

# Circular S/IF/04/23

January 2023

To: Principals of Centres Entering for GCSE Business & Communications

For circulation to: Examinations Officer and Head of Business & Communications

## GCSE Business & Communication Systems Unit 3 – Submission of Files to CCEA

CCEA intends to use its eSubmission application for the upload of GCSE Business & Communication Systems Unit 3 (GSY31) samples in 2023. This will replace the collection of physical samples from centres. Teachers should note the following key points:

- Centres will be required to upload work for a sample of candidates. This sample will be generated following submission of marks to CCEA, and available in the eCandidate Record Sheet application;
- Samples will be generated from 9am on 17<sup>th</sup> April for those centres which have submitted marks before that time. After this, samples will appear immediately upon submission of marks. The eCRS deadline is Tuesday 2<sup>nd</sup> May at 5pm;
- Teachers will not be able to change marks themselves after submission and should contact CCEA if they need to do so;
- The generated sample will also appear in eSubmission the day after marks are submitted, to allow files to be uploaded for these candidates;
- Users registered to the eCRS application for GSY31 will also have access to eSubmission for this unit;
- Centres will be able to upload files for sampled candidates until 5pm on Friday 5<sup>th</sup> May;
- All work being uploaded must be saved in either PDF format.

Files must be named using a specific ‘Component-Centre-Candidate’ structure to facilitate upload, for example ‘GSY31-71000-1111’.

Examination Officers have been informed about components using eSubmission at recent seminars. There will also be detailed user instructions issued to teachers in advance of the summer series, as well as updates to the GCSE Business & Communications area of the CCEA website.

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

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