



External Candidate Booklet

September 2017 – June 2018

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

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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 January (Spring)	GCSE English GCSE Mathematics GCSE Learning for Life & Work	21 October 2017
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 2018

- **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 and your UCI 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 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.

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.

Information for External Candidates

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 verify and mark 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.

Revision of GCE A/AS Specifications

CCEA have revised their suite of GCE A/AS qualifications. Any candidate who began their course of study prior to September 2016 will have a final opportunity to re-sit GCE A2 Units Only in Summer 2018. No GCE AS re-sits are available in Summer 2018 for courses prior to September 2016.

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. Please refer to the guidance notes outlining the weightings of GCSE units:

http://ccea.org.uk/sites/default/files/docs/qualifications/admin_help/handbook/Modular_GCSE_Unit_Weightings_2016-17.pdf]

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.

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

Fax: 028 9026 1289

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 Assessments

- Religious Studies
- Mathematics
- Further Mathematics

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 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	
ARMAGH						
71621	St Patrick's High School Middletown Road Keady Armagh BT60 3TH	Tel: (028) 3753 1393 Fax: (028) 3753 8683 Email: soconnor760@c2kni.net	Sean O'Connor	Yes	Yes	Past Pupils Only Written Exams Only
BALLYMENA						
71351	Cullybackey College 44 Pottinger Street Cullybackey Ballymena BT42 1BP	Tel: (028) 2588 0771 Fax: (028) 2588 1440 Email: pbell321@c2kni.net Email: pbeattie687@c2kni.net	Paul Bell or Paul Beattie	Yes	Yes	External candidates to confirm conditions of acceptance with centre
71312	Cambridge House Grammar School Cambridge Avenue Ballymena BT42 2EL	Tel: (028) 2564 3151 Fax: (028) 2565 1239 Email: kmccclurg892@c2kni.net	Kathryn MClurg	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	Yes	Yes	GCSE Only
BANBRIDGE						
71705	Banbridge High School Primrose Gardens Banbridge Co Down BT32 3EP	Tel: (028) 4062 2471 Fax: (028) 4062 8280 Email: jgreen398@banbridgehigh.banbridge.ni.sch.uk	Jane Green	Yes	Yes	Written Exams Only No Controlled Assessment or Coursework Units
71713	St Patrick's College Scarva Road Banbridge BT31 3A	Tel: (028) 4066 2309 Fax: (028) 4066 2367 Email: tdiamond878@c2kni.net	Tracy Diamond	Yes	Yes	External candidates to confirm conditions of acceptance with centre

Centre Number	Centre Details	Contact Details	Exams Officer	Exams Series		Conditions of Acceptance
				Jan	May	
BANGOR						
71509	Bangor Grammar School 84 Gransha Road Bangor Co Down BT19 7QU	Tel: (028) 9147 3734 Fax: (028) 9127 3245 Email: srobinson131@c2kni.net	Stephen Robinson	Yes	Yes	Subjects offered by Centre only
BELFAST						
71107	Christian Brothers' School Glen Road Belfast BT11 8BW	Tel: (028) 9080 8050 Fax: (028) 9090 8055 Email: cmervyn686@christianbrothers.belfast.ni.sch.uk	Cathal Mervyn	No	Yes	External candidates to confirm conditions of acceptance with centre
71127	De La Salle College Edenmore Drive Belfast BT11 8LT	Tel: (028) 9050 8800 Fax: (028) 9050 8820 Email: rallen730@c2kni.net	Mrs Roisin Allen	No	Yes	External candidates to confirm conditions of acceptance with centre
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
71149	St Malachy's College 36 Antrim Road Belfast BT15 2AE	Tel: (028) 9074 8285 Fax: (028) 9074 1066 Email: bcorrigan217@stmalachys.belfast.ni.sch.uk	Bernadette Corrigan	Yes	Yes	Past Pupils Only
71164	Conway Education Centre 5-7 Conway Street Belfast BT13 2DE	Tel: (028) 9024 8543 Fax: (028) 9023 0427 Email: bkelly@conwayeducation.org	Brenda Kelly	Yes	Yes	External candidates to confirm conditions of acceptance with centre

Centre Number	Centre Details	Contact Details	Exams Officer	Exams Series		Conditions of Acceptance
				Jan	May	
71216	Campbell College Belmont Road Belfast BT4 2ND	Tel: (028) 9076 3076 Fax: (028) 9076 1894 Email: wshannon798@c2kni.net	Wendy Shannon	No	Yes	Past Pupils Only
71255	Hunterhouse College Finaghy Belfast BT10 0LF	Tel: (028) 9061 2293 Fax: (028) 9062 9790 Email: hdowns537@c2kni.net	Helen Douds	Yes	Yes	Past Pupils Only
CASTLEDERG						
71907	Castlederh High School 16 Castelgore Road Castleberg Co Tyrone BT81 7RU	Tel: (028) 8167 1272 Fax: (028) 8167 1272 Email: vmowbray979@chs.castleberg.ni.sch.uk	Valerie Mowbray	Yes	Yes	Subjects offered by Centre Only
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	Past Pupils Only
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

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DOWNPATRICK						
71637	Lismore Comprehensive School Drungask Brownlow Craigavon BT65 5DU	Tel: (028) 3831 4950 Fax: (028) 3831 4966 Email: rlavery935@c2kni.net	Rosemary Lavery	Yes	Yes	Past Pupils Only
71549	St Mary's High School Ardglass Road Downpatrick Co Down BT30 6JQ	Tel: (028) 4461 2515 Fax: (028) 4461 6807 Email: adoran267@stmaryshs.downpatrick.ni.sch.uk	Anne Doran	Yes	Yes	Past Pupils Only
71534	St Colmcille's High School 1 Killyleagh Road Crossgar Downpatrick BT30 9EY	Tel: (028) 4483 0311 Fax: (028) 4483 1383 Email: nbell526@c2kni.net	Nicola Bell	Yes	Yes	Past Pupils Only
DUNGANNON						
71625	St Ciaran's College 15 Tullybryan Road Ballygawley Dungannon BT70 2LY	Tel: (028) 8556 8640 Fax: (028) 8556 8660 Email: mdonnelly146@c2kni.net	Majella Donnelly	Yes	Yes	Subjects offered by Centre only Written Exams Only
71644	Integrated College Dungannon 21 Gortmerron Link Road Dungannon Co Tyrone BT71 6LS	Tel: (028) 8772 4401 Fax: (028) 8772 5499 Email: sholmes171@c2kni.net	Shona Holmes	Yes	Yes	External candidates to confirm conditions of acceptance with centre
71645	South West College (Dungannon) Circular Road Dungannon BT71 6BQ	Tel: 0845 603 188 Fax: (028) 8775 2018 Email: lesley.black@swc.ac.uk	Lesley Black	Yes	Yes	Subjects offered by Centre only

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				Jan	May	
FERMANAGH/WEST TYRONE						
71901	St Mary's High School 160 Brollagh Road Belleek Enniskillen BT93 3AH	Tel: (028) 6865 8257 Fax: (028) 6865 9389 Email: mtreacy635@stmarys.belleek.ni.sch.uk	Mary Treacy	Yes	Yes	Subjects offered by Centre Only Written Exams Only
71903	Enniskillen Royal Grammar School 1 Lough Shore Road Enniskillen BT74 5HD	Tel: (028) 6632 2658 Email: jmchughbreen233@c2kni.net	Joanne McHugh-Breen	No	Yes	Acceptance will be judged on an individual basis
71928	South West College (Fermanagh) Fairview 1-7 Dublin Road Enniskillen BT74 6AE	Tel: 0845 603 1881 Fax: (028) 6632 6357 Email: Sharon.McElwaine@swc.ac.uk	Sharon McElwaine	No	Yes	External candidates to confirm conditions of acceptance with centre
71947	Kilskeery Independent Christian School Old Junction Road Trillick Omagh BT78 3RN	Tel: (028) 8956 1560 Email: pj.foster@independentchristianschool.org	Pamela Foster	Yes	Yes	Acceptance will be judged on an individual basis
HOLYWOOD						
71564	Sullivan Upper School Belfast Road Holywood BT18 9EP	Tel: (028) 9042 8780 Fax: (028) 9042 7644 Emil: info@sullivanupper.hollywood.ni.sch.uk	TBC	No	Yes	Past Pupils Only GCE A/AS Subjects Only

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DERRY ~ LONDONDERRY						
71843	Oakgrove Integrated College Stradreagh Gransha Park Londonderry BT47 6TG	Tel: (028) 7186 0443 Fax: (028) 7186 0536 Email: lhompson951@c2kni.net	Lynne Thompson	Yes	Yes	External candidates to confirm conditions of acceptance with centre
71869	St Joseph's Boys' School Westway Creggan Londonderry BT48 9NX	Tel: (028) 7126 2923 Fax: (028) 7137 0032 Email: kodonnell804@c2kni.net	Karen O'Donnell	Yes	Yes	Subjects offered by Centre only Written Exams Only
71865	St Columb's College Buncrana Road Derry BT48 8NH	Tel: (028) 7128 5000 Fax: (028) 7128 5007 Email: dcarlin876@stcolumbs.com	Dermot Carlin	Yes	Yes	Past Pupils Only
71887	Lumen Christi College Bishop Street Berry BT48 6UJ	Tel: (028) 7136 2595 Fax: (028) 7137 2544 Email: lharkin877@c2kni.net	Louise Harkin	Yes	Yes	Past Pupils Only
NEWRY						
71725	Kilkeel High School Knockchree Avenue Kilkeel Newry BT34 4BP	Tel: (028) 4176 2365 Fax: (028) 4176 5038 Email: rreilly546@kilkeelhigh.kilkeel.ni.sch.uk	Ruth Reilly	Yes	Yes	Specifications offered by Centre Only Written Exams Only
71733	St Columban's College 127 Newcastle Road Kilkeel Newry BT34 4NL	Tel: (028) 4176 2314 Fax: (028) 4176 5514 Email: pmcquillian717@c2kni.net	Paula McQuillian	Yes	No	External candidates to confirm conditions of acceptance with centre

Centre Number	Centre Details	Contact Details	Exams Officer	Exams Series		Conditions of Acceptance
				Jan	May	
71741	Abbey Christian Brothers' Grammar School 77a Ashgrove Road Newry Co Down BT34 1QN	Tel: (028) 3026 3142 Fax: (028) 3026 2514 Email: gpatterson326@abbey.newry.ni.sch.uk tmckernan775@abbey.newry.ni.sch.uk	Gervase Patterson Tess McKernan	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: mgooss545@stcolmans.newry.ni.sch.uk	Martin Goss	No	Yes	Past Pupils Only Specifications offered by Centre Only
71761	St Joseph's Boys High School 20 Armagh Road Newry Co Down BT34 6DH	Tel: (028) 3026 2595 Fax: (028) 3026 4420 Email: cmaguire882@c2kni.net	Ciaran Maguire	Yes	Yes	External candidates to confirm conditions of acceptance with centre
NEWTOWNABBEY						
71441	Belfast High School 740 Shore Road Newtownabbey Co Antrim BT37 0PX	Tel: (028) 9086 4431 Fax: (08) 9086 1527 Email: dmcneill687@c2kni.net	Denise McNeill	Yes	Yes	Past Pupils Only Written Exams Only
71447	Northern Regional College Newtownabbey Campus 400 Shore Road Newtownabbey Co Antrim BT37 9RS	Tel: (028) 9085 5000 Fax: (028) 9085 5033 Email: neil.gorman@nrc.ac.uk	Neil Gorman	No	Yes	External candidates to confirm conditions of acceptance with centre
STRABANE						
71991	Strabane Academy Milltown House 4 Liskey Road Strabane BT82 8NW	Tel: (028) 7138 2319 Fax: (028) 7138 3506 Email: rwhite804@c2kni.net	Richard White	Yes	Yes	External candidates to confirm conditions of acceptance with centre