

Certification Process for Centres funded by Department of Education and Science

May Certification 2010 – Levels 3-6

10 February	Web Candidate Entry System www.fetac.net (WCES) opens for May 2010 certification period
10 March	<p>Closing date for receipt of award and module estimates for May 2010 certification period. Award and Module estimates are entered in steps 1 and 2 on WCES.</p> <p>Closing date for receipt of data files for uploading, including Facility files.</p> <p>No estimates for May certification will be accepted after this date.</p>
27 April	<p>FETAC will assign External Examiners to each centre that is not in a position to implement the new assessment processes.</p> <p>As in previous years all learner personal and award details will be submitted to FETAC using the WCES www.fetac.net or Facility or File Upload (whichever is appropriate to your centre).</p>
	<p>As in previous years all results must be entered through the Web Candidate Entry System www.fetac.net (WCES)</p> <p>Result Sheets (N3) including all inputted results, must be downloaded and printed from WCES (Step 6 Provisional Results Reports N3) prior to the visit of the External Examiner.</p>
17- 31 May	<p>External Examining takes place in your centre.</p> <p>On completion of the external examining assignment, your assigned External Examiner(s) will give the Principal/Centre Director the completed results sheets. These results sheets will contain any changes that the External Examiner(s) have made to learners' results.</p> <p>Amendments made by the External Examiners to learners' results must be entered on WCES by the provider / centre by 05 June 2010</p>
31 May	All external examining at the centre must be completed
31 May – 05 June	<p>Amendments made by the External Examiners to learners' results must be entered on WCES by the provider / centre by 05 June 2010</p> <p>The Web Candidate Entry System www.fetac.net (WCES) closes for result entry on this date.</p>
5 June Final date for completion of Confirmation	<p>To ensure the integrity of the certification process, the Principal / Centre Director, or nominee, is required to complete the Confirmation on WCES (Step 8).</p> <p>Without this confirmation, FETAC will not be in a position to process the results for your learners.</p> <p>The External Examiner will, as in previous years, forward a copy of their Centre Report Form to the provider/centre and to FETAC. Any issues that arise in the report will be addressed by FETAC with the provider / centre.</p>
08 July	<p>Statements of Results will be available for you to download from the Web Candidate Entry System www.fetac.net (Step 9)</p> <p>Please note that FETAC will not post Statements of Results to centres.</p>
31 August	<p>Issue of certificates for May 2010 certification period.</p> <p>Jan 2010</p>