

Circular (S/IF/88/22)

December 2022

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

For circulation to: Examination Officers, Heads of Department and all teachers of A2 Art and Design

GCE A2 Art & Design Unit 1 Written Investigation – Submission of Files to CCEA

Further to previous communication, CCEA intends for centres to use its eSubmission application to upload GCE A2 Art & Design Unit 1 Written Investigation (AAR12) assignments for all candidates entered in 2023. This will replace the collection of physical samples from centres. The following key points should be noted:

- Teachers need to be registered to use eSubmission by their Examinations Officer. This can be done through the eSubmission Admin application within CCEA's Central Login;
- Although the closing date for entries is **Tuesday 21st February 2023**, centres are encouraged to submit their entries for GCE A2 Art & Design Unit 1 as early as possible, due to the submission dates for Written Investigation assignments;
- Registered teachers can access eSubmission through CCEA's Central Login from **Monday 6th February 2023** to check entries and familiarise themselves with the application;
- Registered teachers will be able to upload assignments from 9am on **Wednesday 22nd February 2023**;
- All assignments must be saved in PDF format and named using a specific 'Component-Centre-Candidate' structure (e.g. AAR12-71000-1111) to facilitate successful upload;
- When all files for a centre cohort have been uploaded, the registered lead teacher will be required to confirm completion in eSubmission;
- The deadline for files to be uploaded and completion to be confirmed is 5pm on **Wednesday 8th March 2023**;
- A signed declaration is still required for each candidate submitting a Written Investigation, however these must not be uploaded with the assignments. Further guidance relating to this new process will follow.

Examination Officers have been informed about components using eSubmission at recent seminars. There will also be detailed instructions issued to teachers relating to completion of assignments and the use of eSubmission, as well as updates to the GCE Art & Design area of the CCEA website.

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

Craig Burns at CCEA on cburns@ccea.org.uk