

Section H

Charges

1 Introduction

The Charges set out in this document have been fixed for the academic year 2005/2006 and CCEA/ICAA guarantees that they will not increase during this period.

All entries and amendments received by CCEA after the published closing date for entries will attract a higher charge. This is Council policy, which is in line with the agreement of the Joint Council for Qualifications, and it cannot be altered by any of the staff working in the CCEA Examinations and Assessment Administration Unit. The additional fees are charged to recover the administration costs that are necessarily incurred when entries are amended or altered late on in the processing cycle and which have to be manually input into our computer system.

It is our policy that these charges will only be waived in instances when errors have been made by our own staff and are subsequently corrected. CCEA cannot be responsible for entry errors made by centres. Please note that in 2005/2006, CCEA has substantially reduced its late and very late entry penalty charges

Explanatory Notes

Specification Charge/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. Entries received after the published closing date will incur a late penalty charge in addition to the late entry charge.

Late Entry Penalty Charge

A late entry penalty charge will be applied for each Specification/entry of a new or existing candidate received up to 21 days after the published closing date for entries. It applies to each examination series. The late entry penalty charge is in addition to the published Specification/entry charge.

Very Late Entry Penalty Charge

A very late entry penalty charge will be applied for each Specification/entry of a new or existing candidate received 21 days or more after the published closing date for entries. It applies to each examination series. The very late entry penalty charge is in addition to the published Specification/entry charge.

Late entries are a major cause of administration and processing stress in awarding bodies and an unnecessary drain on the financial resources of centres. The final date for the submission of GCSE and GCSE Applied entries, for summer examinations, is 21 February (however centres awaiting GCSE Applied January results may submit re-sit entries up to 21 March and these candidates will not incur late entry fees) Please do all you can to have your entries submitted on time.

Withdrawn Candidates

There will be no charge for withdrawals made up to 21 days after the published closing date for entry.

Late and Very Late Entry Charges are not refunded for withdrawals.

No refunds will be made for candidates withdrawn after the published closing dates except on medical grounds in which instance partial refunds will be considered by the Manager, Examinations and Assessment Administration. Requests of this nature must be accompanied by satisfactory supporting medical evidence.

GCSE – ENTRY AND PENALTY CHARGES 2005/06

Qualification		Price £			
General Certificate of Secondary Education (GCSE) – Entry Charges					
Single Award Specifications	SA	21.22			
Early Sitting Key Skills	KS	5.36			
Short Course	SC	14.32			
Double Award (Vocational) per unit	DAV	13.80			
General Certificate of Secondary Education (GCSE) – Penalty Charges					
		SA	KS	SC	DAV
New candidate or new Specification entry up to 21 days after published closing date		10.61	2.68	7.16	6.90
New candidate or new Specification entry 21 days or more after published closing date		15.92	4.02	10.74	10.35
Cash-in (certification entry) up to 21 days after published closing date		N/A	N/A	N/A	11.64
Cash-in (certification entry) 21 days or more after published closing date		N/A	N/A	N/A	23.38
Withdrawing an entry up to 21 days after published closing date		No Charge			
Withdrawing an entry 21 days or more after published closing date		No Refund			
Change of candidate tier/option		No Charge			
GCSE Surcharges					
Request for certification for Double Award (Applied) after the issue of results		41.41			
Published Closing Dates for Examination Entries 2005 -2006					
January – March 2006		21 October 2005			
May – June 2006		21 February 2006			