



External Candidate Booklet

September 2019 – June 2020

This booklet contains guidance for external candidates wishing to enter for CCEA examinations.

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(Including contact details and conditions of acceptance)

Information for External Candidates

What is an external candidate?

An external candidate is a candidate who wishes to sit CCEA examinations and requires a centre to submit their entry to CCEA and to provide accommodation for the examination(s). The candidate is normally a student who does not attend classes and is studying independently to obtain their qualification.

How do I enter as an external candidate?

A registered School or Further Education College must enter a candidate. A candidate is unable to enter directly via CCEA. It is up to the candidate to contact the centres detailed in this booklet regarding entry for examinations and conditions of acceptance. It is advised that candidates contact centres well in advance of the entry closing dates.

The centres in this booklet that have specified Past Pupils Only will not accept any other type of external candidate.

The table below details the entry closing dates for CCEA examinations.

Examination Series	Examinations Offered	Closing Date for Receipt of Entries
GCSE November (Winter)	Science: Double Award Science: Single Award	4 October 2019
GCSE January (Spring)	GCSE English GCSE Mathematics	21 October 2019
GCSE March	Science: Double Award Science: Single Award	31 January 2020
GCE May/June Assessment GCSE May/June Assessment	GCSE May/June Examinations Non-Modular (Linear) GCSE May/June Assessment Units GCE A/AS May/June Assessment Units	21 February 2020

- **Please note: Centres may have their own internal closing dates. These should be confirmed with the Centre.**
- **GCE A/AS examinations are available in the summer examination series ONLY.**

Information for External Candidates

Where can I find the course content/subject specifications?

All specifications and relevant material, such as past papers/support materials, are available for download via the CCEA website www.ccea.org.uk.

What information will I need?

You will need to provide the centre with details of the examination(s) you wish to undertake, any certification codes, personal details i.e. name, age, date of birth, your **UCI** number and **ULN** Number. You will also be asked to provide photographic evidence for identification purposes.

What is a UCI number?

A UCI number is a unique 13-digit code that links all of your examination results. This number is issued when you undertake your first examination and is detailed on your Statement of Entry, Statement of Results and examination Certificate.

What if I do not have my UCI number?

If you do not have this number, you will need to contact your previous centre who can provide you with this information. If you are unable to locate your UCI number the entering centre can allocate one for you. However, please be aware that failure to maintain your UCI number could result in delays for receiving results.

What is a ULN number?

A ULN number is a unique 10-digit number allocated to candidates to enable the upkeep of their Personal Learner Record.

What if I do not have my ULN number?

If you do not have this number, you will need to contact your previous centre who can provide you with this information. Candidates cannot be issued with a new ULN number.

What is a certification (cash in) code?

A certification code is the overall code for a **subject** and links all the units within that specification. This allows an overall grade to be awarded. If you wish to receive a grade/certificate you must inform the centre that you require an entry for certification.

Information for External Candidates

How much does it cost to enter as an external candidate?

An Excel document detailing examination fees is contained in the Qualifications Administration Handbook available for download via the CCEA website www.ccea.org.uk.

Centres may also levy additional administration charges. Any additional charges are at the discretion of the exam centre.

An external candidate will pay the entry and administrative charges (if applicable) directly to the exam centre. Payments cannot be sent directly to CCEA.

How do I submit AS/A2 coursework for marking?

The centre that makes the exam entry is normally responsible for marking a candidate's coursework unit. The centres detailed in this booklet **will not** mark any coursework, as they cannot verify that the work is the candidate's own. CCEA does not mark any coursework on behalf of an external candidate. If a centre is unwilling to mark and verify the coursework it cannot be accepted by CCEA. Any previous coursework unit results will remain available if only written examinations re-taken.

AS/A2 Science Practical Examinations

Many centres **will not** accept entries from an external candidate for a practical examination where the centre does not teach that specification. Information for the conduct of the practical exam is only issued to centres that have identified to CCEA that they required this information. Centres not offering the specification will not receive any documentation. Please inform the centre at the beginning of your enquiry if any of the unit(s) you wish to sit is a practical exam.

How many attempts do I have at an A/AS Level?

Candidates may re-sit an individual unit ONCE only. This applies to all AS and A2 units.

A qualification may be taken more than once. However if units have been attempted twice then candidates will have to re-enter all units and the appropriate cash-in again (Fresh Start).

Please note: no results from units taken prior to the fresh start can be used in calculating the new grade.

I cannot find the exam I wish to enter on the CCEA timetable

The unit may be a coursework or controlled assessment unit. These assessments are not listed on the timetable as the subject teacher conducts them within class time. If the unit is a written exam, it may not be available in the January examination series but available in May/June examination series only. AS and A2 examinations are only available in the May/June examination series.

I am a candidate studying in England; can I enter for CCEA examinations?

Centres in England are not permitted to enter candidates for CCEA examinations.

Information for External Candidates

Can I retake a GCSE?

A candidate may retake a GCSE qualification. The candidate must complete their course by taking unit(s) that make up at least 40% of the weighting for the whole qualification (Terminal Rule). The results for the unit(s) that satisfy this 40% terminal requirement will count (i.e. they will be used to calculate the grade); even if a better score for an earlier attempt at exists.

I am a candidate currently being home tutored; can I enter for CCEA GCSE examinations?

CCEA GCSE Specifications are not suitable for any candidate that is home studied. This is due to the controlled assessment criterion. A centre will not mark any controlled assessment units on your behalf if you do not normally attend that centre.

Does CCEA offer tuition for external candidates?

No CCEA is an Awarding Organisation and does not provide private tutoring for external candidates. CCEA do not hold any details on tutors who are willing to accept individual candidates for one to one tuition.

How will I receive my results?

The exam results are issued directly to centres. You will need to confirm arrangements with the centre for the collection of your examination results. CCEA **do not** issue results directly to candidates.

Can I query my results?

CCEA offer a number of Post Results Services: a clerical recheck of your examination paper; a review of the marking on your examination paper; and access to your marked examination paper. These services are detailed in the following area of our website.

http://ccea.org.uk/qualifications/adminhelp/results_information/review_marking

Should you wish to avail of any of these services you should contact the centre you are entered through to submit an application on your behalf. Please note the charges associated with each service, and centres may apply their own levy for additional administration.

Should you have any difficulty in applying for a review of marking or access to a script through the centre at which you have been entered, please contact CCEA directly - postresults@ccea.org.uk

How do I contact CCEA?

For queries involving the content of a specification you should contact the relevant subject officer. Each specification details the contact details for the officer responsible and their support officer. If you have any queries relating to entering as an external candidate you should contact Jennifer Bradley in the Entries Section.
Jennifer Bradley:

Tel (028) 9026 1295

Email jbradley@ccea.org.uk

Email entriesandresults@ccea.org.uk

GUIDANCE NOTES

GCSE Specifications Controlled Assessment

Most GCSE Specifications contain controlled/internal assessment. Controlled assessment is for GCSE subjects that require internal assessment.

Further information on controlled assessments can be obtained from the controlled assessment microsite on the CCEA website www.ccea.org.uk or JCQ website www.jcq.org.uk.

Controlled assessment units are not suitable for independent study. Centres that are willing to accept external candidates do not mark any controlled assessment units.

If you wish to re-sit controlled assessment units you will need to advise the centre at the beginning of your enquiry. If the centre does not accept entries for controlled assessment units, you will need to enrol in a night class/part time study course to complete the specification.

CCEA GCSE Specifications that do not contain any Controlled Assessment

- Mathematics
- Further Maths
- Statistics
- Economics
- Geography
- Government & Politics
- History
- Religious Studies

Non Modular Examinations (Linear Specification) that included a Controlled Assessment

Where a candidate repeats a **non-modular** (Linear) qualification, their moderated controlled assessment marks may be carried forward during the lifetime of the specification. Further information on the transfer of Controlled Assessment/Coursework can be obtained from the JCQ website www.jcq.org.uk.

Centre Number	Centre Details	Contact Details	Exams Officer	Exams Series		Conditions of Acceptance
				Jan	May	
BALLYMENA						
71312	Cambridge House Grammar School Cambridge Avenue Ballymena BT42 2EL	Tel: (028) 2564 3151 Fax: (028) 2565 1239 Email: kmclurg892@c2kni.net	Kathryn McClurg	Yes	Yes	Past Pupils Only
BALLYNAHINCH						
71506	The High School, Ballynahinch 103 Belfast Road Ballynahinch BT24 8EH	Tel: (028) 9756 2424 Fax: (028) 9756 1502 Email: lharvey896@c2kni.net	Lynsey Harvey	No	Yes	GCSE Only
BALLYMONEY						
71329	Dalriada School St James's Road Ballymoney BT53 6BL	Tel: (028) 2766 3066 Fax: (028) 2766 5727 Email: pcrerand704@c2kni.net	Pat Crerand	No	Yes	Past Pupils Only
BANBRIDGE						
71705	Banbridge High School Primrose Gardens Banbridge BT32 3EW	Tel: (028) 4062 2471 Email: jgreen398@banbridgehigh.banbridge.ni.sch.uk	Jane Green	Yes	Yes	Written Exams Only
BELFAST						
71129	Blessed Trinity 619 Antrim Road Belfast BT15 4DZ	Tel: (028) 9037 0665 Fax: (028) 9077 6007 Email: mmartin616@c2kni.net	Mary Martin	Yes	Yes	Past Pupils Only

Centre Number	Centre Details	Contact Details	Exams Officer	Exams Series		Conditions of Acceptance
				Jan	May	
71145	St Genevieve's High School Trench House 87 Stewartstown Road Belfast BT11 9JP	Tel: (028) 9092 5670 Fax: (028) 9092 5675 Email: acompston833@c2kni.net	Anne Compston	Yes	Yes	Past Pupils Only
71171	Union Theological College 108 Botanic Avenue Belfast BT7 1JT	Tel: (028) 9020 5080 Fax: (028) 9020 5099 Email: k.brown@union.ac.uk	Ken Brown	No	Yes	GCE Religious Studies Only
71273	St Joseph's College 518-572 Ravenhill Road Belfast BT6 0BY	Tel: (028) 9049 1280 Fax: (028) 9064 5808 Email: mjohnston199@c2kni.net	Michelle Johnston	Yes	Yes	Past Pupils Only
COALISLNAD						
71627	St Joseph's College 29 School Lane Coalisland BT71 4NW	Tel: (028) 8774 0510 Fax: (028) 8774 7200 Email: mmcnally019@c2kni.net	Martina McNally	Yes	Yes	GCSE Only
COLERAINE						
71347	Loreto College Castlerock Road Coleraine Co Londonderry BT51 3JZ	Tel: (028) 7034 3611 Fax: (028) 7035 3037 Email: pdougan956@c2kni.net	Pauline Dougan	Yes	Yes	External candidates to confirm conditions of acceptance with centre

Centre Number	Centre Details	Contact Details	Exams Officer	Exams Series		Conditions of Acceptance
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COOKSTOWN						
71631	Holy Trinity College 9-29 Chapel Street Cookstown Co Tyrone BT80 8QB	Tel: (028) 8676 2420 Fax: (028) 8676 3457 Email: eloughran849@c2kni.net	Eoin Loughran	Yes	Yes	External candidates to confirm conditions of acceptance with centre
71629	Cookstown High School Coolnafranky Demesne Molesworth Street Cookstown BT80 8PQ	Tel: (028) 8676 3620 Fax: (028) 8676 1210 Email: mhogg247@chs.cookstown.ni.sch.uk	Mary Hogg	Yes	Yes	External candidates to confirm conditions of acceptance with centre
CRAIGAVON/LURGAN						
71635	Brownlow College Tullygally Road Craigavon Co Armagh BT65 5BS	Tel: (028) 3834 2121 Please contact the school by telephone only.	Kieran McKernan	Yes	Yes	External candidates to confirm conditions of acceptance with centre
DERRY ~ LONDONDERRY						
71865	St Columb's College Buncrana Road Derry BT48 8NH	Tel: (028) 7128 5000 Fax: (028) 7128 5007 Email: aokane352@stcolumbs.derry.ni.sch.uk	Ailish O Kane	Yes	Yes	External candidates to confirm conditions of acceptance with centre
71887	Lumen Christi College Bishop Street Derry BT48 6UJ	Tel: (028) 7136 2595 Fax: (028) 7137 2544 Email: lharkin877@c2kni.net Email: kmcdonald965@lumenchristi.derry.ni.sch.uk	Louise Harkin	No	Yes	Past Pupils Only

Centre Number	Centre Details	Contact Details	Exams Officer	Exams Series		Conditions of Acceptance
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DUNGANNON						
71645	South West College (Dungannon) Circular Road Dungannon BT71 6BQ	Tel: (028) 8225 0109 Email: lesley.black@swc.ac.uk	Lesley Black	Yes	Yes	GCSE Subjects offered by Centre only
FERMANAGH/WEST TYRONE						
71943	St Mary's College Lisnarick Road Irvinestown Enniskillen BT94 1EL	Tel: (028) 6862 1318 Fax: (028) 6862 8376 Email: dtoner655@stmarys.irvinestown.ni.sch.uk	Denise Toner	Yes	No	External candidates to confirm conditions of acceptance with centre
71947	Kilskeery Independent Christian School Old Junction Road Trillick BT78 3RN	Tel: (028) 8956 1560 Email: kilskeery@independentchristianschool.org	Jennifer Dobbin	Yes	Yes	Acceptance will be judged on an individual basis
71913	St Aidan's High School 138 Main Street Derrylin Enniskillen Co Fermanagh BT92 9PD	Tel: (028) 6774 8337 Fax: (028) 6774 8300 Email: pconnolly077@staidans.derrylin.ni.sch.uk	Padraig Connolly	Yes	Yes	Past Pupils given Priority Subjects offered by centre only
LARNE						
71431	Larne Grammar School 4-6 Lower Cairncastle Road Larne Co Antrim BT40 1PQ	Tel: (028) 2827 2791 Fax: (028) 2827 5022 Email: pmcnaughten022@c2kni.net Email: cweir484@c2kni.net	Paul McNaughton/ Colin Weir	No	Yes	Past Pupils Only Written Exams Only No Practical's Accepted

Centre Number	Centre Details	Contact Details	Exams Officer	Exams Series		Conditions of Acceptance
				Jan	May	
NEWRY						
71725	Kilkeel High School Knockchree Avenue Kilkeel Newry BT34 4BP	Tel: (028) 4176 2365 Fax: (028) 4176 5038 Email: hhanna669@c2kni.net	Heather Hanna	Yes	Yes	Subjects offered by centre only
71761	St Joseph's Boys High School 20 Armagh Road Newry BT35 6DH	Tel: (028) 3026 2595 Fax: (028) 3026 4420 Email: mgallagher841@c2kni.net	Mark Gallagher	Yes	Yes	External candidates to confirm conditions of acceptance with centre
71757	St Colman's College Violet Hill 46 Armagh Road Newry BT35 6PP	Tel: (028) 3026 2451 Fax: (028) 3026 7422 Email: mgoss545@stcolmans.newry.ni.sch.uk	Martin Goss	No	Yes	Past Pupils Only Specifications offered by Centre Only Written Exams Only
71769	St Paul's High School 108 Camlough Road Bessbrook Newry BT35 7EE	Tel: (028) 3083 0309 Fax: (028) 3083 9948 Email: ktrainor068@c2kni.net	Katrina Trainor	Yes	Yes	External candidates to confirm conditions of acceptance with centre
NEWTOWNABBEY						
71441	Belfast High School 740 Shore Road Newtownabbey BT37 0PX	Tel: (028) 9086 4431 Fax: (028) 9086 1527 Email: dmcneill687@c2kni.net	Denise McNeill	No	Yes	Past Pupils Only Written Exams Only

Centre Number	Centre Details	Contact Details	Exams Officer	Exams Series		Conditions of Acceptance
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NEWTOWNHAMILTON						
71777	Newtownhamilton High School 9 Armagh Road Newtownhamilton Co Armagh BT35 0DG	Tel: (028) 3087 8246 Fax: (028) 3087 8192 Email: driddle732@c2kni.net	Derek Riddle	Yes	Yes	Subjects offered by Centre Only Written exams Only