



External Candidate Booklet

Information for Candidates

Version 1

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Information for External Candidates

Introduction

What is an external candidate?

An external candidate is a candidate who wishes to sit CCEA examinations and requires an approved centre to submit their entry to CCEA and to provide accommodation for the examination(s). The candidate is normally a student who is not registered to attend classes and is studying independently to obtain their qualification. This could include past pupils who are no longer registered at a centre. An external candidate can also be referred to as a private candidate.

SECTION A - Registering for examinations

How do I enter as an external candidate?

Only a centre approved by the Joint Council for Qualifications (JCQ) can make entries on behalf of External Candidates. A candidate is unable to enter directly via CCEA. It is up to the candidate to contact the centres detailed in this booklet regarding entry for examinations and conditions of acceptance. Alternatively, an external candidate may wish to source an approved centre independently.

- Centres may not offer all CCEA specifications.
- GCE A/AS examinations are available in the summer examination series ONLY.

It is advised that candidates contact centres well in advance of the entry closing dates below for 2022.

Examination Series	Examinations Offered	CCEA entry deadline
GCSE November	Science: Double Award Science: Single Award GCSE English GCSE Maths	04 October 2021
GCSE March	Science: Double Award Science: Single Award	31 January 2022
GCSE May/June	GCSE May/June Examinations Non-Modular (Linear) GCSE May/June Assessment Units	21 February 2022
GCE May/June	GCE May/June Assessment Units	

What information will I need?

You will need to give the following information to the Examinations Officer in the centre:

- personal information (including full contact details);
- full name and date of birth which is verifiable by birth certificate, passport or driving licence (with photo);
- evidence of your identity;
- details of the entry and/or cash in codes for the subjects that you wish to enter for;
- your Unique Candidate Identifier (UCI), and your Unique Learner Number (ULN) if you have previously been issued with them. A UCI/ULN may appear on your previous certificate(s); and
- information regarding any access arrangement requirements.

What is a UCI number?

A UCI number is a unique 13-digit code that links all of your examination results. This number is issued to you when you sat your first public examination and was detailed on your Statement of Entry, Statement of Results and examination certificate.

What if I do not have my UCI number?

If you do not have this number, you will need to contact your previous centre who can provide you with this information. Please be aware that failure to maintain your UCI number could result in a delay in receiving results. The same UCI must be used for any entry which a centre makes on your behalf.

What is a ULN number?

A ULN number is a unique 10-digit number allocated to candidates to enable the upkeep of their Personal Learner Record. The same ULN must be used for any entry which a centre makes on your behalf.

What if I do not have my ULN number?

If you do not have this number, you will need to contact your previous centre who can provide you with this information. Candidates cannot be issued with a new ULN number.

What do I do if I have never sat a public examination?

If you make this known to the centre at which you wish to sit a CCEA examination, the Examination Officer will generate a unique UCI and ULN number which you should retain for any future public examinations.

What is a cash in code?

A cash in or certification code is the overall code for a subject and links all the units within that subject. This allows an overall grade to be awarded. If you wish to receive a grade/certificate you must inform the centre that you require a cash in entry for certification.

What if I am already registered with a centre and wish to sit an examination in a subject which they do not offer?

In this situation you should locate a centre which is willing to allow you to sit the examination. This centre will need to make the examination entry on your behalf. The information centres require is referred to in the questions and answers above.

How do I submit AS/A2 coursework for marking?

The centre that makes the exam entry is normally responsible for marking a candidate's coursework unit. The centres detailed in this booklet may not mark any coursework, as they cannot verify that the work is the candidate's own. CCEA does not mark any coursework on behalf of an external candidate. If a centre is unwilling to mark and verify the coursework it cannot be accepted by CCEA. Any previous coursework unit results will remain available if only written examinations are re-taken.

AS/A2 Science Practical Examinations

Many centres **will not** accept entries from an external candidate for a practical examination where the centre does not teach that specification. Information for the conduct of the practical exam is only issued to centres that have identified to CCEA that they require this information. Centres not offering the specification will not receive any documentation. Please inform the centre at the beginning of your enquiry if any of the unit(s) you wish to sit is a practical exam.

SECTION B – Course Content

Where can I find the course content/subject specifications?

All specifications and relevant material, such as past papers/support materials, are available for download via the CCEA website www.ccea.org.uk. Please refer to CCEA website here for your chosen subject to review any amendments to specifications for 2021/22.

How do I access any pre-release material required?

The centre with which you have registered will issue any pre-release material that you may need before your examination. It is your responsibility to contact the centre in relation to when these materials will be available and to arrange collection.

SECTION C – Fees

How much does it cost to enter as an external candidate?

An Excel document detailing examination fees can be downloaded from within the Pre-Examination Information section on the CCEA website <https://ccea.org.uk/examiner-centre-support/examinations-support/pre-examination-information/feescharges-notes>

Centres may also levy additional administration charges. Any additional charges are at the discretion of the exam centre.

An external candidate will pay the entry and administrative charges (if applicable) directly to the exam centre. Payments cannot be sent directly to CCEA.

What if I want to change or withdraw my entry?

If you wish to change or withdraw an entry you have placed with a centre, it is important that you communicate this with them as soon as possible. The examinations officer will notify CCEA of the amendment to your entry. Please be aware that any changes to entries beyond the closing date may incur a fee.

What if I miss my exam?

If you are unable to sit the examination for which you have been entered it is important that you make the centre aware of this as soon as possible.

SECTION D – Entry Rules

How many attempts do I have at an A2/AS Level?

Candidates may re-sit an individual unit ONCE only. This applies to all AS and A2 units.

A qualification may be taken more than once. However, if units have been attempted twice then candidates will have to re-enter all units and the appropriate cash-in again (Fresh Start).

Please note: no results from units taken prior to the fresh start can be used in calculating the new grade.

Can I retake a GCSE?

A candidate may retake a GCSE qualification. The candidate must complete their course by taking unit(s) that make up at least 40% of the weighting for the whole qualification (Terminal Rule). The results for the unit(s) that satisfy this 40% terminal requirement will count (i.e. they will be used to calculate the grade); even if a better score for an earlier attempt exists. For Summer 2022 addendums have been made to subject specifications in line with public health advice and guidance. It is recommended that you consult the CCEA website or contact the centre subject specialist for further information.

SECTION E Timetabling

Why can I not find the unit I wish to enter on the CCEA timetable?

The unit may be a coursework or controlled assessment unit. These assessments are not listed on the timetable as the subject teacher conducts them within class time. If the unit is a written exam, it may not be available in the January examination series but available in the May/June examination series only. AS and A2 examinations are only available in the May/June examination series.

I am a candidate studying in England; can I enter for CCEA examinations?

Centres in England are not permitted to enter candidates for CCEA examinations. All CCEA examination entries must be submitted through a CCEA approved centre.

How will I know when the exam is due to take place?

CCEA timetables are available on the website www.ccea.org.uk and the centre is responsible for providing you with details on each entry.

SECTION F – What to expect from your centre

Acceptance of an entry from an external candidate rests with the centre. All centres must ensure that external candidates are aware of any relevant JCQ and CCEA documentation when taking a CCEA qualification. This may include the following:

JCQ Information for candidates – coursework

JCQ Information for candidates – written exams

CCEA Information for candidates for conducting Controlled Assessment

The exam results are issued directly to centres. You will need to confirm arrangements with the centre for the collection of your examination results. CCEA do not issue results directly to candidates.

The qualification certificates are issued directly to centres. You will need to confirm arrangements with the centre for the collection of your certificates. CCEA do not issue certificates directly to candidates.

FAQs

What if I cannot find a centre in which to sit my examinations?

If you have contacted the centres on the list provided, but cannot find a centre willing to make an entry on your behalf, please contact CCEA at the earliest opportunity via entries@ccea.org.uk.

What if there is disruption to the school year and / or examinations due to COVID-19?

It is the intention that examinations will go ahead in 2021/22. However it is advisable that you develop a relationship with the centre which has accepted your entry. Subject Heads of Department will be able to advise on specification addendums for this academic year, and may offer you the opportunity to participate in mock examinations and other formative assessments. This would be considered good practice and allow subject staff to meet with you to discuss key milestones and monitor your progress. It is advisable to retain all evidence of your learning.

I am a candidate currently being home tutored; can I enter for CCEA GCSE examinations with controlled assessment?

Yes, however you must register your entry through an approved centre. Please be advised that centres may not be willing to make an entry for any unit(s) which is assessed through controlled assessment. This is as a result of the controlled assessment criteria.

I am a candidate currently being home tutored; can I enter for CCEA GCE examinations with coursework?

Yes, however you must register your entry through an approved centre. Please be advised that centres may not be willing to make an entry for any unit(s) which are internally assessed. This is as a result of the internal assessment requirements regarding authentication.

Does CCEA offer tuition for external candidates?

No. CCEA is an Awarding Organisation and does not provide private tutoring for external candidates. CCEA do not hold any details on tutors who are willing to accept individual candidates for one-to-one tuition.

How will I receive my results?

The exam results are issued directly to centres. You will need to confirm arrangements with the centre for the collection of your examination results. CCEA do not issue results directly to candidates.

Can I query my results?

CCEA offer a number of Post Results Services: a clerical recheck of your examination paper; a review of the marking on your examination paper; and access to your marked examination

paper. These services are detailed in the following area of our website. <https://ccea.org.uk/students-parents/results-information/post-results-services>

Should you wish to avail of any of these services you should contact the centre you are entered with to submit an application on your behalf. Please note the charges associated with each service, and centres may apply their own levy for additional administration.

Should you have any difficulty in applying for a review of marking or access to a script through the centre at which you have been entered, please contact CCEA directly - postresults@ccea.org.uk

Do I need to keep evidence of my work/tutor work?

It is advisable to retain evidence of your learning which could include performance in assessment. The centre in which you wish to sit your examinations may seek this evidence.

How do I contact CCEA?

For queries involving the content of a specification you should contact the relevant subject officer. Each specification details the contact details for the officer responsible and their support officer. If you have any queries relating to entering as an external candidate, you should contact Jennifer Bradley in the Entries Section.

Jennifer Bradley:

Tel (028) 9026 1295

Email jbradley@ccea.org.uk

Email entries@ccea.org.uk

GUIDANCE NOTES

GCSE Specifications Controlled Assessment

Please refer to CCEA website for your chosen subject to review any amendments to specifications for 2021/22

Most GCSE Specifications contain controlled/internal assessment. Controlled assessment is for GCSE subjects that require internal assessment.

Further information on controlled assessments can be obtained from the controlled assessment microsite on the CCEA website www.ccea.org.uk or JCQ website www.jcq.org.uk.

If you wish to sit controlled assessment units you will need to advise the centre when you first make enquiries. If the centre does not accept entries for controlled assessment units, you may need to enrol in a night class/part time study course to complete the specification.

CCEA GCSE Specifications that do not contain any Controlled Assessment

- Mathematics
- Further Maths
- Statistics
- Economics
- Geography
- Government & Politics
- History
- Religious Studies

Non-Modular Examinations (Linear Specification) that included a Controlled Assessment

Where a candidate repeats a non-modular (Linear) qualification, their moderated controlled assessment marks may be carried forward during the lifetime of the specification. Further information on the transfer of Controlled Assessment/Coursework can be obtained from the JCQ website www.jcq.org.uk.

NOTES: The centres in this booklet that have specified Past Pupils Only will not accept any other type of external candidate. You may wish to approach a centre at which you were a student in the past. Candidates are free to source any other CCEA approved centre not included on the list below.

Centre List for External Candidates							
Centre Number	Centre Details	Contact Details	Exams Officer	Exams Series			Conditions of Acceptance
				Nov/Jan	Mar	Sum	
BELFAST							
71145	St Genevieve's High School Trench House 87 Stewartstown Road Belfast BT11 9JP	Tel: (028) 9092 5670 Email: scarson352@c2kni.net	Sara Carson	Yes	Yes	Yes	External candidates to confirm conditions of acceptance with centre
71209	Ulster College of Music 13 Windsor Avenue Belfast BT9 6EE	Tel: (028) 9038 1314 Email: ulstercollegeofmusic@btconnect.com	Esther O'Sullivan	No	No	Yes	GCE/GCSE Music Only
71564	Sullivan Upper School Belfast Road Holywood BT18 9EP	Tel: (028) 9042 8780 Email: jmclwaine379@c2kni.net	Ms Joanna McIlwaine	Yes	No	Yes	Past Pupils Only
BALLYMENA							
71312	Cambridge House Grammar School Cambridge Avenue Ballymena BT42 2EL	Tel: (028) 2564 3151 Email: kmccclurg892@c2kni.net	Kathryn McClurg	Yes	Yes	Yes	Past Pupils Only

Centre List for External Candidates							
Centre Number	Centre Details	Contact Details	Exams Officer	Exams Series			Conditions of Acceptance
				Nov/Jan	Mar	Sum	
BALLYCASTLE							
71303	Cross & Passion College 10 Moyle Road Ballycastle Co Antrim BT54 6LA	Tel: (028) 2076 2473 Email: pdonnelly350@crossandpassion.ballycastle.ni.sch.uk	Patricia Donnelly	Yes	Yes	Yes	Written Exams Only Subjects offered by centre only Past pupils given priority. Acceptance of external candidates is at the discretion of the centre.
BANBRIDGE							
71701	Banbridge Academy Lurgan Road Banbridge BT32 4AQ	Tel: (028) 4062 3220 Email: ahanlon826@c2kni.net	Andrew Hanlon	No	Yes	Yes	Past Pupils Only
COOKSTOWN							
71631	Holy Trinity College 9-29 Chapel Street Cookstown Co Tyrone BT80 8QB	Tel: (028) 8676 2420 Email: eloughran849@c2kni.net	Eoin Loughran	Yes	Yes	Yes	External candidates to confirm conditions of acceptance with centre
CRAIGAVON/LURGAN							
71637	Lismore Comprehensive Drumgask Brownlow Craigavon BT65 5DU	Tel: (028) 3831 4950 Email: rlavery935@c2kni.net	Rosemary Lavery	Yes	No	Yes	Past Pupils Only

DERRY/LONDONDERRY							
71849	North West Regional College Strand Road Londonderry BT48 7AL	Tel: (028) 7127 6000 Email: Pauline.mcshane@nwrc.ac.uk	Pauline McShane	Yes	No	Yes	GCSE Maths Only Limited Numbers
DOWNPATRICK							
71549	St Mary's High School Ardglass Road Downpatrick BT30 6JQ	Tel: (028) 4461 2515 Email: adoran267@stmaryshs.downpatrick.ni.sch.uk	Anne Doran	Yes	No	Yes	External candidates to confirm conditions of acceptance with centre
FERMANAGH/WEST TYRONE							
71943	St Mary's College Lisnarick Road Irvinestown Enniskillen BT94 1EL	Tel: (028) 6862 1318 Email: dtoner65@stmarys.irvinestown.ni.sch.uk	Denise Toner	Yes	Yes	Yes	External candidates to confirm conditions of acceptance with centre
71947	Kilskeery Independent Christian School Old Junction Road Trillick BT78 3RN	Tel: (028) 8956 1560 Email: kilskeery@independentchristianschool.org	Jennifer Dobbin	Yes	Yes	Yes	Acceptance will be judged on an individual basis. Limited Numbers
71903	Enniskillen Royal Grammar 1 Lough Shore Road Enniskillen BT74 5HD	Tel: (028) 6632 2658 Email: jmchugh769@c2kni.net	Joanne McHugh	No	No	Yes	External candidates to confirm conditions of acceptance with centre
71934	St Franchea's College Coa Road Chanterhill Enniskillen BT74 4AD	Tel: (028) 6632 2919 Email: tcox537@c2kni.net	Thomas Cox	No	No	Yes	GCSE Maths Only

Centre List for External Candidates							
Centre Number	Centre Details	Contact Details	Exams Officer	Exams Series			Conditions of Acceptance
				Nov/Jan	Mar	Sum	
LARNE							
71433	Larne High School 20 Sallagh Park Larne BT40 1NT	Tel: (028) 2827 2159 Email: chull604@c2kni.net	Clare Hull	Yes	Yes	Yes	External candidates to confirm conditions of acceptance with centre
LISBURN							
71576	Laurelhill Community College 22 Laurelhill Road Lisburn BT28 2UH	Tel: (028) 9260 7351 Email: ktompson958@c2kni.net	Karen Thompson	Yes	Yes	Yes	Past Pupils Only
LURGAN							
71669	St Ronan's College Francis Street Lurgan BT66 6DL	Tel: (028) 3832 3192 Email: rjordan014@stronanscollege.lurgan.ni.sch.uk	Rosemary Jordan	Yes	Yes	Yes	External candidates to confirm conditions of acceptance with centre
NEWRY							
71725	Kilkeel High School Knockchree Avenue Kilkeel BT34 4BP	Tel: (028) 4176 2365 Email: hhanna669@c2kni.net	Honor Hanna	Yes	Yes	Yes	Past Pupils Only Subjects offered by centre Only
71741	Abbey Christian Brothers' Grammar School 77a Ashgrove Road Newry BT34 1QN9	Tel: (028) 3026 3142 Email: fsmall617@abbey.newry.ni.sch.uk	Fiona Small	Yes	No	Yes	External candidates to confirm conditions of acceptance with centre
71773	Sacred Heart Grammar 10 Ashgrove Avenue Newry BT34 1PR	Tel: (028) 3026 4632 Email: jquinn512@c2kni.net	Jude Quinn	Yes	No	Yes	Acceptance subject to Head of Centre approval

NEWTOWNARDS								
				David Lyons	Yes	No	Yes	External candidates to confirm conditions of acceptance with centre
71589	Movilla High School Donaghadee Road Newtownards BT23 7HA	Tel: (028) 9181 2079 Email: dlyons651@movilla.newtownards.ni.sch.uk						
NEWTOWNABBIEY								
71169	Loughshore Education Centre 889 Shore Road Newtownabbey BT36 7DH	Tel: (028) 9077 3062 Email: scampbell011@c2ken.net		Mr Samuel Campbell	Yes	Yes	Yes	External candidates to confirm conditions of acceptance with centre
71441	Belfast High School 740 Shore Road Newtownabbey BT37 0PX	Tel: (028) 9086 4431 Email: dmcneill687@c2kni.net		Denise McNeill	No	No	Yes	Past Pupils Only Written Exams Only

For further information or copies of this Booklet, please contact:

CCEA
29 Clarendon Road, Clarendon Dock
Belfast BT1 3BG

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