Rewarding Learning

OCCUPATIONAL STUDIES REGISTRATIONS USER GUIDE

Guidance for Exam Officers 2018

*This document provides guidance and help for Exam Officers submitting Registrations for Occupational Studies

*When using a printed version of this manual refer to the Occupational Studies Microsite to ensure you are using the updated version

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Occupational Studies Registrations

Your centre has been identified as an Administration Centre for online occupational studies registrations and you are responsible for:

- ✓ Online Identification of Teaching centre(s)
- ✓ Online Registration of units for January assessment
- ✓ Online Registration of units for March Entry Level
- ✓ Online Registration of units for Summer assessment
- ✓ Online Registration of units taught In-House

Online Occupational Studies Registrations must be completed every year, before submission of actual entries and in January, March and Summer, even if you have entries in all seasons.

Actual Entries are candidate and unit details submitted via A2c to CCEA (or manual entry form for centres not supported by C2k).

N.B Teaching centres only have access to the reports tab.

Actual Entries	January Assessment	March Entry Level Assessment	Summer Assessment
Closing Dates for Entry	21st October	31st January	21st February

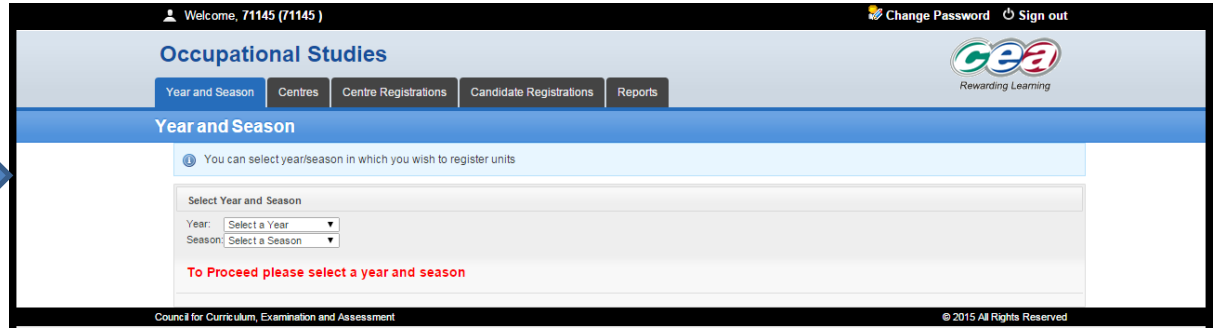
CCEA Contacts for Occupational Studies Registrations

Jennifer Bradley Tel: 028 9026 1295 Email: jbradley@ccea.org.uk

Select Year & Season

Select the appropriate Year and Season for the units required for registration. You will not be able to proceed with registering your units until the year and season has been selected.

The series can only be selected when CCEA base data has been released.

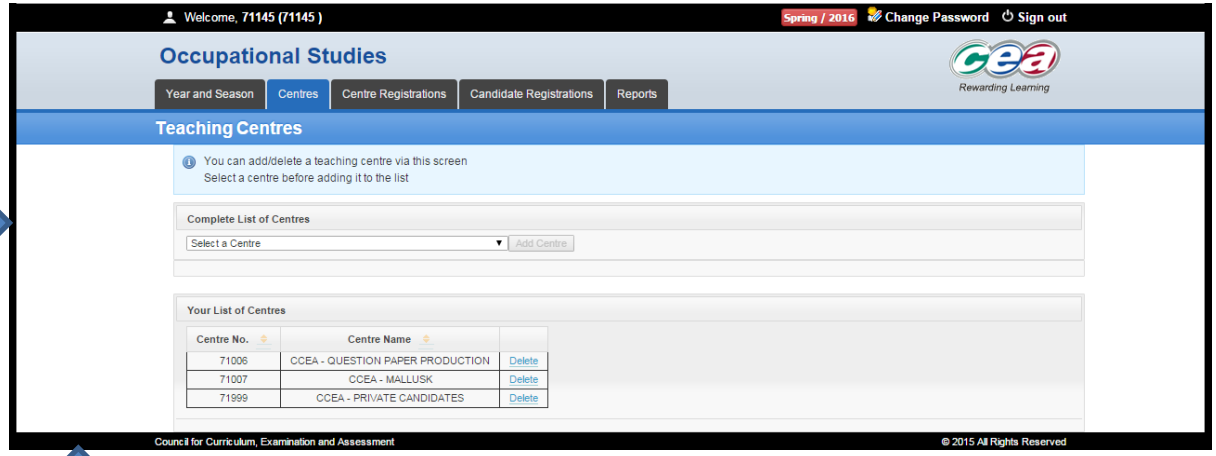


Once the Year and Season has been successfully selected it will appear in red at the top right hand corner of the screen. The Centres, Centre Registrations, Candidate Registrations and Reports tabs will now be active.

Select Centre Tab

The **Centres Tab** allows the admin centre to set up teaching centres in which their students are being offered Occupational Studies

*Please note that any centre partnerships previously identified from previous exams season will automatically be listed.



To add new centre:

1. Select the relevant centre from the drop down menu. (The drop down menu details all centres currently registered with CCEA in alphabetical order)
2. Click **"Add Centre".** The following text will appear You have added a new Centre . The teaching centre will now appear under the heading Your List of Centres.

**** To remove a centre from your list click on blue delete function located on the right hand side of the centre name.**

Select Centre Registrations

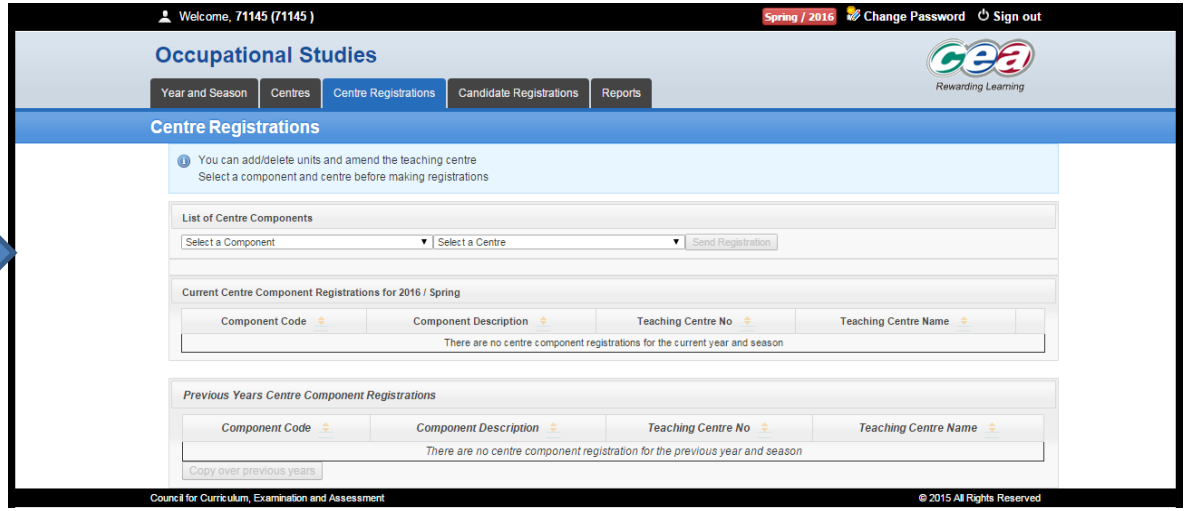
Once the teaching centre(s) have been identified and registered, follow the instructions below on registering new units.

** If the Online Occupational Studies Registrations you are submitting have not changed from the previous season, centres can copy over the previous data by clicking on Copy over previous years button located at the bottom left hand side of your screen.

To Register New Units:

1. Select the component (unit) from the drop down box
2. Select the teaching centre from the drop down box
3. Click on the activated Send Registration button.
4. The unit will then appear in the box below. Repeat the process for each unit

To remove a component (unit) click on the delete icon located to the right of the Teaching Centre Name.



Remember to click on the Send Registration button each time. **Ensure you include units taught In-House.

**** Please note a unit can only be registered to one teaching centre prior to actual entries being submitted.**

Candidate Registrations

Where a centre has submitted an entry prior to registering the unit the centre will be automatically directed to the Candidate Registrations Tab.

The Component, Teaching Centre and all candidates are selected. You are only required to **Click** on the activated "**Register Candidate"** button.

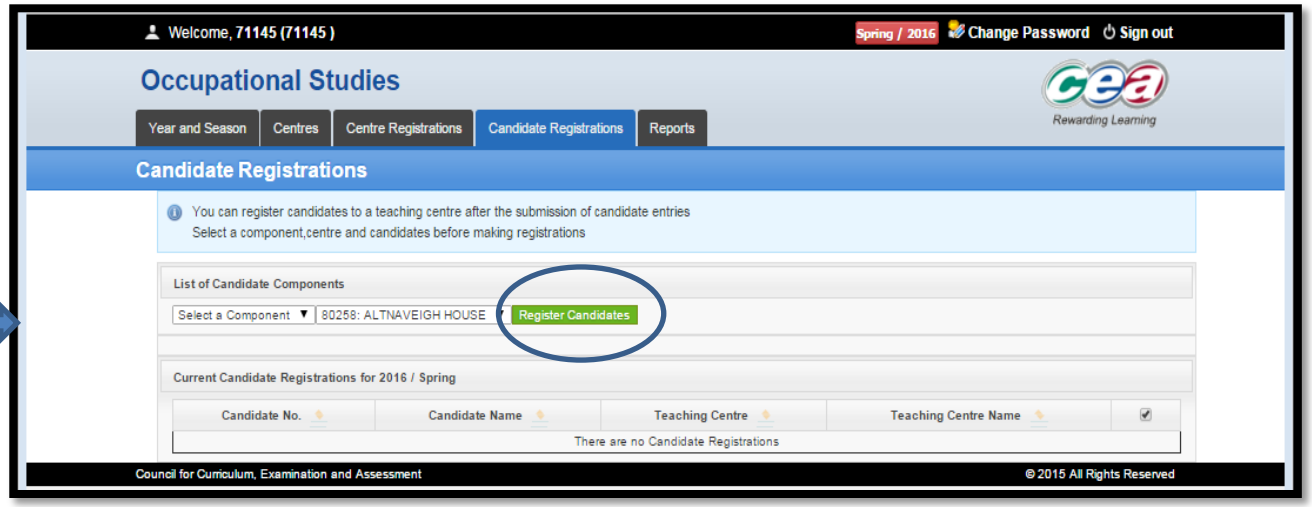
Multiple Teaching Centres for Same Unit

If you have more than one teaching centre for a specific unit, register the unit initially to one centre only.

Once the entry has been submitted and processed by CCEA you must register the unit again and select the second teaching centre.

You will be automatically redirected to the Candidate Registration Screen.

Deselect any candidate that is not to be moved to the second teaching centre by clicking on the tick box and then click Register Candidates.

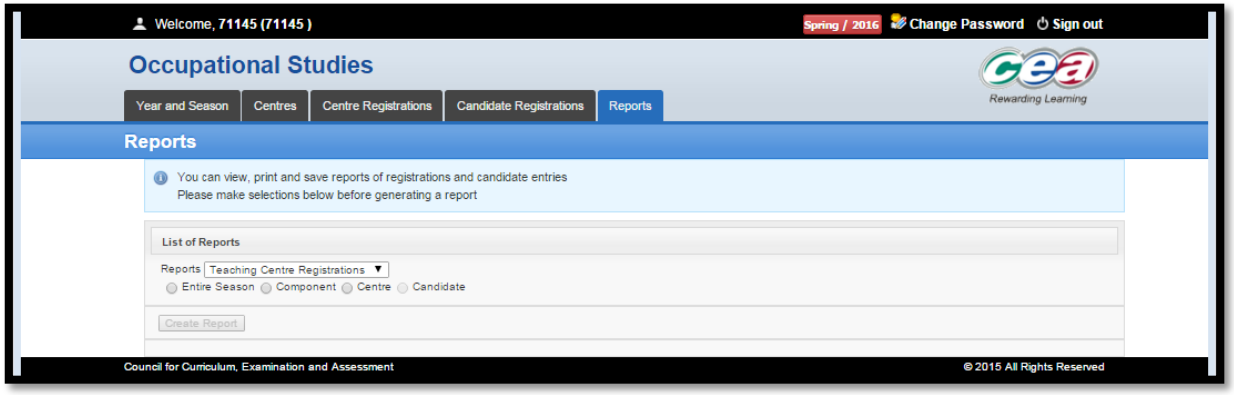


Reports

You can view, print and save reports of the units you have registered and the candidates you have entered. You can select the Entire Season, Component, Centre or Candidate. You can email reports to your teaching centre for verification.

You can produce reports by Admin Centre or Teaching Centre.

N.B Teaching centres only have access to the reports tab.



FAQ

Question	Answer
Why is it important to complete registrations for Occupational Studies?	Most Occupational Studies units are taught off-site. Therefore, for administration purposes it is imperative CCEA know: • What centre the candidates are attending to ensure the correct candidate information appears on the eCandidate Record Sheets • Where to collect portfolios • Where/who to contact with queries Failure to get this right could incur additional costs and compromise candidate results.
Why do I need to register units?	Registration of units' shows where the units are being taught so that the eCandidate Record Sheets will appear correctly and the portfolios are collected from the correct location.
Why do I need to register my candidates? I have already entered them.	Candidates do not need to be registered. It is units which need to be registered which are then linked to the entries. This is to show where the units and candidates are being taught so the correct information is contained on the eCandidate Record Sheets.
I have received an email about registering units. What does that mean?	CCEA have received an entry for a unit which has not been registered. Units need to be registered to show where they are being taught to enable the teaching centre to complete the eCandidate Record Sheets.
I forgot to register units and have put on the entries. Is it too late to register the units?	No. Please register the units as soon as possible. However if you have already received your sampling instructions please contact the Moderation & Assessment Team on 028 9026 1200 ext. 2374.
Our students are taught at their own school, do we still need to register the unit(s)?	Yes. You must register your centre as the Teaching centre.
Why is there more than one code for some units?	Some units are available within more than one pathway to give greater flexibility. For example, it would be possible to choose: • Carpentry & Joinery with Digital Music to achieve a qualification in Technology & Innovation or • Carpentry & Joinery with Plumbing to achieve a qualification in Construction.

FAQ

Question	Answer
Who is responsible for ensuring registrations and entries are correct?	It is the responsibility of the administration centre to ensure registrations and entries are completed correctly. There should be regular contact with the teaching centre to ensure that the units entered by candidates are up to date. To assist in this process both the administration centre and teaching centre can use the online registration system to access registration and entry reports. Teaching centres should check each unit on the eCandidate Record Sheets to ensure they can see all the candidates they are teaching. If there are any discrepancies, please contact the administration centre.