

# Circular S/IF/05/17

January 2017

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

For circulation to: Examinations Officers

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## Important Information regarding CCEA Essential Skills Examinations

Please be advised that the basedata for the April 2017 examination series for Essential Skills (First Teaching September 2016) is now available on the CCEA website through the following link.

<http://ccea.org.uk/qualifications/adminhelp/basedata>

CCEA wishes to remind centres that its Essential Skills examinations require invigilation. The instructions for the conduct of Essential Skills examinations, including invigilation, can be found on the CCEA website at the following link.

[http://ccea.org.uk/qualifications/vocational\\_qualifications/essential\\_skills](http://ccea.org.uk/qualifications/vocational_qualifications/essential_skills)

CCEA does not reimburse centres for the cost of invigilation for Essential Skills examinations.

If you have any queries about this circular, please use the email addresses below.

For basedata: [mmatthews@ccea.org.uk](mailto:mmatthews@ccea.org.uk)

For invigilation: Elizabeth Hood at [ehood@ccea.org.uk](mailto:ehood@ccea.org.uk)

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

**Sharon Lavery at CCEA on: (028) 9026 1286**

**Mobile No. 07825147464**

**Email: [slavery@ccea.org.uk](mailto:slavery@ccea.org.uk)**



