Dear Colleague

GCSE Business Communication Systems (GSY1) – Summer 2018

You will find the following files on the Business Communication Systems microsite under the **'Live Materials'** tab

1- Instructions for the Conduct of the Examinations.

2- Instructions for locating and downloading data files.

3- An interactive form to email back to CCEA with confirmation of readiness for the Examination.

For centres using the Provisioning Tool on the C2K Network
Centres using the C2K network will no longer be provided with Examination User Accounts by C2K for these examinations. Responsibility for creation of the accounts now lies with the Centre, following the introduction of a facility to do so within **MySchool**.

Please refer to **C2K Information Sheet EN035** for guidance on how to create Examination User Accounts for each of the candidates in your Centre. This is available for download from the **Document Centre/Information Sheet** area of **C2K Exchange**.

Please note, as advised in EN035, Examination User Accounts must be added to the Advanced Student group and internet access must be disabled on each one. Please allow 24 hours following the creation of each Examination User Account for all facilities and restrictions requested to replicate.

If you are experiencing technical difficulties with the Examination User Provisioning Tool please contact the C2K Helpdesk on 08706011666.

Please contact me on (028) 90261200 Ext 2239 if I can be of any assistance.

Yours faithfully

Crea McCormick
Education Manager