**Coimisiún na Scrúduithe Stáit**
State Examinations Commission

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

Telephone: +353-90-644 2861. Fax: +353-90-647 3080. Web: www.examinations.ie. E-mail: practicals@examinations.ie

**S04/16**

**TO THE SCHOOL AUTHORITY NAMED IN THE ADDRESS**

## JUNIOR CERTIFICATE EXAMINATION 2016

## PRACTICAL TESTS AND PROJECT COURSEWORK IN HOME ECONOMICS

The completion date for the project coursework is **Wednesday 2nd March 2016.**

Schools are advised that the examining of practical tests and project coursework in Junior Certificate Home Economics will take place in schools during the period **11th April to 22nd April 2016.**

On completion of the examining, all candidates' project work should be retained in a safe place under lock and key, until the review of Junior Certificate results has been conducted and the outcome advised to the schools. At that stage the projects may be returned to candidates.

## PRACTICAL TESTS

### FOOD & CULLINARY SKILLS TASKS (2016 S38/39A)

Enclosed is a list of tasks for the practical examination in Food and Culinary Skills. Individual tasks for the examination should be drawn by candidates on a random basis under supervision of the teacher at least two school weeks before examination.

### LIST OF CANDIDATES IN ORDER OF MERIT

Enclosed please find copies of form H.P.10. Please insert the names of the candidates on this form in order of their proficiency at practical work in Home Economics. Marks should not be awarded. It is essential that the completed form H.P.10 be made available to the examiner. Should there be more than one examiner in your school, copies of the form should be made available to each examiner.

### THE RESULTS OF THE TESTS

The tests will be conducted entirely by the examiners who, subject to monitoring by the State Examinations Commission (SEC), will decide the marks to be assigned to the candidates. The marks assigned will be strictly confidential and may be communicated only to the SEC.

### TRANSFER OF CANDIDATES

The SEC should be notified immediately of any candidate transferring from, or to, your school and the name of the other school should be given.

**ABSENCE OF A CANDIDATE THROUGH ILLNESS**
The application form H.P.7 and instructions will issue to schools before the practical tests.

**RED ROLLA**
The examiner appointed for the practical examination will have a red rolla for the candidates to sign when they present for examination.

**GUIDELINES**
These guidelines were issued to schools in January 2016.

## PROJECT COURSEWORK

**OPTIONAL STUDY**
In the case of Optional Study Project coursework this work will be assessed in conjunction with the assessment of Food and Culinary Skills. Candidates will be asked to present work from the study area which they have opted for, i.e. **Childcare or Design and Craftwork or Textile Skills.**

All candidates will be required to present work in one of these options.

**DOCUMENTATION**
Documents for use in connection with the examining of the work of candidates in your school are:

**FORM P.20**
A supply of P20 in booklet form has already been issued to schools. Where it is not possible to validate the project as being the candidate's own individual work, this form should be duly completed, well in advance of the commencement of examining. The top copy should be returned to the relevant section in the SEC, the carbon copy should be retained in the school.

**FORM P.2 (enclosed)**
Form P.2 is a computerised list of candidates entered from your school for Junior Certificate Home Economics. Schools are requested to exercise great care when completing this form using the following guidelines:-

(1) All candidates submitting a project (Practical Coursework) must sign the form in the space provided for the candidate's signature. The information on the content of the project work should be carefully completed by each candidate in the appropriate space on this form. **Candidates must also write yes/no in the column "Support Study Folder" to indicate if they have completed a Support Study Folder with their project (practical coursework). In no circumstances should a candidate sign the form P2 if a project is not being submitted for examination.**

(2) Where a candidate listed on Form P2 does not submit a Project for examination **"no work presented"** should be entered in the space provided for the candidate's signature on the form.

(3) Where a candidate not listed on Form P2 submits a project for examination, the details of the candidate should be entered on Form P2 and the candidate's signature should be obtained.

(4) The number of candidates submitting a Project should be clearly entered in the space provided on each page of Form P2

(5) The completed form P2 must be signed by the Home Economics teacher/s and countersigned by the School Principal to confirm the information thereon.

(a) **The top copy of the form P2** should be returned to the SEC in the enclosed envelope on or before the **11th March 2016.**

(b) **The carbon copy of the form P2** should have the date on which the tasks were drawn noted (see top of form P2, under school details). This form should be retained in a safe place in the school and made available to the Examiner on his/her arrival to the school. Prior to the practical examination, schools should photocopy form P2 and retain this photocopy for their own use.

**GUIDELINES**

The SEC wishes to take this opportunity to remind schools of the following project coursework guidelines:

1. All project coursework should be executed in the school under the supervision of the teacher.

2. Teachers should monitor the progress of candidates' project coursework on a regular basis.

3. Project coursework submitted for assessment should be the candidates' own individual work.

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

Irene Lynn
Staff Officer
February 2016

**Coimisiún na Scrúduithe Stáit**
State Examinations Commission

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

Teileafón: +353-90-644 2861. Facs: +353-90-647 3080. Gréasán: www.examinations.ie. R-phost: practicals@examinations.ie

**S04/16**

## CHUIG ÚDARÁS NA SCOILE A LUAITEAR SA SEOLADH

## SCRÚDÚ AN TEASTAIS SHÓISEARAIGH, 2016

## NA TRIALACHA PRAITICIÚLA AGUS OBAIR CHÚRSA NA dTIONSCADAL SAN EACNAMAÍOCHT BHAILE

Is é **Dé Céadaoin, 2 Márta 2016** an dáta deiridh le haghaidh obair chúrsa na dtionscadal.

Meabhraítear do na scoileanna go ndéanfar scrúdúchán sna scoileanna ar na trialacha praiticiúla agus ar obair chúrsa na dtionscadal in Eacnamaíocht Bhaile an Teastais Shóisearaigh sa tréimhse **11–22 Aibreán, 2016.**

Nuair a bheidh an scrúdúchán críochnaithe, ba chóir obair thionscadail na n-iarrthóirí ar fad a choinneáil faoi ghlas in áit shábháilte go dtí go mbeidh an t-athbhreithniú ar thorthaí an Teastais Shóisearaigh déanta agus an toradh curtha in iúl do na scoileanna. Is féidir na tionscadail a thabhairt ar ais do na hiarrthóirí an tráth sin.

## NA TRIALACHA PRAITICIÚLA

### TASCANNA I SCILEANNA BIA AGUS CÓCAIREACHTA (2016 S38/39AT)

Tá liosta faoi iamh de na tascanna le haghaidh na dtrialacha praiticiúla i Scileanna Bia agus Cócaireachta. Ba chóir do na hiarrthóirí na tascanna le haghaidh na dtrialacha a tharraingt ar bhonn randamach, faoi mhaoirseacht an mhúinteora, dhá sheachtain scoile ar a laghad roimh an scrúdú.

### LIOSTA NA nIARRTHÓIRÍ IN ORD FIÚNTAIS

Tá cóipeanna den fhoirm H.P.10 leis seo. Iarrtar ort ainmneacha na n-iarrthóirí a líonadh isteach ar an bhfoirm seo in ord a gcumais in obair phraiticiúil na hEacnamaíochta Baile. Ní cóir marcanna a bhreacadh síos. Is gá an fhoirm H.P.10 a bheith ar fáil don scrúdaitheoir. Má bhíonn níos mó ná scrúdaitheoir amháin i do scoil ní mór cóipeanna den fhoirm a bheith ar fáil do gach scrúdaitheoir díobh.

### TORTHAÍ NA dTRIALACHA

Scrúdaitheoirí a dhéanfaidh an triail ar fad a stiúradh agus is iadsan, faoi mhonatóireacht Choimisiún na Scrúduithe Stáit, a shocróidh na marcanna a bhronnfar ar na hiarrthóirí. Beidh na marcanna sin faoi rún daingean agus is don Coimisiún na Scrúduithe Stáit amháin a thabharfar iad.

### AISTRIÚ IARRTHÓIRÍ

Ba cheart scéala a chur chuig Coimisiún na Scrúduithe Stáit láithreach faoi iarrthóir a bheith ag aistriú ó do scoilse, nó go dtí do scoilse, agus ainm na scoile eile a lua.

## IARRTHÓIRÍ A BHÍONN AS LÁTHAIR DE BHARR TINNIS

Seolfar an fhoirm iarratais H.P.7, chomh maith le treoracha, chuig na scoileanna roimh na trialacha praiticiúla.

## ROLLA DEARG

Beidh rolla dearg ag an scrúdaitheoir a cheapfar don triail phraiticiúil le go síneoidh na hiarrthóirí é nuair a thagann siad i láthair don triail.

## TREOIRLÍNTE

Seoladh na treoirlínte chuig na scoileanna in Eanáir 2016.

## OBAIR CHÚRSA NA dTIONSCADAL

## STAIDÉAR ROGHNACH

Déanfar an obair chúrsa an tionscadail sa Staidéar Roghnach a mheasúnú nuair a bheidh na Scileanna Bia agus Cócaireachta á measúnú. Iarrfar ar na hiarrthóirí obair a bhaineann leis an réimse staidéir a roghnaíonn siad a chur i láthair, i.e. **Cúram Leanaí** *nó* **Dearadh agus Ceardaíocht** *nó* **Scileanna Teicstílí.**

Beidh ar gach iarrthóir obair a chur i láthair i gceann amháin de na roghanna sin.

## DOICIMÉID

Is iad seo a leanas na doiciméid atá le húsáid sa scrúdúchán ar obair na n-iarrthóirí sa scoil agat.

### Foirm P.20

Seoladh soláthar d'fhoirmeacha P20 chuig na scoileanna i bhfoirm leabhrán cheana. I gcás nach féidir a dheimhniú gurb é obair indibhidiúil an iarrthóra féin atá sa tionscadal, ba chóir an fhoirm seo a chomhlánú tamall maith sula dtosaíonn an scrúdúchán. Ba chóir an bharrchóip a sheoladh chuig an rannóg chuí i gCoimisiún na Scrúduithe Stáit, agus an chóip charbóin a choinneáil sa scoil.

### Foirm P.2 (leis seo)

Liosta ríomhairithe í Foirm P.2 de na hiarrthóir ón scoil agaibhse a chuir isteach ar Eacnamaíocht Bhaile an Teastais Shóisearaigh. Iarrtar ar na scoileanna a bheith an-chúramach agus an fhoirm seo a chomhlánú de réir na treoirlínte seo a leanas:

(1) Ní mór do gach iarrthóir a chuireann isteach tionscadal (Obair Chúrsa Phraiticiúil) an fhoirm a shíniú sa spás atá ann do shíniú an iarrthóra. Ba chóir do gach iarrthóir an t-eolas faoi ábhar an tionscadail a chomhlánú go cúramach sa spás cuí ar an bhfoirm seo. **Ní mór do na hiarrthóirí** Is ea/Ní hea **a scríobh sa cholún dar teideal 'Fillteán an Staidéir Thacaíochta' le cur in iúl cé acu a chomhlánaigh siad Fillteán Staidéar Tacaíochta in éineacht lena dtionscadal (obair chúrsa phraiticiúil) nó nár chomhlánaigh. Níor chóir d'iarrthóir an Fhoirm P.2 a shíniú i gcúinse ar bith mura bhfuil Tionscadal á chur isteach ar an scrúdú.**

(2) I gcás iarrthóra atá liostaithe ar Fhoirm P.2 ach nach gcuireann Tionscadal isteach ar an scrúdú, ba chóir **"gan aon obair istigh"** a scríobh sa spás do shíniú an iarrthóra ar an bhfoirm.

(3) I gcás iarrthóra nach bhfuil liostaithe ar Fhoirm P.2 ach a chuireann Tionscadal isteach ar an scrúdú, ba chóir sonraí an iarrthóra a scríobh ar Fhoirm P.2 agus síniú an iarrthóra a fháil.

(4) Ba chóir líon na n-iarrthóirí atá ag cur isteach Tionscadail a scríobh go soiléir sa spás cuí ar gach leathanach den Fhoirm P.2.

(5) Ní mór do mhúinteoir(í) na hEacnamaíochta Baile an Fhoirm P.2 chomhlánaithe a shíniú agus ní mór do Phríomhoide na Scoile í a chomhshíniú chun an t-eolas inti a dheimhniú.

(a) **Ba choir an bharrchóip den Fhoirm P.2** a sheoladh ar ais go dtí Coimisiún na Scrúduithe Stáit sa chlúdach tráth nach déanaí ná **11 Márta 2016**.

(b) Ba chóir an dáta ar tarraingíodh na tascanna a nótáil **ar an gcóip charbóin den Fhoirm P.2** (féach barr Fhoirm P.2, faoi na sonraí scoile). Ba chóir an fhoirm seo a choinneáil in áit shábháilte sa scoil agus í a chur ar fáil don Scrúdaitheoir ar shroicheadh na scoile dó/di. Ba choir do na scoileanna foirm P2 a fhótachóipeáil roimh an triail phraiticiúil agus an chóip a choinneáil ar mhaithe leo féin.

**TREOIRLÍNTE**

Ba mhaith leis an Coimisiún an deis seo a thapú na treoirlínte seo a leanas a mheabhrú do na scoileanna.

4. Ba chóir obair chúrsa na dtionscadal ar fad a dhéanamh sa scoil faoi mhaoirseacht an mhúinteora.

5. Ba chóir do na múinteoirí monatóireacht rialta a dhéanamh ar dhul chun cinn na n-iarrthóirí in obair chúrsa na dtionscadal.

6. Ní mór a dheimhniú gur obair phearsanta an iarrthóra atá in obair chúrsa na dtionscadal a chuirtear isteach le haghaidh measúnú.

Iarrtar ort an ciorclán seo agus na doiciméid faoi iamh a thabhairt d'aire na múinteoirí cuí, le do thoil.

Irene Lynn
Oifigeach Foirne
Feabhra 2016