



# External Candidate Booklet

**September 2018 – June 2019**

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)	DAS/SAS <u>Final</u> Re-sit for Legacy GCSE DAS/SAS	4 October 2018
GCSE January (Spring)	<b>Revised GCSE</b> GCSE English GCSE Mathematics  <b>Legacy GCSE</b> <u>Final</u> re-sit Opportunity Modular Specifications Only	21 October 2018
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 2019

- **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, 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](http://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

## Revision of GCSE Specifications

CCEA have revised their suite of GCSE qualifications. Any candidate who began their course of study prior to September 2017 will have a final opportunity to re-sit GCSE Written Units Only in January 2019.

<http://ccea.org.uk/sites/default/files/docs/qualifications/circulars/gcse/2017/S-IF-37-17%20GCSE%20Assessment%20Arrangements%20Summer%202017-Summer%202020.pdf>

No GCSE re-sits are available in Summer 2019 for courses undertaken prior to September 2017.

## 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.

## 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)

Email [entriesandresults@ccea.org.uk](mailto: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](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 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

- 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 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	
<b>ARMAGH</b>						
71673	Markethill High School 61 Mowhan Road Markethill Co Armagh BT60 1RQ	Tel: (028) 3755 1270 Email: <a href="mailto:sfurphy831@c2kni.net">sfurphy831@c2kni.net</a>	Stephen Furphy	Yes	Yes	<b>Past Pupils Only</b> <b>Written Exams Only</b>
<b>BALLYCASTLE</b>						
71303	Cross & Passion College 10 Moyle Road Ballycastle BT54 6LA	Tel: (028) 2076 2473 Fax: (028) 2076 1759 Email: <a href="mailto:pdonnelly350@crossandpassion.ballycastle.ni.sch.uk">pdonnelly350@crossandpassion.ballycastle.ni.sch.uk</a>	Patricia Donnelly	Yes	Yes	<b>Limited Numbers</b> <b>Written Exams Only</b>
<b>BALLYMENA</b>						
71312	Cambridge House Grammar School Cambridge Avenue Ballymena BT42 2EL	Tel: (028) 2564 3151 Fax: (028) 2565 1239 Email: <a href="mailto:kmccclurg892@c2kni.net">kmccclurg892@c2kni.net</a>	Kathryn McClurg	Yes	Yes	<b>Past Pupils Only</b>
<b>BALLYNAHINCH</b>						
71506	The High School, Ballynahinch 103 Belfast Road Ballynahinch BT24 8EH	Tel: (028) 9756 2424 Fax: (028) 9756 1502 Email: <a href="mailto:lharvey896@c2kni.net">lharvey896@c2kni.net</a>	Lynsey Harvey	No	Yes	<b>GCSE Only</b>
<b>BALLYMONEY</b>						
71329	Dalriada School St James's Road Ballymoney BT53 6BL	Tel: (028) 2766 3066 Fax: (028) 2766 5727 Email: <a href="mailto:pcrerand704@c2kni.net">pcrerand704@c2kni.net</a>	Pat Crerand	No	Yes	<b>Past Pupils Only</b> <b>Written Exams Only</b>



Centre Number	Centre Details	Contact Details	Exams Officer	Exams Series		Conditions of Acceptance
				Jan	May	
<b>BELFAST</b>						
71107	Christian Brothers' School Glen Road Belfast BT11 8BW	Tel: (028) 9080 8050 Fax: (028) 9090 8055 Email: <a href="mailto:cmervyn686@christianbrothers.belfast.ni.sch.uk">cmervyn686@christianbrothers.belfast.ni.sch.uk</a>	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: <a href="mailto:rallen730@c2kni.net">rallen730@c2kni.net</a>	Mrs Roisin Allen	No	Yes	<b>Past Pupils Only</b>
71145	St Genevieve's High School Trench House 87 Stewartstown Road Belfast BT11 9JP	Tel: (028) 9092 5670 Fax: (028) 9092 5675 Email: <a href="mailto:acompston833@c2kni.net">acompston833@c2kni.net</a>	Anne Compston	Yes	Yes	<b>Past Pupils Only</b> <b>Written Exams Only</b>
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>	Brenda Kelly	Yes	Yes	External candidates to confirm conditions of acceptance with centre
71171	Union Theological College 108 Botanic Avenue Belfast BT7 1JT	Tel: (028) 9020 5080 Fax: (028) 9020 5099 Email: <a href="mailto:k.brown@union.ac.uk">k.brown@union.ac.uk</a>	Ken Brown	No	Yes	<b>GCE Religious Studies Only</b>
71255	Hunterhouse College Finaghy Belfast BT10 0LE	Tel: (028) 9061 2293 Fax: (028) 9062 9790 Email: <a href="mailto:hdowds537@c2kni.net">hdowds537@c2kni.net</a>	Helen Douds	Yes	Yes	<b>Past Pupils Only</b>

Centre Number	Centre Details	Contact Details	Exams Officer	Exams Series		Conditions of Acceptance
				Jan	May	
<b>CASTLEDERG</b>						
71907	Castlederh High School 16 Castlegore Road Castleberg Co Tyrone BT81 7RU	Tel: (028) 8167 1272 Fax: (028) 8167 9801 Email: <a href="mailto:vmowbray979@chs.castleberg.ni.sch.uk">vmowbray979@chs.castleberg.ni.sch.uk</a>	Valerie Mowbray	Yes	Yes	Past Pupils Only
<b>COLERAINE</b>						
71347	Loreto College Castlerock Road Coleraine Co Londonderry BT51 3JZ	Tel: (028) 7034 3611 Fax: (028) 70 35 3037 Email: <a href="mailto:pdougan956@c2kni.net">pdougan956@c2kni.net</a>	Pauline Dougan	No	Yes	External candidates to confirm conditions of acceptance with centre
<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>	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: <a href="mailto:mhogg247@chs.cookstown.ni.sch.uk">mhogg247@chs.cookstown.ni.sch.uk</a>	Mary Hogg	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 Please contact the school by telephone only.	Kieran McKernan	Yes	Yes	Written Exams Only

Centre Number	Centre Details	Contact Details	Exams Officer	Exams Series		Conditions of Acceptance
				Jan	May	
<b>DERRY ~ LONDONDERRY</b>						
71843	Oakgrove Integrated College Stradreagh Gransha Park Londonderry BT47 6TG	Tel: (028) 7186 0443 Fax: (028) 7186 0536 Email: <a href="mailto:ltompson951@c2kni.net">ltompson951@c2kni.net</a>	Lynne Thompson	Yes	Yes	External candidates to confirm conditions of acceptance with centre
71809	St Patrick's College 9 Curragh Road Dungiven Co Londonderry BT47 4SE	Tel: (028) 7774 1324 Fax: (028) 7774 2566 Email: <a href="mailto:gcoyle758@c2kni.net">gcoyle758@c2kni.net</a>	Gerard Coyle	Yes	Yes	<b>Past Pupils Only</b>
71887	Lumen Christi College Bishop Street Derry BT48 6UJ	Tel: (028) 7136 2595 Fax: (028) 7137 2544 Email: <a href="mailto:lharkin877@c2kni.net">lharkin877@c2kni.net</a>	Louise Harkin	No	Yes	<b>Past Pupils Only</b>
<b>DOWNPATRICK</b>						
71637	Lismore Comprehensive School Drungask Brownlow Craigavon BT65 5DU	Tel: (028) 3831 4950 Fax: (028) 3831 4966 Email: <a href="mailto:rlavery935@c2kni.net">rlavery935@c2kni.net</a>	Rosemary Lavery	Yes	Yes	<b>Past Pupils Only</b>
<b>DUNGANNON</b>						
71645	South West College (Dungannon) Circular Road Dungannon BT71 6BQ	Tel: 0845 603 1881 Fax: (028) 8775 2018 Email: <a href="mailto:lesley.black@swc.ac.uk">lesley.black@swc.ac.uk</a>	Lesley Black	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	
<b>FERMANAGH/WEST TYRONE</b>						
71928	South West College (Fermanagh) Fairview 1-7 Dublin Road Enniskillen BT74 6AE	Tel: 0845 603 1881 Fax: (028) 6632 6357 Email: <a href="mailto:Sharon.McElwaine@swc.ac.uk">Sharon.McElwaine@swc.ac.uk</a>	Sharon McElwaine	No	Yes	<b>GCSE Only</b>
71947	Kilskeery Independent Christian School Old Junction Road Trillick BT78 3RN	Tel: (028) 8956 1560 Email: <a href="mailto:kilskeeryics@btconnect.com">kilskeeryics@btconnect.com</a>	Jennifer Dobbin	Yes	Yes	<b>Acceptance will be judged on an individual basis</b>
71913	St Aidan's High School 138 Main Street Derrylin Enniskillen Co Fermanagh BT92 9PD	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>	Padraig Connolly	Yes	Yes	<b>Past Pupils given Priority Subjects offered by centre only</b>
<b>LARNE</b>						
71431	Larne Grammar School Lower Cairnscastle Road Larne Co Antrim BT40 1PQ	Tel: (028) 2827 2791 Fax: (028) 2827 5022 Email: <a href="mailto:pmcnaughten022@c2kni.net">pmcnaughten022@c2kni.net</a> Email: <a href="mailto:cweir484@c2kni.net">cweir484@c2kni.net</a>	Paul McNaughton/ Colin Weir	Yes	Yes	<b>Past Pupils Only</b>  <b>Written Exams Only</b>  <b>No Practical's</b>
<b>NEWRY</b>						
71725	Kilkeel High School Knockchree Avenue Kilkeel Newry BT34 4BP	Tel: (028) 4176 2365 Fax: (028) 4176 5038 Email: <a href="mailto:hhanna669@kilkeelhigh.kilkeel.ni.sc.uk">hhanna669@kilkeelhigh.kilkeel.ni.sc.uk</a>	Honor Hanna	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	
71765	St Mary's High School Upper Chapel Street Newry Co Down BT34 2DT	Tel: (028) 3026 2851 Fax: (028) 3026 7138 Email: <a href="mailto:jmcauley736@stmarys.newry.ni.sch.uk">jmcauley736@stmarys.newry.ni.sch.uk</a>	John McCauley	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:mgoss545@stcolmans.newry.ni.sch.uk">mgoss545@stcolmans.newry.ni.sch.uk</a>	Martin Goss	No	Yes	<b>Past Pupils Only</b>  <b>Specifications offered by Centre Only</b>  <b>Written Exams Only</b>
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>	Katrina Trainor	Yes	Yes	External candidates to confirm conditions of acceptance with centre
<b>NEWTOWNABBEY</b>						
71441	Belfast High School 740 Shore Road Newtownabbey BT37 0PX	Tel: (028) 9086 4431 Fax: (028) 9086 1527 Email: <a href="mailto:dmcneill687@c2kni.net">dmcneill687@c2kni.net</a>	Denise McNeill	No	Yes	<b>Past Pupils Only</b>  <b>Written Exams Only</b>
<b>NEWTOWNHAMILTON</b>						
71777	Newtownhamilton High School 9 Armagh Road Newtownhamilton Co Armagh BT35 0DG	Tel: (028) 3087 8246 Fax: (028) 3087 8192 Email: <a href="mailto:driddle732@c2kni.net">driddle732@c2kni.net</a>	Derek Riddle	Yes	Yes	<b>GCSE Only</b>