

# Circular S/IF/19/24

February 2024

To: Principals of Centres Entering for GCE Environmental Technology

For circulation to: Examinations Officer and Head of Environmental Technology

## AS/A2 Environmental Technology

### Submission of Coursework Samples to CCEA

CCEA intends to use its eSubmission application for the upload of AS and A2 Environmental Technology (SET21 & AET21) samples in 2024. 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 16th 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 30th April 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 SET21 or AET21 will also have access to eSubmission for these units;
- Centres will be able to upload files for sampled candidates until 5pm on Friday 3rd May;
- All work being uploaded must be saved in PDF format.

Files must be named using a specific 'Component-Centre-Candidate' structure to facilitate upload, for example 'SET21-71000-1111', or 'AET21-71000-2222'.

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 GCE Environmental Technology area of the CCEA website.

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

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