

Notes

1. Entries are accepted by us on the understanding that centres will comply with the examination arrangements as set out in the specifications. Entries of internal and external candidates must be made in the appropriate manner by the Head of the Centre or other competent authority of the centre. Entries must reach us on specific date as notified.
2. For entries received after the closing dates additional charges will be made (please refer to table on page 5).
3. Only in **exceptional circumstances** will a candidate for whom no entry has been received before the date of an examination as scheduled in the published timetables be permitted to take the examination.
4. Withdrawals made after the published dates (please refer to table below) will incur a penalty charge.
5. Applications for refunds in respect of candidates must be made by the Head of Centre or other competent authority of the centre.
Applications for a refund of charges must reach us before the end of each examination series
6. CCEA no longer issue hard copy of statement of entry. Centre may view their submitted entries and print all candidates' statements of entry through our secure site for online applications.
7. Access to our online services is available to all centres with a secure login/
To obtain a secure login please contact: Shauna Higgins, Centre Support, shiggins@ccea.org.uk
8. For queries, regarding entries or online confirmation of entries, please contact the following staff in our Entries, Results & Certification team:
Jennifer Bradley (Tel: (028) 90261295)
Lauren Graham (Tel: (028) 90261461)
Donald Whitley (Tel: (028) 90261200 ext 2990)
9. The Charges set out in this document have been fixed for the academic year 2019/2020 and CCEA guarantees that they will not increase during this period. Any changes to fees which are "under review" will apply in the next academic year.
10. All entries and amendments received by CCEA after the published closing date for entries will attract an additional penalty charge.

11. The final date for the submission of entries for summer examinations is 21 February 2019 for GCE/GCSE.

Centres awaiting **GCSE January 2019** results may submit these candidates re-sit entries by 21 March. **These entries** will not incur late entry penalty charges. Entries after **21 March** will incur a late penalty charge.

Please note: Resit candidates only

12. March DAS/SAS

Centres awaiting **GCSE March SAS/DAS** results may submit these candidates re-sit entries by 22nd April. **These entries** will not incur late entry penalty charges. Entries after **22nd April** will incur a late entry penalty charge.

Please note: Resit candidates only

13. Entry Charge

This charge will be applied in full for each entry received up to and including the published CCEA closing date for entries. It applies to each examination series.

14. Late Entry Penalty Charge

A Late entry penalty charge will be applied for each entry of a new or existing candidate received from the published closing date. Please refer to the table below. It **applies** to each examination series. The late entry penalty charge is in addition to the published entry charge.

15. Very Late Penalty Charge

A very late entry penalty charge will be applied for each entry of a new or existing candidate received from the published closing date. Please refer to table below. It applies to each examination series. The very late entry penalty charge is in addition to the published entry charge.

16. Amendment Penalty Charge

This is charged for each amendment to an existing entry made after the published entry closing date. The amendment penalty charge is in addition the published entry charge. This will be charged at the same amount as a late or very late penalty depending on the date that the request is made.

17. Change of Candidate Tier

A penalty charge of 75% of the entry charge will be applied to all change of candidate tier requests received 21 days or more after the published entry date .

GCSE Mathematics (Legacy Specification) Permutations for Late Entries

Amendment		PENALTY less than 21 days after entry date	Late Charge	PENALTY more than 21 days after entry date	Entry Fee	V LATE Charge	Total Charge
T1 to T2	Both F	Late entry	£6.00	No refund of original entry fee, plus entry fees	£12.00	£9.00	£21.00
T1 to T3	F to H	Change of tier	No charge	75% of the entry fee	£12.00	£12.00	£24.00
T1 to T4	F to H	Late entry	£6.00	No refund of original entry fee, plus entry fees	£12.00	£9.00	£21.00
T2 to T3	F to H	Late entry	£6.00	No refund of original entry fee, plus entry fees	£12.00	£9.00	£21.00
T2 to T4	F to H	Change of tier	No charge	75% of the entry fee	£12.00	£12.00	£24.00
T3 to T4	Both H	Late entry	£6.00	No refund of original entry fee, plus entry fees	£12.00	£9.00	£21.00
T5 to T6	F to H	Change of tier	No charge	75% of the entry fees	£16.80	£16.80	£33.60

GCSE Mathematics (New Specification) Permutations for Late Entries

Amendment		PENALTY less than 21 days after entry date	LATE CHARGE	PENALTY more than 21 days after entry date	Entry Fee	V LATE Charge	No refund for Original Entry
GMC1	GMC2	Late Entry	£6.00	No refund of original entry fee, plus new entry fees	£12.00	£9.00	£12.00
GMC1	GMC3	Change of Tier	No Charge	75% of the entry fee		£9.00	
GMC1	GMC4	Change of Tier	No Charge	75% of the entry fee		£9.00	
GMC2	GMC1	Late Entry	£6.00	No refund of original entry fee, plus new entry fees	£12.00	£9.00	£12.00
GMC2	GMC3	Change of Tier	No Charge	75% of the entry fee		£9.00	
GMC2	GMC4	Change of Tier	No Charge	75% of the entry fee		£9.00	
GMC3	GMC1	Change of Tier	No Charge	75% of the entry fee		£9.00	
GMC3	GMC2	Change of Tier	No Charge	75% of the entry fee		£9.00	
GMC3	GMC4	Late Entry	£6.00	No refund of original entry fee, plus new entry fees	£12.00	£9.00	£12.00
GMC4	GMC1	Change of Tier	No Charge	75% of the entry fee		£9.00	
GMC4	GMC2	Change of Tier	No Charge	75% of the entry fee		£9.00	
GMC4	GMC3	Late Entry	£6.00	No refund of original entry fee, plus new entry fees	£12.00	£9.00	£12.00

Amendment		PENALTY less than 21 days after entry date	LATE CHARGE	PENALTY more than 21 days after entry date	Entry Fee	V LATE Charge	No refund for Original Entry
GMC5	GMC6	Late Entry	£8.40	No refund of original entry fee, plus new entry fees	£16.80	£12.60	£16.80
GMC5	GMC7	Change of Tier	No Charge	75% of the entry fee		£12.60	
GMC5	GMC8	Change of Tier	No Charge	75% of the entry fee		£12.60	
GMC6	GMC5	Late Entry	£8.40	No refund of original entry fee, plus new entry fees	£16.80	£12.60	£16.80
GMC6	GMC7	Change of Tier	No Charge	75% of the entry fee		£12.60	
GMC6	GMC8	Change of Tier	No Charge	75% of the entry fee		£12.60	
GMC7	GMC5	Change of Tier	No Charge	75% of the entry fee		£12.60	
GMC7	GMC6	Change of Tier	No Charge	75% of the entry fee		£12.60	
GMC7	GMC8	Late Entry	£8.40	No refund of original entry fee, plus new entry fees	£16.80	£12.60	£16.80
GMC8	GMC5	Change of Tier	No Charge	75% of the entry fee		£12.60	
GMC8	GMC6	Change of Tier	No Charge	75% of the entry fee		£12.60	
GMC8	GMC7	Late Entry	£8.40	No refund of original entry fee, plus new entry fees	£16.80	£12.60	£16.80

18 Withdrawn Candidates

If the entry for a candidate is withdrawn before the specified dates for each examination series (please refer to table below) there will be no charge for the entry. Late and Very Late entry penalty charges are not refunded for withdrawals.

An entry charge will be incurred for candidates who are withdrawn after these dates (except on medical grounds). Any requests concerning medical grounds must be accompanied by satisfactory supporting medical evidence. Fees paid cannot be carried forward from one exam or series to another.

Specifications requiring visiting Moderators or Examiners (in addition to entry/penalty charge)

£5.85 per candidate and capped at £118.00 per entry per subject.

GCSE

Subject Code	Syllabus/Comp Code	Subject	NEW CODES
G9060	GCB21	Construction Unit 2	GCN31 - unit 3
G9110	GEE21	Engineering Unit 2	NO VISITED COMPONENT
G9290	GEG31	English Unit 3	GEN21 - Unit 2
G9050	GMA21	Manufacturing Unit 2	NO VISITED COMPONENT
G9680	GMV31	MV&RUS Unit 2	GMR31 - unit 3
G9950	GTD51/2	Technology Unit 5	GTY31 - unit 3
G9070	G9071/72	Art & Design	G9081 & 9082
G9250	G9252	Drama	G9262
G9560	G9563	Gaeilge	G9572 - Listening & Speaking 2
G9740	G9742/3	Physical Education	G9773
G0920	G0921/2	Contemporary Crafts	G0941 & 0942
G9710	G9711	Music Comp 1 Performance	G9711

A Level

Subject Code	Syllabus/Comp Code	Subject	NEW CODES
A3512	AA211/221	A2 Art & Design	AAR11 & 21
A8902	AV221	A2 Technology & Design	ATE21
S3514	A3514	AS Art & Design (New Spec)	SAR11 & 21
S8904	STE2	AS Technology & Design (New Spec)	STE21
5654	AFR11	A2 French Unit 1 (Speaking)	AFR11
5674	AGM11	A2 German Unit 1 (Speaking)	AGM11
5554	AIR11	A2 Irish Unit 1 (Speaking)	AIR11
5754	AEP11	A2 Spanish Unit 1 (Speaking)	AEP11
5654	SFR11	AS French Unit 1 (Speaking)	SFR11
5674	SGM11	AS German Unit 1 (Speaking)	SGM11
5554	SIR11	AS Irish Unit 1 (Speaking)	SIR11
5754	SEP11	AS Spanish Unit 1 (Speaking)	SEP11
7014	AMU11	A2 Music Unit 1 (Perform)	AMU11
7014	SMU11	AS Music Unit 1 (Perform)	SMU11
0912	APA22	A2 Performing Arts 2(Perform)	APA22
0912	SPA22	AS Performing Arts 2(Perform)	SPA22

19. Important Dates					
Series	Basedata available	Entry Closing date	Late entry fee applies from	Very late entry fee applies from	Withdrawn entries will not be refunded after
November	02-Sep-19	04-Oct-19	05-Oct-19	26-Oct-19	25-Oct-19
January	16-Sep-19	21-Oct-19	22-Oct-19	12-Nov-19	11-Nov-19
March	14-Oct-19	31-Jan-20	01-Feb-20	22-Feb-20	21-Feb-20
June	11-Nov-19	21-Feb-20	22-Feb-20	15-Mar-20	14-Mar-20
June (GCSE Jan resits only)	11-Nov-19	21-Mar-20	22-Mar-20	12-Apr-20	11-Apr-20
March (DAS/SAS resits only)	11-Nov-19	22-Apr-20	23-Apr-20	14-May-20	13-May-20

20 Reviews of Results (RoR)

The Reviews of Results (RoR) fee will not be charged in the following circumstances:

- fees will not be incurred where the Reviews results in a change to the overall subject grade for that candidate;
- fees will not be incurred where the Review results in a change to the notional unit grade for that candidate.
- The Reviews of Results (RoR) fee will still be applicable if it does not fall under either of the two circumstances listed above.