Rewarding Learning

Non General Qualifications 2020

Instructions to Teachers/Tutors

For the following Non General Qualifications:

All Vocational Qualifications
Certificate of Personal Effectiveness (COPE)
Occupational Studies

CONTENTS

This instruction booklet sets out the administrative arrangements for the following qualifications:

Vocational Qualifications

- Classroom Assistants

- Creative Crafts

- Employability Skills

- Modern Languages

- Performance Skills

- Personal Money Management

- Substance Misuse

- Understanding Business Enterprise

- Understanding Business Enterprise with Languages and Tourism

- Working in the Creative Crafts Industry

- Space Science Technology

- Preparation for Adult Life

- Certificate of Personal Effectiveness (COPE)

- Occupational Studies

1   Entry Instructions

Entry Periods

There are 2 entry periods for all Non General Qualifications:

- 7 – 21 October

- 7 – 21 February

Methods of Entry

A2C - Awarding Organisations to Centre

A2C is the only mechanism available for the submission of entries, amendments and forecast grades and for the receipt of results files for all centres as the EDI application for this purpose has now been removed.

It is essential, therefore, that entries are made using the A2C migration application. All information will be available as base data through the CCEA website: *www.ccea.org.uk*. Centres must download this information as certain essential parameters cannot be keyed into the new C2k Exams module.

Non-Electronic Entries

Centres that do not have A2C facilities should use CCEA's online entries application. This is available through the Exams Officer's secure login.

Entry Codes

Entry codes for all qualifications are listed in the *'Specification and Entry Codes (All other qualifications)'* section of the *Qualifications Administration Handbook* on the CCEA website at *www.ccea.org.uk*.

Cash-in Entry Codes

Where relevant for a qualification, centres should indicate that a learner has completed all parts for an award by using the appropriate cash-in code at time of final entry. Cash-in codes are listed in the *'Specification and Entry Codes (All other qualifications)'* section of the *Qualifications Administration Handbook* on the CCEA website at *www.ccea.org.uk*.

Confirmation of Entries

CCEA do not issue hard copy statements of entry. Centres may view their submitted entries and print all learners' statements of entry through CCEA's secure site for online applications. Access to CCEA's online services is available to all centres with a secure login. To obtain a secure login please contact CCEA Compliance Team on 028 9026 1293. For queries regarding entries, please contact Entries, Results and Certification team on 028 9026 1232.

Occupational Studies centres should indicate migrations on the Occupational Studies migration application before submitting entries. This application is available in the Exams Officer's secure login.

Entries for external learners wishing to take examinations at your centre should be submitted with the entries for internal learners.

Please note: Centres submitting late/amended entries less than three weeks prior to the published date of the moderation, must inform the Entries, Results and Certification section at CCEA by e-mail.

2   Internal Standardisation

It is a requirement of all specifications that where there is more than one teaching group in a subject, internal standardisation of assessments is carried out before submitting final marks to the Council. Time must be set aside in centres for the completion of internal standardisation. Centres should complete a *'Declaration of Internal Standardisation'* (*TAC2*) to show internal standardisation has taken place. If there is only one teaching group the *TAC2* should be submitted indicating this. Where a visit is taking place the *TAC2* should be given to the moderator on the day of the visit for return to CCEA. Alternatively where a visit is NOT required the *TAC2* form should be returned to CCEA in the envelope provided along with the *TAC1* mark sheets. Where electronic *TAC1* forms are used for a qualification the *TAC2* is part of the electronic form that is submitted online.

3   Moderation of Assessments

Instructions for Submitting Samples

CCEA will issue instructions to centres detailing which learners' work should be included in the sample for the moderation of each qualification. It is essential that the centre has the completed sample ready for either collection or visiting moderation as appropriate on the specified date. **Substitutions are not permitted unless a learner selected does not submit work for assessment. CCEA should be informed in writing of any changes to the sample and that the learner is no longer being assessed.** All dates are listed in the *'Calendar of Events'* section of the *Qualifications Administration Handbook* available at *www.ccea.org.uk*. Care must be taken to ensure that work is clearly identified with the learner and centre details and securely packed for collection.

Where a teacher teaches his/her own child, the centre must declare the conflict of interest by completing the '*Conflict of Interest form'* available on the CCEA website at http://ccea.org.uk/qualifications/adminhelp/handbook. The centre must also submit the marked work for moderation, whether or not it is a part of the moderation sample.

Scrutiny of Assessment Samples

The moderator will scrutinise the sample and will assess it against the criteria detailed in the specification and the standards established by the Principal Moderator. The sample is taken to be representative of the marking standard at the centre. Scrutiny of the sample will indicate if any adjustment is needed and determine the nature and scale of that adjustment. The evidence must therefore be:

- sufficient – appropriately meeting the amount and range of evidence specified;

- appropriate – relevant to the skill demonstrated and providing evidence to substantiate the skill;

- adequate – meets the required standard for the skill.

4   External Moderation

Dates for the collection of assessment material for external moderation can be found in the *'Calendar of Events'* section of the *Qualifications Administration Handbook* available at *www.ccea.org.uk*.

5   Moderation Visits

Dates of the visiting moderation period for each qualification can be found in the *'Calendar of Events'* section of the Qualifications Administration Handbook on the CCEA website at *www.ccea.org.uk*. Where moderation visits are required, the visiting moderator will contact your centre by telephone to arrange a suitable time for the moderation visit. Written confirmation will be forwarded outlining the time and date of the visit along with a checklist of what needs to be available on the day of the visit. **In the majority of centres moderation may take approximately half a day. Centres with a number of sites being visited and/ or a large number of learners should allow a full day for moderation.**

Selecting Samples for a Moderation Visit

For all subjects a sample list will be provided.

Moderators may require additional samples if the sample selected does not reflect the full range of marks/levels within the centre or where there is evidence of a lack of internal standardisation between teachers/tutors in the centre. Centres may be asked to review marks awarded where there is evidence of a lack of internal standardisation. **Centres should retain the work of all learners for 12 months after moderation has taken place.**

The moderator will scrutinise the sample and assess it against the criteria detailed in the specification and the standards established by the Principal Moderator and discuss the assessments with the teacher/tutor. The sample is taken to be representative of the marking

standard at the centre. Scrutiny of the sample will indicate if adjustment is required and determine the nature of the adjustment. If adjustment is made it will apply to the whole centre.

Across the Non General Qualifications CCEA are introducing more online processes. Therefore it is essential, when requested, that centres provide a computer and web access on the day of the visit to enable the moderator to complete any electronic documentation.

Moderators may also request samples from your centre to use at an awarding meeting; this is to ensure that moderation standards across all centres are maintained by the moderation team.

6 Attendance/Mark Sheets (*TAC1*)

Attendance/Mark Sheets (*TAC1*) for learners entered for assessment will be issued to centres prior to each series of moderation and access will be given to online *TAC1s* for those subjects using electronic forms. Dates for each series are available in the *'Calendar of Events'* section of the *Qualifications Administration Handbook* available at *www.ccea.org.uk*.

For Occupational Studies, candidates' marks are submitted using the *eCandidate Record Sheet* (eCRS).

Teachers/tutors should complete a mark/level for each learner. The *TAC1* will list the centre name, centre number, learners' numbers and names. Only the final agreed marks/levels should be recorded on the *TAC1* submitted to CCEA. Please ensure there is a mark/level or absent (ABS) recorded on the *TAC1* for every learner listed. Do not leave any learner blank. Please note that levels/marks given on the *TAC1* should reflect the learners' achievements and that half-marks and percentages should **not** be used to record outcomes. All marks/ levels must be submitted to CCEA by the date specified in the *'Calendar of Events'* in the *Qualifications Administration Handbook*.

Where a visit is required the moderator and teacher/tutor will review the sample of learners' work and discuss the assessments. The agreed mark/level for all learners will be recorded by the moderator on the *TAC1*. The *'Confirmation of Moderation Outcome'* form should be signed by the teacher/tutor and the moderator to indicate that the final marks/levels awarded following moderation are agreed. At the end of the moderator's visit the pink and yellow copies of the *TAC1* form will be taken by the moderator and returned to CCEA. The blue copy of the *TAC1* form should be retained in the centre.

7 Fees

Please refer to the *'Charges for the Academic Year 2019/20'* section of the *Qualifications Administration Handbook* on the CCEA website at *www.ccea.org.uk* for all fees.

8 Access Arrangements and Special Consideration

Access arrangements must be approved before assessment to enable learners, who might not otherwise be able to do so, to demonstrate their attainment.

Special consideration is considered following assessment to ensure that learners who suffer temporary illness, injury or disposition over the assessment period are not disadvantaged as a result of this.

For information or to make a request for Access Arrangements or Special Consideration contact CCEA's Compliance Team on Tel: 028 9026 1293.

9   Issue of Results and Certificates

Dates for the issue of both results and certificates can be found in the *'Calendar of Events'* section of the *Qualification Administration Handbook* on the CCEA website at *www.ccea.org.uk*.

A2C results are available for centres to download at 0001 hours the day before the results are issued to learners.

Vocational Qualifications and Occupational Studies EDI files

As the A2C file is restricted to the use of 2 characters when reporting levels, the following table shows a breakdown of the A2C result codes and the level the learner has achieved.

Vocational Qualifications		Occupational Studies		
Level Attained	EDI Result File	Level Attained	EDI Results File	
			Level 1	Level 2
L3	3	Pass	P1	P2
L2	2	Merit	M1	M2
L1	1	Distinction	D1	D2
EL3	3	Distinction*	–	*2
EL2	2			

10   Post Results Services

If a centre is dissatisfied with the result of a learner the Head of Centre should contact the Moderation and Assessment Team noting the nature of the dissatisfaction. Closing dates for enquiries are available in the *'Calendar of Events'* section of the *Qualifications Administration Handbook* at *www.ccea.org.uk*. All assessment materials and related documentation should be retained by the centre for 12 months after the submission of marks/levels as this work may form part of an enquiry or appeal.

11   Appeals

Detailed information in relation to appeals can be found in the *'Appeals'* section of the *Qualification Administration Handbook* at *www.ccea.org.uk*.

12   Malpractice

Information on Policies and Procedures for dealing with suspected malpractice in examinations and assessment is published by the Joint Council for Qualifications (JCQ) at *http://www.jcq.org.uk/exams-office/malpractice*. It contains advice, guidance and instruction to centres about what malpractice is and what centres should do if they suspect malpractice. Of particular note to centres, and contained within the document, is the scale of penalties that will be imposed if there is evidence that malpractice has taken place. This document is available on the CCEA website at *www.ccea.org.uk*.

13   Direct Claims Status (DCS)

The following qualifications are entitled to Direct Claims Status (DCS):

Modern Language Award.

14   Conduct of Coursework

For further information please refer to the following document found on the subject specific microsites:

'Non General Qualifications: Instructions for Conducting Coursework'.

This booklet has been drawn up to comply with the relevant regulatory requirements.