



# OCCUPATIONAL STUDIES REGISTRATIONS USER GUIDE

Guidance for Exam Officers  
2017

\*This document provides guidance and help for Exam Officers submitting Registrations for Occupational Studies

\*When using a printed version of this manual refer to the Occupational Studies Microsite to ensure you are using the updated version

Blank Page

## **CONTENTS**

<b>OCCUPATIONAL STUDIES REGISTRATIONS.....</b>	<b>1</b>
<b>SELECTING YEAR &amp; SEASON.....</b>	<b>2</b>
<b>CENTRE TAB.....</b>	<b>3</b>
<b>CENTRE REGISTRATIONS.....</b>	<b>4</b>
<b>CANDIDATE REGISTRATIONS.....</b>	<b>5</b>
<b>REPORT.....</b>	<b>6</b>
<b>FAQ.....</b>	<b>7</b>

Blank Page

## Occupational Studies Registrations

Your centre has been identified as an Administration Centre for online occupational studies registrations and you are responsible for:

- ✓ Online Identification of Teaching centre(s)
- ✓ Online Registration of units for January assessment
- ✓ Online Registration of units for March Entry Level
- ✓ Online Registration of units for Summer assessment
- ✓ Online Registration of units taught In-House

**Online Occupational Studies Registrations must be completed every year, before submission of actual entries and in January, March and Summer, even if you have entries in all seasons.**

Actual Entries are candidate and unit details submitted via A2c to CCEA (or manual entry form for centres not supported by C2k).

**N.B Teaching centres only have access to the reports tab.**

Actual Entries	January Assessment	March Entry Level Assessment	Summer Assessment
Closing Dates for Entry	21st October	31st January	21st February

## CCEA Contacts for Occupational Studies Registrations

Jennifer Bradley

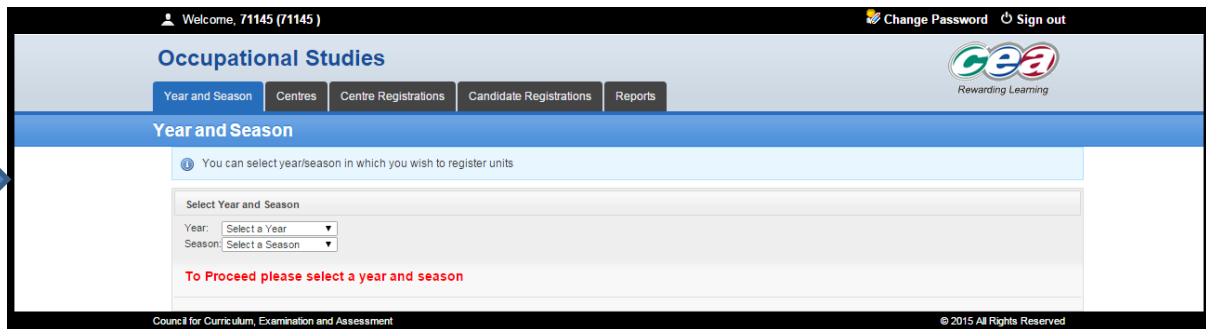
028 9026 1295

[jbradley@ccea.org.uk](mailto:jbradley@ccea.org.uk)

## Select Year & Season

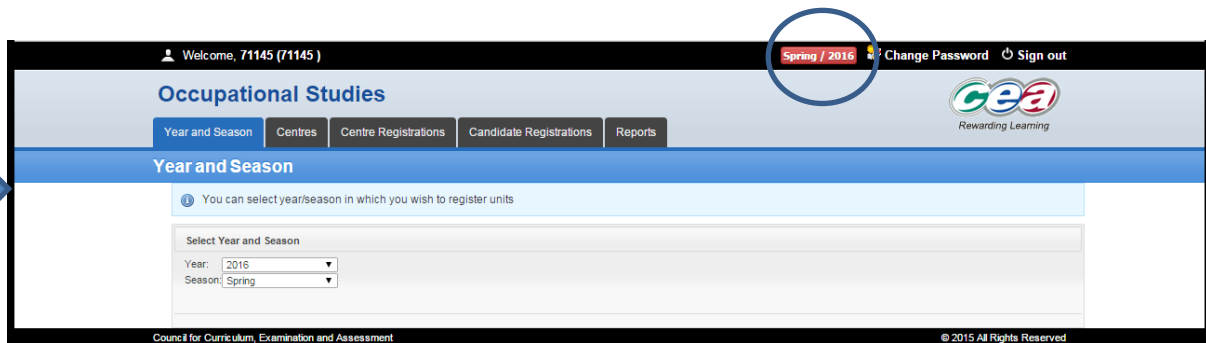
Select the appropriate Year and Season for the units required for registration. You will not be able to proceed with registering your units until the year and season has been selected.

**The series can only be selected when CCEA base data has been released.**



The screenshot shows the 'Occupational Studies' registration interface. At the top, there is a navigation bar with the following tabs: 'Year and Season', 'Centres', 'Centre Registrations', 'Candidate Registrations', and 'Reports'. The 'Year and Season' tab is highlighted in blue. Below the navigation bar, there is a section titled 'Year and Season' with a blue header. A message states: 'You can select year/season in which you wish to register units'. Below this, there are two dropdown menus: 'Year: Select a Year' and 'Season: Select a Season'. A red text prompt below the dropdowns reads: 'To Proceed please select a year and season'. The top right corner of the page shows 'Welcome, 71145 (71145)', 'Change Password', and 'Sign out' links. The CCEA logo and 'Rewarding Learning' tagline are also visible. The footer contains 'Council for Curriculum, Examination and Assessment' and '© 2015 All Rights Reserved'.

Once the Year and Season has been successfully selected it will appear in red at the top right hand corner of the screen. The Centres, Centre Registrations, Candidate Registrations and Reports tabs will now be active.



The screenshot shows the 'Occupational Studies' registration interface after a selection. The 'Year and Season' tab in the top navigation bar is now highlighted in red and contains the text 'Spring / 2016'. The 'Centres', 'Centre Registrations', 'Candidate Registrations', and 'Reports' tabs are now active and highlighted in blue. The 'Year and Season' section below the navigation bar remains the same, with the 'Year' dropdown set to '2016' and the 'Season' dropdown set to 'Spring'. The red text prompt 'To Proceed please select a year and season' is no longer present. The top right corner shows 'Welcome, 71145 (71145)', 'Change Password', and 'Sign out' links. The CCEA logo and 'Rewarding Learning' tagline are also visible. The footer contains 'Council for Curriculum, Examination and Assessment' and '© 2015 All Rights Reserved'.

## Select Centre Tab

The **Centres Tab** allows the admin centre to set up teaching centres in which their students are being offered Occupational Studies

\*Please note that any centre partnerships previously identified from previous exams season will automatically be listed.

Occupational Studies

Year and Season Centres Centre Registrations Candidate Registrations Reports

Teaching Centres

You can add/delete a teaching centre via this screen  
Select a centre before adding it to the list

Complete List of Centres

Select a Centre Add Centre

Your List of Centres

Centre No.	Centre Name	
71006	CCEA - QUESTION PAPER PRODUCTION	Delete
71007	CCEA - MALLUSK	Delete
71999	CCEA - PRIVATE CANDIDATES	Delete

Council for Curriculum, Examination and Assessment © 2015 All Rights Reserved

### To add new centre:

1. Select the relevant centre from the drop down menu. (The drop down menu details all centres currently registered with CCEA in alphabetical order)
2. Click **"Add Centre"**. The following text will appear **You have added a new Centre**. The teaching centre will now appear under the heading Your List of Centres.

**\*\* To remove a centre from your list click on blue delete function located on the right hand side of the centre name.**

## Select Centre Registrations

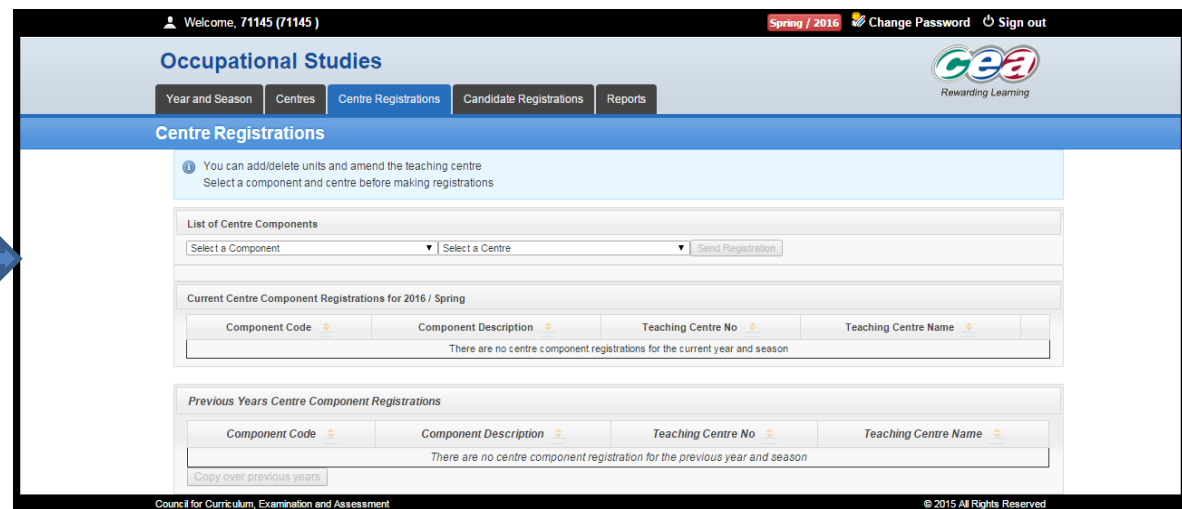
Once the teaching centre(s) have been identified and registered, follow the instructions below on registering new units.

\*\* If the Online Occupational Studies Registrations you are submitting have not changed from the previous season, centres can copy over the previous data by clicking on **Copy over previous years** button located at the bottom left hand side of your screen.

### To Register New Units:

1. Select the component (unit) from the drop down box
2. Select the teaching centre from the drop down box
3. Click on the activated Send Registration button.
4. The unit will then appear in the box below. Repeat the process for each unit

To remove a component (unit) click on the delete icon located to the right of the Teaching Centre Name.



The screenshot shows the 'Occupational Studies' web interface. At the top, there is a navigation bar with 'Year and Season', 'Centres', 'Centre Registrations', 'Candidate Registrations', and 'Reports'. The 'Centre Registrations' tab is active. Below the navigation bar, there is a blue header with the text 'Centre Registrations'. A message box states: 'You can add/delete units and amend the teaching centre. Select a component and centre before making registrations.' Below this, there is a 'List of Centre Components' section with a dropdown menu for 'Select a Component' and another for 'Select a Centre', followed by a 'Send Registration' button. Below that, there is a section for 'Current Centre Component Registrations for 2016 / Spring' with a table that has columns for 'Component Code', 'Component Description', 'Teaching Centre No', and 'Teaching Centre Name'. The table is currently empty, with the text 'There are no centre component registrations for the current year and season' below it. Below this, there is a section for 'Previous Years Centre Component Registrations' with a similar table structure. The table is also empty, with the text 'There are no centre component registration for the previous year and season' below it. At the bottom left of the interface, there is a 'Copy over previous years' button. The footer of the page includes 'Council for Curriculum, Examination and Assessment' and '© 2015 All Rights Reserved'.

\*\*Remember to click on the Send Registration button each time. **Ensure you include units taught In-House.**

\*\* Please note a unit can only be registered to one teaching centre prior to actual entries being submitted.



## Candidate Registrations

Where a centre has submitted an entry prior to registering the unit the centre will be automatically directed to the Candidate Registrations Tab.

The Component, Teaching Centre and all candidates are selected. You are only required to **Click** on the activated **“Register Candidate”** button.

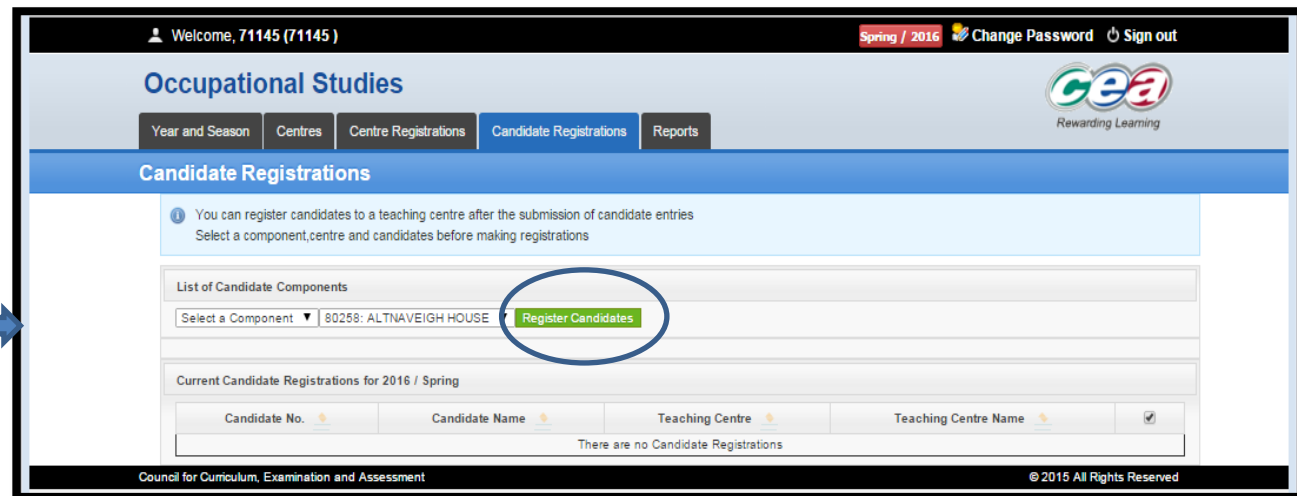
### Multiple Teaching Centres for Same Unit

If you have more than one teaching centre for a specific unit, register the unit initially to one centre only.

Once the entry has been submitted and processed by CCEA you must register the unit again and select the second teaching centre.

You will be automatically redirected to the Candidate Registration Screen.

Deselect any candidate that is not to be moved to the second teaching centre by clicking on the tick box and then click Register Candidates.



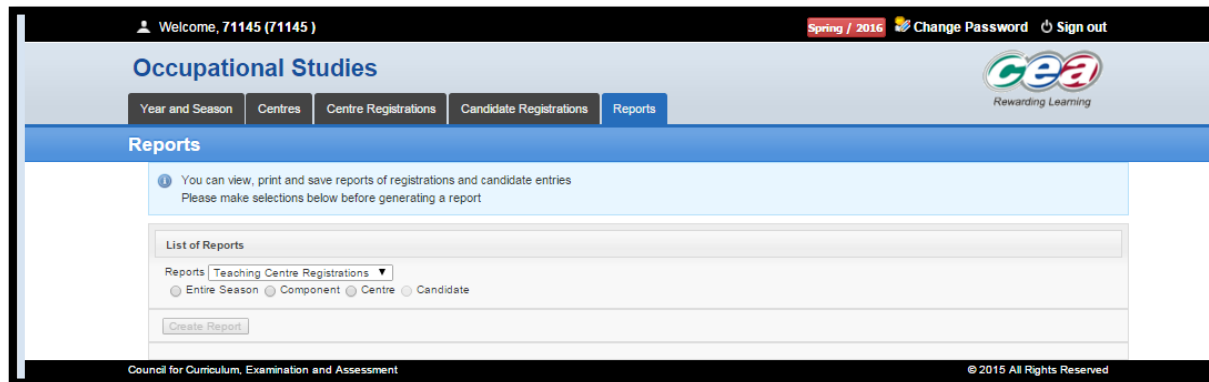
The screenshot shows the 'Occupational Studies' interface with the 'Candidate Registrations' tab selected. A message states: 'You can register candidates to a teaching centre after the submission of candidate entries. Select a component, centre and candidates before making registrations.' Below this, a dropdown menu shows '80258: ALTNAVEIGH HOUSE' and a green 'Register Candidates' button is circled in blue. A table below shows 'Current Candidate Registrations for 2016 / Spring' with columns for Candidate No., Candidate Name, Teaching Centre, Teaching Centre Name, and a tick box. The table is currently empty, with the text 'There are no Candidate Registrations' below it. The footer includes 'Council for Curriculum, Examination and Assessment' and '© 2015 All Rights Reserved'.

## Reports

You can view, print and save reports of the units you have registered and the candidates you have entered. You can select the Entire Season, Component, Centre or Candidate. You can email reports to your teaching centre for verification.

You can produce reports by Admin Centre or Teaching Centre.

**N.B Teaching centres only have access to the reports tab.**



The screenshot shows a web application interface for 'Occupational Studies'. At the top, there is a navigation bar with the following elements: 'Welcome, 71145 (71145)', 'Spring / 2016', 'Change Password', and 'Sign out'. Below this is a header with the 'Occupational Studies' title and the 'cea' logo with the tagline 'Rewarding Learning'. A secondary navigation bar contains tabs for 'Year and Season', 'Centres', 'Centre Registrations', 'Candidate Registrations', and 'Reports', with 'Reports' being the active tab. The main content area is titled 'Reports' and contains an information message: 'You can view, print and save reports of registrations and candidate entries. Please make selections below before generating a report'. Below this message is a 'List of Reports' section with a dropdown menu set to 'Teaching Centre Registrations' and four radio button options: 'Entire Season', 'Component', 'Centre', and 'Candidate'. A 'Create Report' button is located at the bottom of this section. The footer of the page includes 'Council for Curriculum, Examination and Assessment' on the left and '© 2015 All Rights Reserved' on the right.

## FAQ

Question	Answer
Why is it important to complete registrations for Occupational Studies?	<p>Most Occupational Studies units are taught off-site. Therefore for administration purposes it is imperative CCEA know:</p> <ul style="list-style-type: none"> <li>• Where to send TAC1 forms for completion</li> <li>• Where to collect portfolios</li> <li>• Where/who to contact with queries</li> </ul> <p>Failure to get this right could incur additional costs and compromise candidate results.</p>
Why do I need to register units?	Registration of units shows where the units are being taught so that the TAC 1 form is sent to the correct Centre and the portfolios are collected from the correct location.
Why do I need to register my candidates? I have already entered them.	Candidates do not need to be registered. It is units which need to be registered which are then linked to the entries. This is to show where the units are being taught so that the TAC 1 Forms are sent to the correct Teaching centre.
I have received an email about registering units. What does that mean?	CCEA have received an entry for a unit which has not been registered. Units need to be registered to show where they are being taught so that the TAC 1 form is sent to the correct Teaching centre.
I forgot to register units and have put on the entries. Is it too late to register the units?	No. Please register the units as soon as possible. However if you have already received your Tac 1 forms please contact the Assessment Administration Team on 028 9026 1200 ext. 2374.
Our students are taught at their own school, do we still need to register the unit(s)?	Yes. You must register your centre as the Teaching centre.
Why is there more than one code for some units?	<p>Some units are available within more than one pathway to give greater flexibility. For example, it would be possible to choose:</p> <ul style="list-style-type: none"> <li>• Carpentry &amp; Joinery with Digital Music to achieve a qualification in Technology &amp; Innovation</li> <li>or</li> <li>• Carpentry &amp; Joinery with Plumbing to achieve a qualification in Construction.</li> </ul>
Who is responsible for ensuring registrations and entries are correct?	It is the responsibility of the administration centre to ensure registrations and entries are completed correctly. There should be regular contact with the teaching centre to ensure that the units entered by candidates are up to date. To assist in this process both the administration centre and teaching centre can use the online registration system to access registration and entry reports.