



Coimisiún na Scrúduithe Stáit
State Examinations Commission

Cor na Madadh, Baile Átha Luain, Co. na hIarmhí
Cornamaddy, Athlone, Co. Westmeath

Telephone: +353-90-644 2745. Fax: +353-90-647 3080. Web: www.examinations.ie. E-mail: info@examinations.ie

S41/15

JUNIOR CERTIFICATE EXAMINATION 2015
CIVIC, SOCIAL AND POLITICAL EDUCATION (C.S.P.E.)

To the Principal.

I wish to confirm that the Reports on the Action Practical Coursework (RAP) or Course-work Assessment Books (CWAB) should be completed by **Friday 24 April 2015**.

The following documentation necessary for the administration of this examination is enclosed:-

- Signature roll for candidates submitting either a RAP or CWAB. (Form P2)
- Envelope for return of Signature Roll to the Commission.
- **Individual candidate envelopes will be issued to schools before completion date of the practical coursework. Please note the RED Candidate Envelope is to be used for candidates submitting a CWAB and the BLUE Candidate Envelope is to be used for candidates submitting a RAP**
- A supply of labels is enclosed for those candidates who submit a report on action practical coursework in audio/video format.

In no circumstances should the labels be used on the RAP or CWAB booklets or on the individual candidate envelopes.

FORM P2

Form P2 is a computerised list of candidates entered from your school for C.S.P.E. Schools are requested to exercise great care when completing this form using the following guidelines:-

- (i) All candidates submitting practical coursework must sign the form in the space opposite candidate's pre-printed name. **In no circumstances should a candidate sign the P2 Form if practical coursework is not being submitted for examination.**
- (ii) Candidates submitting a CWAB must tick the box provided.
Candidates do not tick if submitting a RAP.
- (iii) Where a candidate listed on Form P2 does not submit practical coursework for examination **"No work Presented"** should be entered in the space provided for the candidate's signature on this form.
- (iv) Where a candidate not listed on Form P2 submits practical coursework for examination, the details of the candidate should be entered on Form P2 and the candidate's signature should be obtained.
- (v) The number of candidates submitting practical coursework should be clearly entered in the space provided on each page for Form P2.

- (vi) The completed Form P2 must be signed by the C.S.P.E. teacher/s and countersigned by the School Principal to confirm the information thereon.
- (vii) The top copy of the signature roll should be returned to the Commission as soon as the practical coursework is completed in the envelope marked CSPE. The school authorities should retain the bottom copy of the form.

The candidate envelopes should be retained in a secure location by the school authorities until the day of the written examination – 8 June 2015.

In cases where candidates choose to submit a report on an action practical coursework in audio or video format, the label should be securely attached to the CASSETTE/CD/DVD. The candidate's examination number should also be written on the CASSETTE/CD/DVD case.

Transmission envelopes for the return of all candidates work will be included with the stationery supplies of each individual examination centre and the return of all the examination material will be a matter for the June superintendent.

Form P20

A supply of P20 forms in booklet form has already issued to schools. Where it is not possible to validate the written/audio/video practical coursework as being the candidate's own individual work, this form should be duly completed. The top copy should be returned to C.S.P.E. Section, State Examinations Commission, Cornamaddy, Athlone, the carbon copy should be retained in the school.

Assessment:

The same examiner will assess both elements of the examination.

The RAP or CWAB should be completed by **Friday 24 April 2015**. On the 24 April each candidate should be instructed to place his/her completed work into section 'A' of the candidate envelope that the Commission will provide. In closing section 'A' of the candidate envelope, please ensure that section 'B' of the envelope remains open for the insertion of written examination on 8 June. The candidate will be required to put his/her examination number on the cover of this envelope.

The envelope when sealed by the candidate should be handed to the school authorities.

Schools are requested to retain all candidate envelopes in a secure place until the afternoon of the 8 June 2015, the day of the written examination. On completion of the written examination the school authorities should give the candidate envelopes, in Examination number order, to the Superintendent. The Superintendent will then insert each written script in flap B of the relevant candidate envelope. The Superintendent will forward both elements of the examination for each candidate to the Commission.

You are requested to bring this circular to the notice of the teachers and students concerned.

If you have any queries regarding the content of this circular, you should contact the State Examinations Commission, Athlone. Telephone (090) 6442864, 6442745.

Siobhan Dalton
Staff Officer
April 2015