	(028) 9026 1200 ext 2377
31/10/2011	Quality assurance portfolios returned to centres	Key Skills	September 2011	Assessment Processing	Janet O'Reilly	(028) 9026 1200 ext 2377
31/10/2011	Unit 1 samples submitted for Modern Languages (French, German, Spanish, Irish) courses	Entry Level	March 2013	Assessment Support	Laureen Henderson	(028) 9026 1200 ext 2297

# *see Early Release Question Papers/Pre-Release Materials Schedule of Dates for Issue to Candidates/Teachers*

† Access arrangements should ideally be processed at the start of the candidate's two year GCSE and GCE course and no later than the entry date for the candidate's first set of examinations during the academic year 2011/2012.

**DISPATCH DATE: 21 OCTOBER 2011**

## November 2011

Key date	Description	Qualification	Examination Series	Department in CCEA	Lead Contact in CCEA	Telephone Number
04/11/2011	Closing date for receipt of Coursework/ Controlled Assessment samples	GCSE	November 2011	Moderation	William Pentland	(028) 9026 1236
14/11/2011	Consortium Meeting	COPE	January 2012	Assessment Support	Collette Flynn	(028) 9026 1223
15/11/2011	Centre reports issued for quality assurance moderation	Essential Skills	September 2011	Assessment Processing	Janet O'Reilly	(028) 9026 1200 ext 2377
15/11/2011	Last issue date for centre reports and certificates to non direct claim centres (for outcomes submitted between 22 April – 31 August)	Essential Skills	October 2011	Assessment Processing	Lindsey Hamilton	(028) 9026 1405
15/11/2011	Centre reports issued to Direct Claims centres for quality assurance moderation	Key Skills	September 2011	Assessment Processing	Janet O'Reilly	(028) 9026 1200 ext 2377
15/11/2011	Centre reports issued to Direct Claims centres for quality assurance moderation	QCF: Modern Languages	September 2011	Assessment Processing	Janet O'Reilly	(028) 9026 1200 ext 2377
18/11/2011	Final dates for basedata release	GCE/GCSE	June 2012	Results & Certification	Pat Breen	(028) 9026 1200 ext 2417
21/11/2011	Access to online TAC1s for centres to submit outcomes	Key Skills	January 2012	Assessment Processing	Janet O'Reilly	(028) 9026 1200 ext 2377
24/11/2011	Final date for submitting special consideration requestsΔ	GCSE	November 2011	Special Consideration	Bronagh Campbell	(028) 9026 1293
24/11/2011	Issue question papers	OLA	January 2012	Distribution	Stephen Cassells	(028) 9026 1242
25/11/2011	Issue GCE and GCSE Forecast Grade OMRs	GCE/GCSE	January 2012	Results & Certification	Christine Nolan	(028) 9026 1200 ext 2298
				Distribution	Paul O'Lynn	(028) 9026 1273
25/11/2011	Issue unsuitable dates forms	GCSE English T/L & GCSE Drama	June 2012	Moderation	William Pentland	(028) 9026 1236
28/11/2011	Issue TAC1's to centres	COPE	January 2012	Assessment Processing	Janet O'Reilly	(028) 9026 1200 ext 2377
29/11/2011	Issue TAC1's to centres	OLA	January 2012	Assessment Processing	Janet O'Reilly	(028) 9026 1200 ext 2377
30/11/2011	Final date for requesting modified papers online	SAS/DAS Series 2 & 5 (New Spec)	March 2012	Question Paper Production	Peter Edwards	(028) 9026 1200 ext 2356
30/11/2011	Requests for enlarged and modified test papers submitted to CCEA	Entry Level	March 2012	Question Paper Production	Peter Edwards	(028) 9026 1200 ext 2356

Key date	Description	Qualification	Examination Series	Department in CCEA	Lead Contact in CCEA	Telephone Number
30/11/2011	Teacher-designed coursework tasks and mark schemes for approval submitted to CCEA for approval 2 <sup>nd</sup> year of course ( <i>only required if approval has not already been given</i> )	Entry Level: Geography	March 2012	Assessment Support	Laureen Henderson	(028) 9026 1200 ext 2297

Δ This is the final date. Applications should however be submitted within 7 days of the last examination in the series in each subject as per Joint Council for Qualifications (JCQ) ‘Access Arrangements, Reasonable Adjustments and Special Consideration’

### **DISPATCH DATE: 25 NOVEMBER 2011**

Issue GCE AS and A2 Language Preparation Sheets (January and June Series 2012)  
Issue GCE AS and A2 Language Summary Sheet (January and June Series 2012)  
Issue GCE AS Geography (AS) Assignment Cover Sheets (January and June Series 2012)  
Issue GCE AS and A2 Music Media Forms (June Series 2012)

## December 2011

Key date	Description	Qualification	Examination Series	Department in CCEA	Lead Contact in CCEA	Telephone Number
01/12/2011	Final date for requesting transferred candidate arrangements	GCE/GCSE	January 2012	<b>Entries</b>	Barbara Clarke	(028) 9026 1232
	Moderators contact centres to arrange visits	QCF: Creative Crafts, Performance Skills & Understanding Business Enterprise	January 2012	<b>Assessment Support</b>	Emma McDonald	(028) 9026 1200 ext 2381
01/12/2011 03/02/2012	Assessment period for centres	OLA	January 2012	<b>Assessment Processing</b>	Janet O'Reilly	(028) 9026 1200 ext 2377
01/09/2011 10/12/2011	Non direct claim centres submit outcomes for moderation	Essential Skills	January 2012	<b>Assessment Processing</b>	Lindsey Hamilton	(028) 9026 1405
03/12/2011	Issue TAC1's to centres	QCF: All Areas <i>except Modern Languages</i>	January 2012	<b>Assessment Processing</b>	Margaret Cunningham	(028) 9026 1200 ext 2374
08/12/2011	Issue question papers	Key Skills Levels 1 & 2	January 2012	<b>Distribution</b>	Paul O'Lynn	(028) 9026 1273
08/12/2011	Early Release material issued to centres	Entry Level: Art & Design, English and Geography	March 2012	<b>Distribution</b>	Paul O'Lynn	(028) 9026 1273
09/12/2011	Closing date for submission of GCE AS Language Summary Sheets if required	GCE AS	January 2012	<b>GCE Exams Processing</b>	Orla Kirk	(028) 9026 1268
09/12/2011	Closing date for submissions of unsuitable dates	GCSE English T/L & GCSE Drama	June 2012	<b>Moderation</b>	William Pentland	(028) 9026 1236
09/12/2011	Issue GCSE Physical Education practical activities forms	GCSE Physical Education	June 2012	<b>Moderation</b>	William Pentland	(028) 9026 1236
09/12/2011	Issue GCSE Music Media forms	GCSE Music	June 2012	<b>Moderation</b>	William Pentland	(028) 9026 1236
09/12/2011	Issue TAC1 OMRs and instructions for sampling and return of Coursework/Controlled Assessment to centres	GCE/GCSE	January 2012	<b>Moderation</b>	William Pentland	(028) 9026 1236
09/12/2011	Online TAC1 forms completed and submitted to CCEA by all centres	Key Skills Level 1, 2 & 3)	January 2012	<b>Assessment Processing</b>	Janet O'Reilly	(028) 9026 1200 ext 2377
11/12/2011 21/04/2012	Non direct claim centres submit online outcomes for moderation	Essential Skills	June 2012	<b>Assessment Processing</b>	Lindsey Hamilton	(028) 9026 1405

Key date	Description	Qualification	Examination Series	Department in CCEA	Lead Contact in CCEA	Telephone Number
14/12/2011	Issue question papers	GCE/GCSE	January 2012	<b>Distribution</b>	Paul O'Lynn	(028) 9026 1273
14/12/2011	Non direct claims remoderation closing date (for outcomes between 22 April – 31 August)	Essential Skills	October 2011	<b>Assessment Processing</b>	Janet O'Reilly	(028) 9026 1200 ext 2377
14/12/2011	Non direct claim portfolios returned to centres (for outcomes submitted between 22 April – 31 August)	Essential Skills	October 2011	<b>Assessment Processing</b>	Janet O'Reilly	(028) 9026 1200 ext 2377
14/12/2011	TAC1 forms completed and submitted to CCEA	COPE	January 2012	<b>Assessment Processing</b>	Janet O'Reilly	(028) 9026 1200 ext 2377
15/12/2011	Issue stationery, Invigilators' rolls and advice notes	GCE/GCSE	January 2012	<b>Distribution</b>	Bernard Trainor	(028) 9026 1228
16/12/2011	Issue TAC1's to teaching centres	Occupational Studies	January 2012	<b>Assessment Processing</b>	Margaret Cunningham	(028) 9026 1200 ext 2374
16/12/2011	Sampe Instructions issued	QCF Modern Languages	January 2012	<b>Assessment Processing</b>	Janet O'Reilly	(028) 9026 1200 ext 2377
	Moderators contact teaching centres to arrange visits	Occupational Studies	January 2012	<b>Assessment Support</b>	Emma McDonald	(028) 9026 1200 ext 2381

**DISPATCH DATE: 16 DECEMBER 2011**

## January 2012

Key date	Description	Qualification	Examination Series	Department in CCEA	Lead Contact in CCEA	Telephone Number
03/01/2012	Sample instructions for moderation issued	COPE	January 2012	Assessment Processing	Janet O'Reilly	(028) 9026 1200 ext 2377
03/01/2012	Controlled task commences (for use between 4 January and 30 March 2012)	Entry Level: Art and Design	March 2012	Assessment Support	Joan Jennings	(028) 9026 1211
04/01/2012	Controlled task commences (for use between 4 January and 21 March 2012)	Entry Level: English	March 2012	Assessment Support	Joan Jennings	(028) 9026 1211
04/01/2012	Oral test commences (for use between 4 January and 21 March 2012)	Entry Level: Geography	March 2012	Assessment Support	Joan Jennings	(028) 9026 1211
04/01/2012	External tests	Key Skills Levels 1 & 2	January 2012	Assessment Processing	Janet O'Reilly	(028) 9026 1200 ext 2377
05/01/2012	Assessment period in centres	QCF: Modern Languages	January 2012	Assessment Processing	Janet O'Reilly	(028) 9026 1200 ext 2377
05/01/2012	Issue Early Release question papers#	GCE/GCSE	June 2012	Question Paper Production	Charmian Hooks	(028) 9026 1200 ext 2265
				Distribution	Paul O'Lynn	(028) 9026 1273
05/01/2012	Issue any outstanding question papers	GCE/GCSE	January 2012	Distribution	Paul O'Lynn	(028) 9026 1273
05/01/2012	Issue question papers to centres and access to online TAC1's	QCF: Modern Languages	January 2012	Assessment Processing	Janet O'Reilly	(028) 9026 1200 ext 2377
				Distribution	Paul O'Lynn	(028) 9026 1273
06/01/2012	Centres complete Occupational Studies on-line registration	Occupational Studies	June 2012	Entries	Barbara Clarke	(028) 9026 1232
06/01/2012	Sample instructions for moderation issued to non direct claim centres	Key Skills	January 2012	Assessment Processing	Janet O'Reilly	(028) 9026 1200 ext 2377
06/01/2012	Sample instructions for moderation issue to non direct claim centres ( for outcomes between 1 September – 10 December)	Essential Skills	January 2012	Assessment Processing	Janet O'Reilly	(028) 9026 1200 ext 2377
09/01/2012 13/01/2012	Visiting moderation period in teaching centres	Occupational Studies	January 2012	Assessment Support	Emma McDonald	(028) 9026 1200 ext 2381
09/01/2012 20/01/2012	Visiting moderation period	QCF: Creative Crafts & Performance Skills	January 2012	Assessment Support	Emma McDonald	(028) 9026 1200 ext 2381
10/01/2012	Final date for submitting forecast grades	GCE/GCSE	January 2012	Results & Certification	Christine Nolan	(028) 9026 1200 ext 2298
10/01/2012	Collection of Coursework/Controlled Assessment samples and marks (TAC1/ OMR's)	GCE/GCSE	January 2012	Moderation	William Pentland	(028) 9026 1236

Key date	Description	Qualification	Examination Series	Department in CCEA	Lead Contact in CCEA	Telephone Number
11/01/2012	Restricted release of results to centres	GCSE	November 2011	Results & Certification	Vincent Crossey	(028) 9026 1200 ext 2331
12/01/2012	Release of results to candidates	GCSE	November 2011	Results & Certification	Vincent Crossey	(028) 9026 1200 ext 2331
13/01/2012	Closing date for submission of GCSE Physical Education Practical Activities Forms and GCSE Music Media Forms	GCSE Physical Education & GCSE Music	June 2012	Moderation	William Pentland	(028) 9026 1236
16/01/2012	Collection of portfolios	COPE	January 2012	Assessment Processing	Janet O'Reilly	(028) 9026 1200 ext 2377
16/01/2012	TAC1's submitted to CCEA by green light centres	Occupational Studies	January 2012	Assessment Support	Emma McDonald	(028) 9026 1200 ext 2381
16/01/2012 20/01/2012	Visiting moderation period	QCF: Understanding Business Enterprise	January 2012	Assessment Support	Emma McDonald	(028) 9026 1200 ext 2381
18/01/2012	Collection of portfolios from non direct claims centres (for outcomes submitted between 1 September - 10 December)	Essential Skills	January 2012	Assessment Processing	Janet O'Reilly	(028) 9026 1200 ext 2377
18/01/2012	Collection of portfolios from non direct claim centres	Key Skills	January 2012	Assessment Processing	Janet O'Reilly	(028) 9026 1200 ext 2377
20/01/2012	Final date for submission of E-Portfolio	Key Skills	January 2012	Assessment Processing	Janet O'Reilly	(028) 9026 1200 ext 2377
21/01/2012	Final date to process applications for access arrangements online†	GCSE SAS/DAS Series 2 and 5	March 2012	Access Arrangements	Bronagh Campbell	(028) 9026 1293
24/01/2012	TAC1 forms and portfolios completed and submitted to CCEA	QCF: All areas – <i>except Modern Languages</i>	January 2012	Assessment Processing	Margaret Cunningham	(028) 9026 1200 ext 2374
31/01/2012	Draft timetable online GCSE November 2012/ January 2013/GCE/GCSE	GCE/GCSE	November 2012/ January 2013	Exam Preparation	Sharon King	(028) 9026 1423
31/01/2012	Closing date for receipt of Entries	GCSE SAS/DAS Series 2 & 5 (Legacy & New Spec)	March 2012	Entries	Barbara Clarke	(028) 9026 1232
31/01/2012	Closing date for receipt of Entries	Key Skills Entry Level	March 2012	Entries	Barbara Clarke	(028) 9026 1232
31/01/2012	Final date to submit Form JCQ/CCA – Centre consortium arrangements for centre assessed work	GCE/GCSE	June 2012	Moderation	William Pentland	(028) 9026 1236
31/01/2012	Closing date for nomination of Invigilators	GCE/GCSE	June 2012	Appointments	Elizabeth Hood	(028) 9026 1243

# see *Early Release Question Papers/Pre-Release Materials Schedule of Dates for Issue to Candidates/Teachers*

† Access arrangements should ideally be processed at the start of the candidate's two year GCSE and GCE course and no later than the entry date for the candidate's first set of examinations during the academic year 2011/2012.

**DISPATCH DATE: 27 JANUARY 2012**

Issue Candidate Record Sheets (by special dispatch) (TBC)

## February 2012

Key date	Description	Qualification	Examination Series	Department in CCEA	Lead Contact in CCEA	Telephone Number
02/02/2012	Final date for requesting transferred candidate arrangements	GCSE	March 2012	Entries	Barbara Clarke	(028) 9026 1232
06/02/2012	Collection of sample assessments for Non Direct Claims centres and closing date for completion of online TAC1's	QCF: Modern Languages	January 2012	Assessment Processing	Janet O'Reilly	(028) 9026 1200 ext 2377
06/02/2012	Collection of sample assessments and TAC1's	OLA	January 2012	Assessment Processing	Janet O'Reilly	(028) 9026 1200 ext 2377
08/02/2012	Cluster group meetings – centres will receive specific venues	COPE	June 2012	Assessment Support	Collette Flynn	(028) 9026 1223
09/02/2012	Final date for submitting special consideration requestsΔ	GCE/GCSE	January 2012	Special Consideration	Bronagh Campbell	(028) 9026 1293
09/02/2012	Closing date for receipt of Enquiry About Results	GCSE	November 2011	Post-Result Services	Craig Burns	(028) 9026 1451
21/02/2012	Issue question papers, stationery, invigilators' rolls and advice notes	GCSE SAS/DAS Series 2 & 5 GCSE SAS/DAS (New Spec)	March 2012	Distribution	Paul O'Lynn	(028) 9026 1273
21/02/2012	Final date for requesting modified papers online	GCE/GCSE	June 2012	Question Paper Production	Peter Edwards	(028) 9026 1200 ext 2356
21/02/2012	Closing date for receipt of Entries*	GCSE	June 2012	Entries	Barbara Clarke	(028) 9026 1232
21/02/2012	Closing date for receipt of Entries	COPE/Key Skills Occupational Studies/ OLA/QCF: All Areas	June 2012	Entries	Barbara Clarke	(028) 9026 1232
21/02/2012	Centres register online split site details	Occupational Studies	June 2012	Entries	Barbara Clarke	(028) 9026 1232
22/02/2012	Issue question papers	Key Skills Level 3	March 2012	Distribution	Paul O'Lynn	(028) 9026 1273
24/02/2012	Last issue date for centre reports and certificates to non direct claims centres (for outcomes submitted between 1 September -10 December)	Essential Skills	January 2012	Assessment Processing	Lindsey Hamilton	(028) 9026 1405
27/02/2012	Closing date for submission of GCE Music Media Forms	GCE Music	June 2012	GCE Exams Processing	Orla Kirk	(028) 9026 1268
28/02/2012	Final date to apply for return of original examination script	GCSE	November 2011	Post-Result Services	Craig Burns	(028) 9026 1451
28/02/2012	Issue certificates to Centres	GCSE English	November 2011	Results & Certification	Christine Nolan	(028) 9026 1200 ext 2298
				Distribution	Stephen Cassells	(028) 9026 1242

Key date	Description	Qualification	Examination Series	Department in CCEA	Lead Contact in CCEA	Telephone Number
29/02/2012	Issue GCSE English (Talking and Listening), Drama, Motor Vehicle and Road User Studies and Physical Education TAC1 OMR'S s and instructions (TBC)	GCSE	June 2012	Moderation	William Pentland	(028) 9026 1236
29/02/2012	Issue of candidate record sheets, class record sheets, instructions for the submission of coursework and coursework / examination stationery for all subjects	Entry Level	March 2012	Assessment Processing	Janet O'Reilly	(028) 9026 1200 ext 2377

# see *Early Release Question Papers/Pre-Release Materials Schedule of Dates for Issue to Candidates/Teachers*

\* Centres awaiting GCSE January 2012 results may submit **re-sit** entries for the June series by 21 March 2012 and **these** candidates will not incur late entry fees.

Δ This is the final date. Applications should however be submitted within 7 days of the last examination in the series in each subject as per Joint Council for Qualifications (JCQ) 'Access Arrangements, Reasonable Adjustments and Special Consideration'

**DISPATCH DATE: 24 FEBRUARY 2012**

## March 2012

Key date	Description	Qualification	Examination Series	Department in CCEA	Lead Contact in CCEA	Telephone Number
01/03/2012 04/05/2012	Visiting moderation period	Entry Level: Physical Education	March 2012	Assessment Support	Collette Flynn	(028) 9026 1223
05/03/2012 08/03/2012	External Tests	Key Skills Level 3	March 2012	Assessment Processing	Janet O'Reilly	(028) 9026 1200 ext 2377
07/03/2012	Restricted release of results to centres	GCE/GCSE	January 2012	Results & Certification	Vincent Crossey	(028) 9026 1200 ext 2331
08/03/2012	Release of results to candidates	GCE/GCSE	January 2012	Results & Certification	Vincent Crossey	(028) 9026 1200 ext 2331
08/03/2012	Issue question papers, Attendance Registers, Invigilators' Rolls/Advice Notes	Entry Level	March 2012	Distribution	Paul O'Lynn	(028) 9026 1273
14/03/2012 22/03/2012	Examination Period	Entry Level	March 2012	Assessment Processing	Gary Black	(028) 9026 1224
16/03/2012	Non direct claims remoderation closing date (for outcomes submitted between 1 September - 10 December)	Essential Skills	January 2012	Assessment Processing	Gary Black	(028) 9026 1224
16/03/2012	Final date to apply for photocopies of GCE examination scripts before re-mark	GCE/GCSE	January 2012	Post-Result Services	Craig Burns	(028) 9026 1451
19/03/2012	Access to online TAC1 for all centres	Key Skills	June 2012	Assessment Processing	Janet O'Reilly	(028) 9026 1200 ext 2377
21/03/2012	Closing date for receipt of Entries	GCE	June 2012	Entries	Barbara Clarke	(028) 9026 1232
21/03/2012	Final date to process applications for access arrangements online†	GCE/GCSE	June 2012	Access Arrangements	Bronagh Campbell	(028) 9026 1293
21/03/2012	Controlled task submitted to moderator	Entry Level: English	March 2012	Assessment Support	Joan Jennings	(028) 9026 1211
21/03/2012	Oral test concludes	Entry Level: Geography	March 2012	Assessment Support	Joan Jennings	(028) 9026 1211
22/03/2012	Issue Pre-Release Materials#	GCE/GCSE	June 2012	Question Paper Production	Charmian Hooks	(028) 9026 1200 ext 2265
				Distribution	Paul O'Lynn	(028) 9026 1273

Key date	Description	Qualification	Examination Series	Department in CCEA	Lead Contact in CCEA	Telephone Number
22/03/2012	Restricted release of results to centres only	COPE Key Skills (Levels 1,2 & 3*) Occupational Studies OLA QCF:All Areas	January 2012	Results and Certification	Vincent Crossey	(028) 9026 1200 ext 2331
23/03/2012	Release of results to candidates	COPE Key Skills (Levels 1 & 2) Occupational Studies OLA QCF:All Areas	January 2012	Results and Certification	Vincent Crossey	(028) 9026 1200 ext 2331
26/03/2012	Non direct claim portfolios returned to centres (for outcomes between 1 September – 10 December)	Essential Skills	January 2012	Assessment Processing	Janet O'Reilly	(028) 9026 1200 ext 2377
26/03/2012	Issue TAC1's to centres	COPE	June 2012	Assessment Processing	Janet O'Reilly	(028) 9026 1200 ext 2377
28/03/2012	Closing date for GCE AS & A2 Languages Summary Sheets	GCE	June 2012	GCE Exams Processing	Orla Kirk	(028) 9026 1268
29/03/2012	Consortium Agreement Meeting	COPE	June 2012	Assessment Support	Collette Flynn	(028) 9026 1223
30/03/2012	Controlled task concludes	Entry Level: Art and Design	March 2012	Assessment Support	Joan Jennings	(028) 9026 1211
31/03/2012	Draft timetable GCSE SAS/DAS (2012-2013)	GCSE SAS/DAS	2012-2013	Exam Preparation	Sharon King	(028) 9026 1423
31/03/2012	Draft timetable GCE/GCSE June Series 2013	GCE/GCSE	June 2013	Exam Preparation	Sharon King	(028) 9026 1423

# see *Early Release Question Papers/Pre-Release Materials Schedule of Dates for Issue to Candidates/Teachers*

† Access arrangements should ideally be processed at the start of the candidate's two year GCSE and GCE course and no later than the entry date for the candidate's first set of examinations during the academic year 2011/2012.

\* To accommodate proxy test results ie option E.

**DISPATCH DATE: 30 MARCH 2012**

Key date	Description	Qualification	Examination Series	Department in CCEA	Lead Contact in CCEA	Telephone Number
04/04/2012	Issue letter regarding CCEA timetable clashes	GCE/GCSE	June 2012	Entries	Barbara Clarke	(028) 9026 1232
04/04/2012 – 23/04/2012	Visiting moderation period	Entry Level: Art and Design	March 2012	Assessment Support	Collette Flynn	(028) 9026 1223
11/12/2011 21/04/2012	Non direct claim centres submit online outcomes for moderation	Essential Skills	June 2012	Assessment Processing	Lindsey Hamilton	(028) 9026 1405
16/04/2012	Issue mark sheets and labels for GCE Music composition assignment (Sent to HOD Music)	GCE Music	June 2012	GCE Exams Processing	Orla Kirk	(028) 9026 1268
16/04/2012	Issue of relevant forms and advice notes for conduct and administration	GCSE Modern Languages	June 2012	GCSE Exams Processing	Jacqueline Rice	(028) 9026 1264
17/04/2012	Issue TAC1 OMR's and notes on completion and Instructions for Sampling and return of Coursework/Controlled Assessment	GCE/GCSE	June 2012	Moderation	William Pentland	(028) 9026 1236
17/04/2012	Issue GCE/GCSE Forecast Grade OMRs	GCE/GCSE	June 2012	Results & Certification	Christine Nolan	(028) 9026 1200 ext 2298
				Distribution	Stephen Cassells	(028) 9026 1242
17/04/2012	Closing date for EAR/Remoderation	COPE	January 2012	Assessment Processing	Gary Black	(028) 9026 1224
17/04/2012	Closing date for EAR/Remoderation for non direct claim centres	Key Skills	January 2012	Assessment Processing	Gary Black	(028) 9026 1224
17/04/2012	Issue TAC1s to teaching centres	Occupational Studies	June 2012	Assessment Processing	Margaret Cunningham	(028) 9026 1200 ext 2374
	Moderators contact teaching centres to arrange visits	Occupational Studies QCF: Creative Crafts, Performance Skills & Understanding Business Enterprise	June 2012	Assessment Support	Emma McDonald	(028) 9026 1200 Ext 2381
17/04/2012	Closing date for receipt of late requests/cash-in for a GCE Award	GCE	January 2012	Entries	Barbara Clarke	(028) 9026 1232
17/04/2012	Closing date for receipt of Enquiry About Results	GCE/GCSE	January 2012	Post-Result Services	Craig Burns	(028) 9026 1451
17/04/2012	Final date for requesting transferred candidate arrangements	GCE/GCSE	June 2012	Entries	Barbara Clarke	(028) 9026 1232

Key date	Description	Qualification	Examination Series	Department in CCEA	Lead Contact in CCEA	Telephone Number
18/04/2012	Restricted release of results to centres	GCSE SAS/DAS Series 2 and 5 (Legacy & New Spec)	March 2012	Results & Certification	Vincent Crossey	(028) 9026 1200 ext 2331
19/04/2012	Release of results to candidates	GCSE SAS/DAS Series 2 and 5	March 2012	Results & Certification	Vincent Crossey	(028) 9026 1200 ext 2331
19/04/2012	Issue Return of Coursework/Controlled Assessment and all examination stationery to centres	GCE/GCSE	June 2012	Distribution	Bernard Trainor	(028) 9026 1228
19/04/2012	Issue question papers (1 <sup>st</sup> delivery)	GCE/GCSE	June 2012	Distribution	Paul O'Lynn	(028) 9026 1273
22/04/2012	Closing date for receipt of Entries	GCSE	May Series SAS/DAS Series 3 and 6	Entries	Barbara Clarke	(028) 9026 1232
22/04/2012	Closing date for receipt of Entries for GCSE Science Modules (June Series 2012 Series 6A)	GCSE DAS	June Series DAS (New Specification)	Entries	Barbara Clarke	(028) 9026 1232
22/04/2012 - 31/08/2012	Non direct claim centres submit outcomes for moderation	Essential Skills	October 2012	Assessment Processing	Lindsey Hamilton	(028) 9026 1405
23/03/2012	Non direct claims portfolios returned to centres	Key Skills	January 2012	Assessment Processing	Janet O'Reilly	(028) 9026 1200 ext 2377
25/04/2012	TAC1 forms completed and submitted to CCEA	COPE	June 2012	Assessment Processing	Janet O'Reilly	(028) 9026 1200 ext 2377
26/04/2012	Issue question papers and TAC1's (TBC)	OLA	June 2012	Distribution	Paul O'Lynn	(028) 9026 1273
26/04/2012	Issue question papers	Key Skills (Levels 1 – 3)	May 2012	Distribution	Paul O'Lynn	(028) 9026 1273
27/04/2012	Issue of TAC1's	QCF: All areas <i>except Modern Languages</i>	June 2012	Assessment Processing	Margaret Cunningham	(028) 9026 1200 ext 2374
28/04/2012	Final date to apply for return of original examination script	GCE/GCSE	January 2012	Post-Result Services	Craig Burns	(028) 9026 1451
30/04/2012	Issue of certificates	COPE Key Skills (Level 1 & 2) OLA QCF: All areas	January 2012	Results & Certification	Christine Nolan	(028) 9026 1200 ext 2298
				Distribution	Stephen Cassells	(028) 9026 1242

**DISPATCH DATE: 27 APRIL 2012 (TBC)**

Key date	Description	Qualification	Examination Series	Department in CCEA	Lead Contact in CCEA	Telephone Number
01/05/2012	Closing date for special consideration requestsΔ	Entry Level	March 2012	Special Consideration	Bronagh Campbell	(028) 9026 1293
01/05/2012	Issue sampling instructions	GCSE Art and Design	June 2012	Moderation	William Pentland	(028) 9026 1236
01/05/2012	Collection of Coursework/Controlled Assessment and marks (TAC1/OMR's)	GCE/GCSE	June 2012	Moderation	William Pentland	(028) 9026 1236
01/05/2012	Collection of Controlled Assessment and marks	GCE Technology and Design	June 2012	Moderation	William Pentland	(028) 9026 1236
01/05/2012	Sample instructions for moderation issued	COPE	June 2012	Assessment Processing	Janet O'Reilly	(028) 9026 1200 ext 2377
01/05/2012 – 08/06/2012	Assessment period in centres	OLA	June 2012	Assessment Processing	Janet O'Reilly	(028) 9026 1200 ext 2377
01/05/2012 – 18/05/2012	Visiting moderation period	QCF: Understanding Business Enterprise	June 2012	Assessment Support	Emma McDonald	(028) 9026 1200 ext 2381
01/05/2012 – 15/05/2012	Visiting moderation period in teaching centres (Summer series)	Occupational Studies	June 2012	Assessment Support	Emma McDonald	(028) 9026 1200 ext 2381
01/05/2012	Coursework samples and class record sheets (Submitted to Moderator by 01/05/2012)	Entry Level	March 2012	Assessment Processing	Janet O'Reilly	(028) 9026 1200 ext 2377
01/05/2012	Attendance/mark sheets and special consideration forms return of mark sheets (TAC1)	Entry Level	March 2012	Assessment Processing	Janet O'Reilly	(028) 9026 1200 ext 2377
01/05/2012	Collection of Maths for Life Coursework	Entry Level	March 2012	Assessment Processing	Janet O'Reilly	(028) 9026 1200 ext 2377
02/05/2012 – 16/05/2012	Visiting moderation period	QCF: Creative Crafts and Performance Skills	June 2012	Assessment Support	Emma McDonald	(028) 9026 1200 ext 2381
02/05/2012	Issue sampling instructions	GCSE Technology & Design	June 2012	Moderation	William Pentland	(028) 9026 1236
03/05/2012	Issue question papers	QCF: Modern Languages	June 2012	Distribution	Paul O'Lynn	(028) 9026 1273
03/05/2012	Issue of Invigilators' rolls/advice notes and stationery	GCE/GCSE	June 2012	Distribution	Bernard Trainor	(028) 9026 1228
04/05/2012	Collection of GCSE Language Writing Tasks	GCSE Modern Languages	June 2012	Moderation	William Pentland	(028) 9026 1236
04/05/2012	Issue sampling instructions of Coursework/Controlled Assessment samples	GCE/GCSE Moving Image Arts	June 2012	Moderation	William Pentland	(028) 9026 1236
04/05/2012	Closing date for receipt of GCSE Art and Design marks (TAC1 OMR's)	GCSE Art and Design	June 2012	Moderation	William Pentland	(028) 9026 1236
04/05/2012	Online TAC1 forms completed and submitted to CCEA by all centres	Key Skills	June 2012	Assessment Processing	Janet O'Reilly	(028) 9026 1200 ext 2377
04/05/2012 – 11/05/2012	Visiting moderation period	Entry Level: Graphic Material Studies	March 2012	Assessment Support	Collette Flynn	(028) 9026 1223

Key date	Description	Qualification	Examination Series	Department in CCEA	Lead Contact in CCEA	Telephone Number
04/05/2012 – 11/05/2012	Visiting moderation period	Entry Level: Technology & Design	March 2012	Assessment Support	Collette Flynn	(028) 9026 1223
06/05/2012 – 08/06/2012	Assessment period and access to online TAC1's	QCF: Modern Languages	June 2012	Assessment Processing	Janet O'Reilly	(028) 9026 1200 ext 2377
7/05/2012	Sample moderation instructions issued to non direct claim centres (for outcomes submitted between 11 December and 21 April)	Essential Skills	June 2012	Assessment Processing	Janet O'Reilly	(028) 9026 1200 ext 2377
7/05/2012	Sample instructions for moderation issued to non direct claim centres	Key Skills	June 2012	Assessment Processing	Janet O'Reilly	(028) 9026 1200 ext 2377
09/05/2012 – 17/05/2012	External Tests	Key Skills Levels 1 – 3	June 2012	Assessment Processing	Janet O'Reilly	(028) 9026 1200 ext 2377
09/05/2012	Collection of GCE AS/A2 Music assignments	GCE AS/A2 Music	June 2012	GCE Exams Processing	Orla Kirk	(028) 9026 1268
10/05/2012	Issue sampling instructions	GCSE Construction	June 2012	Moderation	William Pentland	(028) 9026 1236
10/05/2012	Issue question papers (2 <sup>nd</sup> delivery)	GCE/GCSE	June 2012	Distribution	Paul O'Lynn	(028) 9026 1273
10/05/2012	Issue question papers, stationery, Invigilators' rolls and advice notes to centres	GCSE SAS/DAS Series 3 and 6 (Legacy & DAS New Spec)	May/June 2012	Distribution	Paul O'Lynn	(028) 9026 1273
11/05/2012	TAC1's submitted to CCEA by green light centres	Occupational Studies	June 2012	Assessment Processing	Margaret Cunningham	(028) 9026 1200 ext 2374
11/05/2012	Issue sampling instructions	GCE AS Technology & Design	June 2012	Moderation	William Pentland	(028) 9026 1236
14/05/2012	Collection of Controlled Assessment and marks	GCE Applied	June 2012	Moderation	William Pentland	(028) 9026 1236
14/05/2012	Collection of Coursework/Controlled Assessment samples and marks (TAC1 OMRs)	GCE/GCSE Moving Image Arts	June 2012	Moderation	William Pentland	(028) 9026 1236
14/05/2012	Issue sampling instructions	GCE A2 Art and Design	June 2012	Moderation	William Pentland	(028) 9026 1236
15/05/2012	Final date for return of Forecast Grade OMRs	GCE/GCSE	June 2012	Results & Certification	Christine Nolan	(028) 9026 1200 ext 2298
16/05/2012	Closing date for receipt of marks	GCE A2 Art and Design	June 2012	Moderation	William Pentland	(028) 9026 1236
17/05/2012	Collection of portfolios from non direct claims centres (for outcomes submitted between 11 December and 21 April)	Essential Skills	June 2012	Assessment Processing	Janet O'Reilly	(028) 9026 1200 ext 2377
14/05/2012	Collection of portfolios from non direct claims centres	Key Skills	June 2012	Assessment Processing	Janet O'Reilly	(028) 9026 1200 ext 2377

Key date	Description	Qualification	Examination Series	Department in CCEA	Lead Contact in CCEA	Telephone Number
17/05/2012	Closing date for receipt of Enquiry About Results	GCSE SAS/DAS Series 2 and 5	March 2012	Post-Result Services	Craig Burns	(028) 9026 1451
21/05/2012	Issue sampling instructions	GCSE Engineering/ Manufacturing	June 2012	Moderation	William Pentland	(028) 9026 1236
21/05/2012	Issue sampling instructions	GCE A2 Technology & Design	June 2012	Moderation	William Pentland	(028) 9026 1236
21/05/2012	Final date for submission of E-Portfolio	Key Skills	June 2012	Assessment Processing	Janet O'Reilly	(028) 9026 1200 ext 2377
22/05/2012	TAC1 forms and sample assessment materials submitted to CCEA	QCF: Classroom Assistants, Substance Misuse, Employability Skills and Personal Money Management	January 2012	Assessment Processing	Margaret Cunningham	(028) 9026 1200 ext 2374
22/04/2012 – 31/08/2012	Non direct claim centres submit online outcomes for moderation	Essential Skills	October 2012	Assessment Processing	Lindsey Hamilton	(028) 9026 1405
25/05/2012	Issue sampling instructions	GCE AS Art and Design	June 2012	Moderation	William Pentland	(028) 9026 1236
25/05/2012	Restricted release of results to centres only	Key Skills (Level 3)	March 2012	Results & Certification	Vincent Crossey	(028) 9026 1200 ext 2331
26/05/2012	Release of results to candidates	Key Skills (Level 3)	March 2012	Results & Certification	Vincent Crossey	(028) 9026 1200 ext 2331
28/05/2012	Preliminary entry forms issued to centres	Entry Level	March 2013	Assessment Support	Collette Flynn	(028) 9026 1223
30/05/2012	Collection of portfolios	COPE	June 2012	Assessment Processing	Janet O'Reilly	(028) 9026 1200 ext 2377
31/05/2012	Issue question papers (3 <sup>rd</sup> delivery)	GCE/GCSE	June 2012	Distribution	Paul O'Lynn	(028) 9026 1273
31/05/2012	Issue Certificates to centres	GCE/GCSE	January 2012	Results & Certification	Christine Nolan	(028) 9026 1200 ext 2298
				Distribution	Stephen Cassells	(028) 9026 1242

Δ This is the final date. Applications should however be submitted within 7 days of the last examination in the series in each subject as per Joint Council for Qualifications (JCQ) 'Access Arrangements, Reasonable Adjustments and Special Consideration'

**DISPATCH DATE: 25 MAY 2012 (TBC)**

Key date	Description	Qualification	Examination Series	Department in CCEA	Lead Contact in CCEA	Telephone Number
01/06/2012	Closing date for receipt of marks	GCE AS Art and Design	June 2012	<b>Moderation</b>	William Pentland	(028) 9026 1236
01/06/2012	Collection of AS/A2 Physics and AS/A2 Chemistry Internal Assessment Scripts	AS/A2 Physics & AS/A2 Chemistry	June 2012	<b>GCE Exams Processing</b>	Orla Kirk	(028) 9026 1268
11/06/2012	Collection of sample assessments and TAC1's	OLA	June 2012	<b>Assessment Processing</b>	Janet O'Reilly	(028) 9026 1200 ext 2377
11/06/2012	Collection of sample assessments and completion of online TAC1's	QCF: Modern Languages	June 2012	<b>Assessment Processing</b>	Janet O'Reilly	(028) 9026 1200 ext 2377
18/06/2012	Preliminary entry forms submitted to CCEA	Entry Level	March 2013	<b>Assessment Support</b>	Collette Flynn	(028) 9026 1223
29/06/2012	Last issue date for centre reports and certificates to non direct claims centres (for outcomes submitted between 11 December and 21 April)	Essential Skills	June 2012	<b>Assessment Processing</b>	Lindsey Hamilton	(028) 9026 1405
30/06/2012	Final timetables	GCE/GCSE	GCSE November 2012/ GCSE SAS/DAS 2012-2013 & GCE & GCSE January 2013	<b>Exam Preparation</b>	Sharon King	(028) 9026 1423
22/04/2012 – 31/08/2012	Non Direct Claims centres submit online outcomes for moderation	Essential Skills	October	<b>Assessment Processing</b>	Lindsey Hamilton	(028) 9026 1405
TBC	Restricted release of results to centres only	Entry Level	March 2012	<b>Results &amp; Certification</b>	Vincent Crossey	(028) 9026 1200 ext 2331
TBC	Release of results to candidates	Entry Level	March 2012	<b>Results &amp; Certification</b>	Vincent Crossey	(028) 9026 1200 ext 2331
30/06/2012	Issue Certificates to centres	Key Skills (Level 3)	March 2012	<b>Results &amp; Certification</b>	Christine Nolan	(028) 9026 1200 ext 2298
				<b>Distribution</b>	Stephen Cassells	(028) 9026 1242

**DISPATCH DATE: 15 JUNE 2012**

## July 2012

Key date	Description	Qualification	Examination Series	Department in CCEA	Lead Contact in CCEA	Telephone Number
03/07/2012	Final date for submitting special consideration requests <sup>Δ</sup>	GCE	June 2012	<b>Special Consideration</b>	Bronagh Campbell	(028) 9026 1293
04/07/2012	Final date for submitting special consideration requests <sup>Δ</sup>	GCSE	June 2012	<b>Special Consideration</b>	Bronagh Campbell	(028) 9026 1293
22/04/2012 – 31/08/2012	Non direct claim centres submit online outcomes for moderation	Essential Skills	October 2012	<b>Assessment Processing</b>	Lindsey Hamilton	(028) 9026 1405

<sup>Δ</sup> This is the final date. Applications should however be submitted within 7 days of the last examination in the series in each subject as per Joint Council for Qualifications (JCQ) 'Access Arrangements, Reasonable Adjustments and Special Consideration'

## August 2012

Key date	Description	Qualification	Examination Series	Department in CCEA	Lead Contact in CCEA	Telephone Number
22/04/2012 31/08/2012	Non direct claim centres submit online outcomes for moderation	Essential Skills	October 2012	Assessment Processing	Lindsey Hamilton	(028) 9026 1405
10/08/2012	Remoderation closing date for non direct claim centres (for outcomes submitted between 11 December and 21 April)	Essential Skills	June 2012	Assessment Processing	Gary Black	(028) 9026 1224
15/08/2012	Restricted release of results to centres only	GCE COPE Key Skills	June 2012	Results & Certification	Vincent Crossey	(028) 9026 1200 ext 2331
16/08/2012	Release of results to candidates	GCE COPE Key Skills	June 2012	Results & Certification	Vincent Crossey	(028) 9026 1200 ext 2331
22/08/2012	Restricted release of results to centres only	GCSE Occupational Studies OLA QCF: All Areas	June 2012	Results & Certification	Vincent Crossey	(028) 9026 1200 ext 2331
23/08/2012	Release of results to candidates	GCSE Occupational Studies OLA QCF: All Areas	June 2012	Results & Certification	Vincent Crossey	(028) 9026 1200 ext 2331
23/08/2012	Issue nomination forms to centres for attendance at Agreement Trials	GCE/GCSE	June 2013	Moderation	William Pentland	(028) 9026 1236
24/08/2012	Closing date for receipt of requests for GCE accelerated Enquiry About Results service	GCE	June 2012	Post-Result Services	Craig Burns	(028) 9026 1451
24/08/2012	Final date to apply for photocopies of GCE examination scripts before re-mark	GCE	June 2012	Post-Result Services	Craig Burns	(028) 9026 1451
27/08/2012	Non direct claims portfolios returned to centres	Essential Skills	June 2012	Assessment Processing	Janet O'Reilly	(028) 9026 1200 ext 2377

### DISPATCH DATE: 24 AUGUST 2012

Issue request for Estimated Entries and request for Early Release papers for Entry Level/GCSE and GCE

**Notes:**

- † Access arrangements should ideally be processed at the start of the candidate's two year GCSE and GCE course and no later than the entry date for the candidate's first set of examinations during the academic year 2011/2012.
- \* Centres awaiting January 2012 GCSE results may submit **re-sit** entries for the June series by 21 March 2012 and **these** candidates will not incur late entry charges. Centres awaiting March 2012 GCSE **New** DAS results may submit **re-sit** entries for the June series by 22 April 2012 and **these** candidates will not incur late entry charges.
- # see 'Early Release Question Papers/Pre-Release Materials Schedule of Dates for Issue to Candidates/Teachers'
- Δ This is the final date. Applications should however be submitted within 7 days of the last examination in the series in each subject as per Joint Council for Qualifications (JCQ) 'Access Arrangements, Reasonable Adjustments and Special Consideration'

To register for CCEA's online service please contact the Centre Support section, [centresupport@ccea.org.uk](mailto:centresupport@ccea.org.uk) or telephone (028) 9026 1293.

- (a) The calendar is a general guide only, you should refer also to the Specifications, and the appropriate sections in this handbook. Appropriate instructions to teachers, circulars and other issues will be dealt with by separate correspondence.
- (b) The term 'closing date' refers to the closing date for receipt at CCEA.
- (c) Dates of Visiting Assessors/Examiners are listed on the examination timetables.
- (d) Please quote your centre number in **all** correspondence with the CCEA.
- (e) Where dates specified are Saturday, Sunday or Public Holidays, the next working day applies.

### **Changes to Key Skills Level 3 Test Dates**

From 2012 CCEA is required to move its winter assessment series from January to March 2012 as directed by the Department for Business Innovation and Skills (BIS).

**It is important to note the following:**

**Level 3 Key Skills tests will not be available in January 2012**

**Level 3 Key Skills tests will be available in March 2012 & May 2012**

**The changes to the test arrangements apply to Level 3 Key Skills only**

**Level 1 and 2 are not affected by the changes**

The revised Level 3 schedule is set out below:

**CCEA Key Skills Level 3 Assessment Dates 2011-2013**

March 2012 : Test only

May 2012 : Test and portfolio

March 2013 : Test only

May 2013 : Test and portfolio