



# **External Candidate Booklet**

**September 2016 – June 2017**

**Included in this publication:**

- **Information for External Candidates**
  
- **Guidance Notes**
  
- **List of Centres who may be willing to accommodate External Candidates to include:**
  - **Contact Details**
  
  - **Conditions of Acceptance**
  
  - **Names of Examination Officers**

## 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 candidate must be entered by a registered School or Further Education College. 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 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  <i>please refer to the January GCSE examination timetable on the CCEA website</i>	21 October 2016
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  <i>please refer to the May/June examination timetables on the CCEA website</i>	21 February 2017

- **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](http://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 which 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 for 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?

The examination fees PDF can be downloaded via the CCEA website [www.ccea.org.uk](http://www.ccea.org.uk). Simply type 'exam charges 2017' into the search bar.

Centres may also levy additional administration charges. Any additional fees are at the discretion of the exam centre. An external candidate will pay the entry fee and administrative fees (if applicable) directly to the 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 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.

# Information for External Candidates

## 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.

### **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 they are conducted by the subject teacher 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.

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

Please refer to the guidance notes outlining changes to CCEA GCE AS/A Level entry, re-sit and aggregation procedures: [http://ccea.org.uk/sites/default/files/docs/qualifications/circulars/gce/2015/s\\_if\\_22\\_15\\_circ.pdf](http://ccea.org.uk/sites/default/files/docs/qualifications/circulars/gce/2015/s_if_22_15_circ.pdf)

These changes are to implement the Minister for Education's policy decisions for Northern Ireland GCE AS/A Level qualifications.

### **Can I retake a GCSE?**

A candidate may retake a GCSE qualification. The student must complete their course by taking unit(s) that make up at least 40% of the weighting for the whole qualification. 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 one or more of these units 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](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.

### **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

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

# GUIDANCE NOTES

## GCSE Specifications Controlled Assessment

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

Further information on controlled assessments can be obtained from the controlled assessment microsite on the CCEA website [www.ccea.org.uk](http://www.ccea.org.uk) or JCQ website [www.jcq.org.uk](http://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 have 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

## EXAMINATIONS THAT INCLUDE A COURSEWORK COMPONENT

Where a candidate repeats a **non-modular** qualification, their moderated coursework 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](http://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: <a href="mailto:soconnor760@c2kni.net">soconnor760@c2kni.net</a>	Mr Sean O'Connor	<b>Yes</b>	<b>Yes</b>	<b>Written Exams Only</b>  <b>No Coursework or Practical Units</b>
-------	---	---	------------------	------------	------------	--

**BALLYMENA**

71313	Northern Regional College (Ballymena Campus) Trostan Avenue Ballymena BT43 7BN	Tel: (028) 2563 6267 Fax: (028) 2565 9245 Email: <a href="mailto:rosi.black@nrc.ac.uk">rosi.black@nrc.ac.uk</a>	Mrs Rosi Black	<b>Yes</b>	<b>Yes</b>	<b>Written Exams Only</b>  <b>No Coursework or Practical Units</b>
71310	St. Killian's College 25 Tower Road Carnlough Ballymena BT44 0JS	Tel: (028) 2888 5202 Fax: (028) 2888 5492 Email: <a href="mailto:sbrennan404@c2kni.net">sbrennan404@c2kni.net</a>	Mr Sean Brennan	<b>Yes</b>	<b>Yes</b>	<b>Written Exams Only</b>  <b>No Coursework Units</b>
71351	Cullybackey College 44 Pottinger Street Cullybackey Ballymena BT42 1BP	Tel: (028) 2588 0771 Fax: (028) 2588 1440 Email: <a href="mailto:pbell321@c2kni.net">pbell321@c2kni.net</a>	Mr Paul Bell	<b>Yes</b>	<b>Yes</b>	External candidates to confirm conditions of acceptance with centre

**BALLYMONEY**

71327	Northern Regional College (Ballymoney) 2 Coleraine Road Ballymoney Co Antrim BT53 6BP	Tel: (028) 7034 0124 Fax: (028) 7035 6377 Email: <a href="mailto:sonya.vance@nrc.ac.uk">sonya.vance@nrc.ac.uk</a>	Ms Sonya Vance	<b>Yes</b>	<b>Yes</b>	<b>Written Exams Only</b>  <b>No Coursework or Practical Units</b>
-------	--	---	----------------	------------	------------	--



Centre Number	Centre Details	Contact Details	Exams Officer	Exams Series		Conditions of Acceptance
				Jan	May	
71331	Our Lady of Lourdes High School Castle Street Ballymoney BT53 6JX	Tel: (028) 2766 2050 Fax: (028) 2766 6523 Email: <a href="mailto:mbuckley829@c2kni.net">mbuckley829@c2kni.net</a>	Mrs Maire Buckley	Yes	Yes	<b>GCSE Exams Only</b>
<b>BANBRIDGE</b>						
71705	Banbridge High School Primrose Gardens Banbridge Co Down BT32 3EP	Tel: (028) 4062 2471 Fax: (028) 4062 8280 Email: <a href="mailto:jgreen398@banbridgehigh.banbridge.ni.sch.uk">jgreen398@banbridgehigh.banbridge.ni.sch.uk</a>	Mrs Jane Green	Yes	Yes	<b>Written Exams Only</b>  <b>No Controlled Assessment Units</b>
<b>BELFAST</b>						
71107	Christian Brothers' School Glen Road Belfast BT11 8BW	Tel: (028) 9080 8050 Email: <a href="mailto:cmervyn686@christianbrothers.belfast.ni.sch.uk">cmervyn686@christianbrothers.belfast.ni.sch.uk</a>	Mr Cathal Mervyn	Yes	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: <a href="mailto:rallen730@c2kni.net">rallen730@c2kni.net</a>	Mrs Roisin Allen	No	Yes	External candidates to confirm conditions of acceptance with centre
71164	Conway Education Centre 5-7 Conway Street Belfast BT13 2DE	Tel: (028) 9024 8543 Fax: (028) 9023 0427 Email: <a href="mailto:bkelly@conwayeducation.org">bkelly@conwayeducation.org</a> Email: <a href="mailto:smcnally@conwayeducation.org">smcnally@conwayeducation.org</a>	Ms Brenda Kelly Mr Sean McNally	Yes	Yes	External candidates to confirm conditions of acceptance with centre
71236	Malone College 45 Finaghy Road North Belfast BT10 0JB	Tel: (028) 9038 1988 Fax: (028) 9066 8347 Email: <a href="mailto:jwalsh847@c2kni.net">jwalsh847@c2kni.net</a>	Ms Jillian Walsh	No	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	
<b>CASTLEDERG</b>						
71907	Castlederg High School 16 Castlegore Road Castlederg Co Tyrone BT81 7RU	Tel: (028) 8167 1272 Fax: (028) 8167 9801 Email: <a href="mailto:vmowbray979@chs.castlederg.ni.sch.uk">vmowbray979@chs.castlederg.ni.sch.uk</a>	Mrs Valerie Mowbray	No	Yes	External candidates to confirm conditions of acceptance with centre
<b>COLERAINE</b>						
71345	Northern Regional College (Coleraine) Union Street Coleraine Co Londonderry BT52 1QA	Tel: (028) 7034 0124 Fax: (028) 7035 6388 Email: <a href="mailto:sonya.vance@nrc.ac.uk">sonya.vance@nrc.ac.uk</a>	Mrs Sonya Vance	Yes	Yes	<b>Written Exams Only</b>  <b>No Coursework or Practical Units</b>
<b>COOKSTOWN</b>						
71631	Holy Trinity College 9-29 Chapel Street Cookstown Co Tyrone BT80 8QB	Tel: (028) 8676 2420 Fax: (028) 8676 3457 Email: <a href="mailto:eloughran849@c2kni.net">eloughran849@c2kni.net</a>	Mr Eoin Loughran	Yes	Yes	External candidates to confirm conditions of acceptance with centre
<b>CRAIGAVON/LURGAN</b>						
71635	Brownlow College Tullygally Road Craigavon Co Armagh BT65 5BS	Tel: (028) 3834 2121 <b>please contact the school by telephone only</b>	Mr Kieran McKernan	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	

**DUNGANNON**

71644	Integrated College Dungannon 21 Gortmerron Link Road Dungannon Co Tyrone BT71 6LS	Tel: (028) 8772 4401 Fax: (028) 8772 5499 Email: <a href="mailto:sholmes171@c2kni.net">sholmes171@c2kni.net</a>	Mrs Shona Holmes	<b>Yes</b>	<b>Yes</b>	External candidates to confirm conditions of acceptance with centre
71645	South West College (Dungannon) Circular Road Dungannon BT71 6BQ	Tel: 0845 603 1881(ext. 3607) Fax: (028) 8775 2018 Email: <a href="mailto:lesley.black@swc.ac.uk">lesley.black@swc.ac.uk</a>	Miss Lesley Black	<b>No</b>	<b>Yes</b>	<b>Subjects offered by centre only</b>
71625	St Ciaran's College 15 Tullybryan Road Ballygawley Dungannon BT70 2LY	Tel: (028) 8556 8640 Fax: (028) 8556 8660 Email: <a href="mailto:mdonnelly146@c2kni.net">mdonnelly146@c2kni.net</a>	Miss Majella Donnelly	<b>Yes</b>	<b>Yes</b>	<b>Subjects offered by centre only</b>  <b>Written Exams Only</b>

**FERMANAGH/WEST TYRONE**

71913	St Aidan's High School Derrylin Enniskillen BT92 9LD	Tel: (028) 6774 8337 Fax: (028) 6774 8300 Email: <a href="mailto:pconnolly077@staidans.derrylin.ni.sch.uk">pconnolly077@staidans.derrylin.ni.sch.uk</a>	Mr Pdraig Connolly	<b>Yes</b>	<b>Yes</b>	<b>GCSE Only</b>  <b>Written Exams Only</b>
71947	Kilskeery Independent Christian School Old Junction Road Trillick Omagh BT78 3RN	Tel: (028) 8956 1560 Email: <a href="mailto:pj.foster@independentchristianschool.org">pj.foster@independentchristianschool.org</a>	Mrs Pamela Foster	<b>No</b>	<b>Yes</b>	<b>Subjects offered by centre only</b>
71922	Collegiate Grammar School 1 Cooper Crescent Enniskillen BT74 6DQ	Tel: (028) 6632 2165 Fax: (028) 6634 0905 Email: <a href="mailto:wforgrave129@c2kni.net">wforgrave129@c2kni.net</a>	Mr Bill Forgrave	<b>No</b>	<b>Yes</b>	<b>Past Pupils Only</b>  <b>Acceptance will be judged on an individual basis</b>

Centre Number	Centre Details	Contact Details	Exams Officer	Exams Series		Conditions of Acceptance
				Jan	May	
71901	St Mary's High School 160 Brollagh Road Belleek Enniskillen BT93 3AH	Tel: (028) 6865 8257 Fax: (028) 6865 9389 Email: <a href="mailto:mtreacy635@stmarys.belleek.ni.sch.uk">mtreacy635@stmarys.belleek.ni.sch.uk</a>	Miss Mary Treacy	No	Yes	<b>Subjects offered by centre at GCSE Level Only</b>  <b>No Coursework or Practical Units</b>
71979	St Eugene's College 1 Monaghan Road Roslea Enniskillen BT92 7SE	Tel: (028) 6775 1258 Fax: (028) 6775 1863 Email: <a href="mailto:emcdonald092@c2kni.net">emcdonald092@c2kni.net</a>	Mrs Evelene McDonald	Yes	Yes	External candidates to confirm conditions of acceptance with centre
<b>LARNE</b>						
71431	Larne Grammar School Lower Cairncastle Road Larne BT40 1PQ	Tel: (028) 2827 2791 Fax: (028) 2827 5022 Email: <a href="mailto:cweir484@c2kni.net">cweir484@c2kni.net</a> Email: <a href="mailto:pmcnaughton022@c2kni.net">pmcnaughton022@c2kni.net</a>	Mr Colin Weir Mr Paul McNaughton	No	Yes	<b>Subjects offered by centre only</b>  <b>Past Pupils Only</b>
<b>LISBURN</b>						
71579	Lisnagarvey High School Warren Gardens Lisburn BT28 1HN	Tel: (028) 9266 2636 Fax: (028) 9267 0366 Email: <a href="mailto:gsmyth767@c2kni.net">gsmyth767@c2kni.net</a>	Mr Graham Smyth	No	Yes	External candidates to confirm conditions of acceptance with centre
<b>DERRY ~ LONDONDERRY</b>						
71869	St Joseph's Boys' School Westway Creggan Londonderry BT48 9NX	Tel: (028) 7126 2923 Fax: (028) 7137 0032 Email: <a href="mailto:kodonnell804@c2kni.net">kodonnell804@c2kni.net</a>	Ms Karen O'Donnell	Yes	Yes	<b>Past Pupils Only</b>
71865	St Columb's College Buncrana Road Londonderry BT48 8NH	Tel: (028) 7128 5000 Fax: (028) 7128 5007 Email: <a href="mailto:dcarlin876@stcolumbs.com">dcarlin876@stcolumbs.com</a>	Mr Dermot Carlin	Yes	Yes	<b>Subjects offered by Centre Only</b>  <b>Written Exams Only</b>

Centre Number	Centre Details	Contact Details	Exams Officer	Exams Series		Conditions of Acceptance
				Jan	May	

71843	Oakgrove Integrated College Stradreagh Gransha Park Londonderry BT47 6TG	Tel: (028) 7186 0443 Fax: (028) 7186 0536 Email: <a href="mailto:lthompson951@c2kni.net">lthompson951@c2kni.net</a>	Miss Lynne Thompson	Yes	Yes	External candidates to confirm conditions of acceptance with centre
71840	Lisneal College 70 Crescent Link Road Londonderry BT47 5FQ	Tel: (028) 7134 8888 Fax: (028) 7131 0905 Email: <a href="mailto:amilne762@c2kni.net">amilne762@c2kni.net</a>	Mrs Alison Milne	Yes	Yes	External candidates to confirm conditions of acceptance with centre

**MAGHERAFELT**

71367	Northern Regional College (Magherafelt Campus) 22 Moneymore Road Magherafelt BT45 6AE	Tel: (028) 2563 6267 Fax: (028) 2565 9245 Email: <a href="mailto:rosi.black@nrc.ac.uk">rosi.black@nrc.ac.uk</a>	Mrs Rosi Black	Yes	Yes	<b>Written Exams Only</b>  <b>No Coursework or Practical Units</b>
-------	--	---	----------------	-----	-----	--

**NEWRY**

71741	Abbey Christian Brothers' Grammar School 77a Ashgrove Road Newry Co Down BT34 1QN	Tel: (028) 3026 3142 Fax: (028) 3026 2514 Email: <a href="mailto:gpatterson326@abbey.newry.ni.sch.uk">gpatterson326@abbey.newry.ni.sch.uk</a> <a href="mailto:tmckernan775@abbey.newry.ni.sch.uk">tmckernan775@abbey.newry.ni.sch.uk</a>	Mr Gervase Patterson  Mrs 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: <a href="mailto:mgooss545@stcolmans.newry.ni.sch.uk">mgooss545@stcolmans.newry.ni.sch.uk</a>	Mr Martin Goss	No	Yes	<b>Written Exams Only</b>  <b>Acceptance will be judged on an individual basis</b>
71761	St Joseph's Boys' High School 20 Armagh Road Newry BT35 6DH	Tel: (028) 3026 2595 Fax: (028) 3026 4420 Email: <a href="mailto:cmaguire882@c2kni.net">cmaguire882@c2kni.net</a>	Mr Ciaran Maguire	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	
71769	St Paul's High School 108 Camlough Road Bessbrook Newry BT35 7EE	Tel: (028) 3083 0309 Fax: (028) 3083 9948 Email: <a href="mailto:ktrainor068@c2kni.net">ktrainor068@c2kni.net</a>	Mrs Katrina Trainor	Yes	Yes	Written Exams Only
71725	Kilkeel High School Knockchree Avenue Kilkeel Newry BT34 4BP	Tel: (028) 4176 2365 Fax: (028)4176 5038 Email: <a href="mailto:rreilly546@kilkeelhigh.kilkeel.ni.sch.uk">rreilly546@kilkeelhigh.kilkeel.ni.sch.uk</a>	Ms Ruth Reilly	No	Yes	Subjects offered by Centre Only  Written Exams Only
<b>NEWTOWNABBEY</b>						
71447	Northern Regional College (Newtownabbey) 400 Shore Road Newtownabbey Co Abbey BT37 9RS	Tel: (028) 9085 5000 Fax: (028) 9085 5033 Email: <a href="mailto:neil.gorman@nrc.ac.uk">neil.gorman@nrc.ac.uk</a>	Mr Neil Gorman	Yes	Yes	Written Exams Only  No Coursework or Practical Units
<b>NEWTOWNARDS</b>						
71532	Nendrum College Comber Darragh Road Comber Newtownards BT23 5BX	Tel: (028) 9187 2361 Fax: (028) 9187 8909 Email: <a href="mailto:swalsh057@c2kni.net">swalsh057@c2kni.net</a>	Miss Stephanie Walsh	Yes	Yes	External candidates to confirm conditions of acceptance with centre