



INVITATION TO TENDER

You are invited to submit a tender for the provision of *examination & assessment services* to the *Council for Curriculum Examinations and Assessments (CCEA)*

By participating in this tender you are indicating your acceptance to be bound by the guidelines set out in this letter, attachments and any subsequent contract(s). We provide within this document, the key details of CCEA requirements, which you should take into account in your response.

Please direct any questions regarding the Invitation to Contract content or process to *Kathryn Kealey* in the *Contract for Services Department*. You should not contact other CCEA personnel unless directed to do so by the CCEA representative.

CCEA reserves the right to disqualify and reject proposals from suppliers who do not comply with these guidelines. All pre-tender questions should be submitted in writing to cfs@ccea.org.uk.

**Tender submissions must be revived via email
to: cfs@ccea.org.uk by noon Friday 10th January 2019.**

I look forward to receiving your response.

Yours sincerely,

Kathryn Kealey
Contract for Services



TENDER NOTICE

The Council for the Curriculum, Examinations & Assessment (CCEA) is a [Non-departmental public body](#) (NDPB) of the [Department of Education \(Northern Ireland\)](#). Its function and purpose is described in Part VIII of the Education (NI) Order 1998.^[2]

CCEA's duties and functions are to:

- keep under review all aspects of the [curriculum](#), examinations and assessment for grant aided schools and [colleges of further education](#) and to undertake statutory consultation on proposals relating to legislation;
- advise the DE on matters concerned with the curriculum, assessment, examinations and external qualifications and accredit and approve qualifications;
- conduct and moderate examinations and assessments, ensuring that standards are recognised as equivalent to standards of examinations and assessments conducted by other bodies or authorities exercising similar functions in the United Kingdom;
- publish and disseminate information relating to the curriculum, assessment and examinations;
- develop and produce teaching support materials for use in schools;
- and
- carry out research and development.

CCEA wishes to appoint a contractor to provide services as *(insert contract title)* in support of its examination and assessments operations. The contract will be for a one year only period

The Northern Ireland Qualifications Regulator has published rules for the qualifications and organisations they regulate set out in the General Conditions of Recognitions (GCOR).

http://ccea.org.uk/regulation/compliance/general_conditions_recognition

All regulated awarding organisations have a legal obligation to:

- comply with these rules on an ongoing basis
- have regard to this guidance

Condition A5, availability of adequate resources and arrangements, are in place to ensure that CCEA has the appropriate resourcing to develop, deliver and award qualifications

A5.1 An awarding organisation must –

- (a) ensure that it has the capacity to undertake the development, delivery and award of qualifications which it makes available, or proposes to make available, in accordance with its Conditions of Recognition, and
- (b) Take all reasonable steps to ensure that it undertakes the development, delivery and award of those qualifications efficiently.

A5.2 For these purposes, an awarding organisation must establish and maintain-

- (a) arrangements which will ensure that it retains at all times a Workforce of appropriate size and competence,
- (b) arrangements for the retention of data which will ensure that adequate information is available to it at all times,
- (c) arrangements which will ensure that sufficient technical equipment and support is available to it at all times,
- (d) appropriate management resources, and
- (e) Appropriate systems of planning and internal control.

A5.3 For these purposes, an awarding organisation must also –

- (a) regularly review its ongoing resource requirements and make appropriate changes to take into account the findings of each review, and
- (b) Adequately plan any new developments which it proposes to introduce, and allocate sufficient resources to ensure that such developments are effectively introduced.

Workforce refers to: persons available for work (including employees, workers and contractors).

THE SCHEDULE:

The Assistant Principal Moderator is responsible to the Principal Moderator for the assessment of coursework by moderators working under their direction. During the term of this Contract you shall provide the following Services:

1. ensure subject requirements and standards are clearly understood, supported and maintained in all work;
2. work with the Education Manager and Senior Moderating team colleagues to ensure quality and timely delivery of Services in compliance with CCEA procedures, CCEA Instruction booklets, CCEA Code of Practice and the General Conditions of Recognition;
3. assist in the compilation of exemplar work tasks, annotated to show how the assessment criteria in the specification are to be applied;
4. assist with the writing/review of Controlled Assessment Tasks as and when required;
5. with the senior moderating team, prepare materials for, and conduct, Agreement Trails;
6. ensure that moderators for whom you have responsibility meet the standardisation requirements, and take action if any moderator fails to maintain the required standard;
7. ensure that moderators for whom you have responsibility correctly interpret and apply the assessment criteria;
8. ensure that moderators for whom you have responsibility have accurately completed all moderation documentation in line with procedures and quality assure all moderator reports to centres;
9. monitor the standards of Moderators, act in an advisory capacity on their training and re-appointment where necessary;
10. advise on the need for adjustments to Moderators' recommendations;
11. act as a mentor for new appointees;
12. under the direction of the Principal Moderator, ensure that appropriate preparatory, follow-up and remedial work with centres is carried out;
13. submit to the Principal Moderator an evaluation report on the coursework component;

14. conduct teacher support events and/or centre visits where required by the Education Manager;
15. engage in modernisation projects/developments and assist in the development of materials in support of the relevant specification;
16. ensure that all work for CCEA, including information exchanged at CCEA meetings or whilst on CCEA business, remains confidential and is not discussed or reviewed in public places;
17. attend training courses arranged by CCEA, in relation to new methods, techniques of assessment and administrative procedures;
18. attend, as required, all meetings arranged by CCEA;
19. ensure that all work is carried out to a high standard and is completed within agreed deadlines;
20. engage in contract performance management with the Education Manager; and
21. perform any other services such as CCEA may reasonably require in respect of/relevant to the development of examinations.

NUMBER OF DAYS REQUIRED

In addition to work carried out at home, Assistant Principal Moderators for product-type subjects will normally be required to be available for a minimum of 7 days, or the equivalent thereof, within each academic year. For those subjects where moderation is by means of visits to centres Assistant Principal Moderators may need to be available for approximately 15 days.

CONFIDENTIALITY AND PROFESSIONAL INTEGRITY

Please note that all examiners who are contracted to provide services for CCEA are required to maintain the confidentiality of assessment materials as described in Condition G4 of the General Conditions of Recognition – Maintaining Confidentiality of assessment materials. The General Conditions of Recognition state that:

G4.1 Where confidentiality in –

- (a) the contents of assessment materials, or*
- (b) information about the assessment,*

is required in order to ensure that a qualification which an awarding organisation makes available, or proposes to make available, reflects an accurate measure of attainment, the awarding organisation must take all reasonable steps to ensure that such confidentiality is maintained.

G4.2 In particular, an awarding organisation must take all reasonable steps to ensure that such confidentiality is maintained where it (or any person connected to it) provides training or training materials in relation to a qualification.

G4.3 An awarding organisation must take all reasonable steps to ensure that no person connected to it, or previously connected to it, offers to disclose information about any assessment or the content of any assessment materials where that information is (or is said or implied to be) confidential.

G4.4 Where any breach of such confidentiality (including through the loss or theft of assessment materials) is either suspected by an awarding organisation or alleged by any other person, the awarding organisation must investigate that breach.

(http://ccea.org.uk/sites/default/files/docs/accreditation/recognition/CCEA_General_Conditions_of_Recognition_1_February_2016.pdf Section G p63)

Any behaviour which threatens the confidentiality of the assessment materials will be regarded as a serious breach of contract and may lead to the contract being terminated in accordance with clauses 7 and 8 of the contract. All prospective and current examiners should note that in signing the contract for services, they are acknowledging full understanding of the above condition and agreeing to comply fully with it.

Please note that CCEA will monitor compliance with this condition on a continual basis to ensure that the integrity of the examinations system is protected at all times.

THE PROCESS: Contract for Services

The tender process will consist of:

- a) A shortlisting process based upon the criteria outlined;
- b) A tender presentation and/or assessment;
- c) An interview

Bid Managers will be notified of the outcome of the process. The successful contractor will be awarded a contract for the provision of Services for a period of 1 year, until September 2020.

Tender submissions must be received via email to cfs@ccea.org.uk **by noon Friday 10th January 2020.**

Any tenders received after this date and time will not be accepted.

December 2019

TENDER ASSESSMENT CRITERIA

For services as

Assistant Principal Moderator GCE Environmental Technology

Contractors are required to demonstrate how they meet the following criteria.

Essential Criteria:

- **Must have a relevant qualification as deemed appropriate by CCEA;**
- **At least 3 years recent experience teaching Environmental Technology, Geography, Science, Technology and design and/or engineering and manufacturing or a similar/closely related qualification**
- **Experience of preparing/writing education materials;**
- **Experience of presenting to large groups**
- **At least 2 years team management experience**

Tender submissions must be received via email to cfs@ccea.org.uk by:

12 noon Friday 10th January 2020

Tenders Bid Assessments / Interviews will be held, week commencing (TBC)

Tender submission applications and further details are available on the ccea website;

[http://ccea.org.uk/about us/work us](http://ccea.org.uk/about_us/work_us)

OR

(Insert your own email address)