

Circular S/IF/17/16

March 2016

To: The Principals of Post-primary Schools and Directors of Further and Higher Education

For circulation to: Examinations Officers and Heads of Department

Important Information on the Return of Vocational Portfolios

Qualifications relating to this circular:

NI Key Skills
Wider Key Skills
Certificate of Personal Effectiveness (CoPE)
QCF Qualifications
Occupational Studies
Entry Level
OLA

This circular contains important information about compliance with JCQ and CCEA regulations. Please read the following information carefully.

Authentication of Vocational Candidate Record Sheets

Centres entering for any of the above Vocational qualifications must ensure that:

- A Candidate Record Sheet (CRS) or Candidate Unit Record Sheet (where applicable) is completed for **all** candidates and that it is signed by **both** the candidate and the teacher/tutor.
- The Candidate (Unit) Record Sheets of **all** candidates, *even those not selected to be submitted as a sample*, should be sent to CCEA with the requested sample.

An electronic version of the CRS is available on the subject microsite at www.ccea.org.uk

Completion of Vocational Internal Standardisation Forms (TAC 2)

Centres entering for any of the above Vocational qualifications must complete and return a TAC 2 form. The following should be included on the form:

- A list of all teachers involved in internal standardisation.
- If only one teacher is involved, the appropriate box must be ticked to confirm this.

Please Turn Over



The TAC 2 forms will be sent out with portfolio sample stationery and should be returned with the portfolios (with the exception of those subjects where the TAC 2 is completed online).

Please note online TAC 2 forms are submitted electronically and should be completed as normal.

Please note that forms submitted without the information above will be returned to the centre for completion and may lead to a delay in moderation.

If you have any queries regarding the content of this circular please contact:

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