

Circular (S/IF/31/19)

April 2019

To: Examination Officers

For circulation to: Chief Invigilators

Secure packing guideline for return of CCEA examination materials

The summer 2019 examination series sees the introduction of a few new components which have specific packing requirements for returning to CCEA. These guidelines are intended to assist you in how to securely package the materials.

Return of Coursework: Collection date: Wednesday 1 May 2019 and Tuesday 7 May 2019

Please ensure that all coursework components are returned in the large white Return of Coursework envelopes. These envelopes should be securely sealed and then placed in the white Return of Coursework sacks. This summer sees the introduction of yellow collection labels which should be attached to each sack using the cable ties provided.

GCSE Engineering and Manufacturing Unit 2: Collection date: Thursday 9 May 2019

In the main stationery dispatch (which arrived in centres on Thursday 4 April) there were sets of inner and outer boxes for returning candidates' materials, along with a roll of brown packaging tape for sealing the boxes. Each candidate has their own inner box, please use some paper, or other suitable material, to support and protect the candidate's work within this box.

Ensure the centre number and candidate number are recorded on the outside of the box. Four inner boxes will fit inside the larger outer box. Please also ensure that you record the centre number and candidate numbers on the outer boxes.

GCSE Science Practical Assessment Answer Booklets: Collection date: Friday 7 June 2019

Green Return of Script envelopes were included in the main stationery dispatch. White collection labels were provided in the Invigilation stationery dispatch. These should be used for returning the GCSE Science Practical Answer booklets. The Invigilator Rolls for these components were included in the Invigilation Stationery dispatch. Ensure you record the details required on the front of each envelope and affix the appropriate collection label to the envelope.

For Double Award Science components GDW71 and GDW75 each candidate will have an answer booklet for Biology, Chemistry and Physics. The answer booklets from each candidate should be collated using a treasury tag, matched to the corresponding Invigilator Roll/Advice Note and returned together.

Return of Scripts for written examinations

Ensure that you use blue Return of Script envelopes, along with the appropriate blue collection label, to return online marked components to Restore PLC for scanning. A full list of online marked components is provided in Appendix C in the Invigilator's Diary. Ensure these envelopes are available for Parcelforce to collect on the next working day following the examination date.

Continued over...



Please use the green Return of Script envelopes, along with the appropriate white collection label, for returning all other components directly to CCEA.

Please ensure all Return of Script envelopes are securely sealed.

Parcelforce collection labels for all components were supplied in the Invigilation Stationery dispatch delivered on Thursday 11 May 2019.

If you require additional return envelopes or sacks, collection labels etc please contact either Paul Campbell or Natasha Dalzell in CCEA Distribution on 028 9026 1228.

If you have any queries regarding the content of this circular please contact either:

Paul Campbell *or* Natasha Dalzell at CCEA on: (028) 028 9026 1228

Email: pcampbell@ccea.org.uk *or* ndalzell@ccea.org.uk

