Coimisiún na Scrúduithe Stáit
State Examinations Commission

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

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S26/15

TO THE SCHOOL AUTHORITY NAMED IN THE ADDRESS

LEAVING CERTIFICATE EXAMINATION 2015

ASSESSMENT OF PRACTICAL COURSEWORK IN AGRICULTURAL SCIENCE AND AGRICULTURAL ECONOMICS

Schools are advised that the monitoring of the school assessment in Agricultural Science and Agricultural Economics will take place in schools during the period **27th April – 8th May**

A supply of P.20 in booklet form issued to schools in 2004. This form is to be completed in respect of candidates whose practical coursework cannot be verified as their own individual work. Where this form is used the top copy should be returned to the State Examinations Commission, Cornamaddy, Athlone, Co. Westmeath in advance of the commencement of monitoring. The teacher should not award marks for candidates listed on form P20.

In the case of a P20, the practical coursework should be retained until the outcome of the P20 appeal (if any) has been advised to the school.

Documents for use in connection with the teacher(s) assessment and monitoring of this assessment in your school are enclosed. Please bring them to the attention of the teacher(s), retain them in a safe place and provide them to the Commission's monitor on the day of his/her visit.

The documents are:

FORM A

Form A (in duplicate) contains a list of headings under which the practical coursework done by the candidate during the course of study should be assessed. Detailed guidelines have been prepared to facilitate this assessment process and a copy of these is enclosed.

A copy of Form A should be completed for each candidate. The top copy of Form A will be returned to the school by the monitor at the end of his/her visit and the other copy will be retained by the monitor.

FORM B

Form B, which is a computerised form, contains a list of all candidates taking practical coursework in your school for the relevant subject.

The total assessment mark for each candidate as given on Form A should be transferred to "School Assessment" column of Form B. Form B should be signed and dated by the teacher and countersigned by the School Principal.

FORM P.2

Form P.2 is a computerised list of candidates taking practical coursework in your school for Agricultural Science and Agricultural Economics. 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 provided for candidate's signature. **In no circumstances should a candidate sign the P2 Form if practical coursework is not being submitted for examination.**

(ii) Where a candidate listed on Form P.2 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.

(iii) Where a candidate not listed on Form P.2 submits practical coursework for examination, the details of the candidate should be entered on Form P.2. and the candidate's signature should be obtained.

(iv) The number of candidates submitting practical coursework should be clearly entered in the space provided on each page of Form P.2.

(v) The completed Form P.2 must be signed by the teacher and countersigned by the School Principal to confirm the information thereon.

(vi) The completed Form P.2 should be retained in a safe place in the school and made available to the monitor on his/her arrival at the school. Please ensure that all sections of the form are completed.

(vii) On completion of the monitoring the monitor will retain the top copy of the Form P.2 and the other copy will be returned to the school. This copy should be retained in a safe place in the school until the results of all the Leaving Certificate Examination appeals are issued to schools.

In the case of candidates who have carried out practical coursework in a school other than the school where they are entered, the practical coursework should be retained in the school in which it was completed. The candidate should also be present in the school in which the practical coursework was completed on the date of the monitor's visit.

The date of the monitor's visit will be notified to you in due course.

R.Ward.
Staff Officer
March 2015.

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CHUIG: ÚDARÁS NA SCOILE ATÁ AINMNITHE SA SEOLADH

SCRÚDÚ NA hARDTEISTIMÉIREACHTA 2015

BREITHMHEAS AR OBAIR CHÚRSA PHRAITICIÚIL IN EOLAÍOCHT TALMHAÍOCHTA

AGUS EACNAMAÍOCHT TALMHAÍOCHTA

Meabhraítear do scoileanna go ndéanfar monatóireacht ar an mbreithmheas scoile san Eolaíocht Talmhaíochta agus Eacnamaíocht Talmhaíochta i scoileanna i rith na tréimhse: **27 Aibreán – 8 Bealtaine**

Eisíodh soláthar foirmeacha P.20 mar leabhrán do scoileanna i 2004. Tá an fhoirm seo le comhlánú i gcás iarrthóirí nach féidir an obair chúrsa phraiticiúil acu a dhearbhú mar obair indibhidiúil dá gcuid féin. I gcás go n-úsáidtear an fhoirm seo ba chóir an bharrchóip a sheoladh ar ais chuig Coimisiún na Scrúduithe Stáit, Cor na Madadh, Baile Átha Luain, Contae na hIarmhí sula dtosaíonn an mhonatóireacht. Níor chóir don mhúinteoir marcanna a bhronnadh i gcás iarrthóirí atá liostaithe ar fhoirm P.20.

I gcás foirm P.20, ba chóir an obair chúrsa phraiticiúil a choinneáil go dtí go gcuirfear an toradh ar an achomharc P.20 (más ann dó), in iúl don scoil.

Tá leis seo doiciméid a bhaineann le breithmheas an mhúinteora agus le monatóireacht ar an mbreithmheas seo i do scoil. Ba chóir aird an mhúinteora a thabhairt orthu seo, iad a choimeád in áit shábháilte agus iad a thabhairt do mhonatóir na gCoimisiúin ar theacht chun na scoile dó/di.

Is iad na foirmeacha atá i gceist ná:

FOIRM A

Tá ar Fhoirm A (i ndúblach) liosta de na ceannteidil faoin ar féidir breithmheas a dhéanamh ar an obair chúrsa phraiticiúil atá déanta ag an iarrthóir i rith an chúrsa staidéara. Tá mion-treoirlínte ullmhaithe chun cúnamh a thabhairt sa phróiseas measúnaithe seo agus tá cóip díobh seo iniata

Ba cheart cóip de Fhoirm A a líonadh i leith gach iarrthóra. Tabharfaidh an monatóir an bharrchóip den Fhoirm A ar ais don scoil ag deireadh a c(h)uairte agus coimeádfaidh an monatóir an chóip eile.

FOIRM B

Foirm ríomhairithe is ea Foirm B, ar a bhfuil liosta na n-iarrthóirí go léir atá ag déanamh obair chúrsa phraiticiúil san ábhar cuí i do scoil.

Ní mór an marc iomlán breithmheasa do ghach iarrthóir, faoi mar atá sé breacaithe ar Fhoirm A, a aistriú go dtí an colún i leith "Breithmheasa na Scoile" ar Fhoirm B. Ní mór don mhúinteoir Foirm B a shíniú agus an dáta a chur uirthi agus ní mór do Phríomhoide na Scoile í a chomhshíniú.

FOIRM P.2

Liosta ríomhairithe is ea Foirm P.2 de na hiarrthóirí atá ag déanamh obair chúrsa phraiticiúil san Eolaíocht Talmhaíochta agus san Eacnamaíocht Talmhaíochta. Iarrtar ar scoileanna a bheith go rí-aireach nuair atáthar ag comhlánadh na foirme seo agus feidhm a bhaint as na treoirlínte seo a leanas:-

(i) Ní mór do gach iarrthóir atá ag cur isteach obair chúrsa phraiticiúil an fhoirm a shíniú sa spás do shíniú an iarrthóra sin. **Níor ceart d'aon iarrthóir, ar chúis ar bith, an Fhoirm P.2 a shíniú mura bhfuil sé/sí ag cur isteach obair chúrsa phraiticiúil lena scrúdú.**

(ii) Sa chás nach gcuireann iarrthóir atá liostaithe ar Fhoirm P.2 obair chúrsa phraiticiúil isteach lena scrúdú ní mór "**níl aon obair curtha isteach**" a scríobh sa spás do shíniú an iarrthóra sin.

(iii) Sa chás go gcuireann iarrthóir obair chúrsa phraiticiúil isteach lena scrúdú agus nach bhfuil sé/sí liostaithe ar Fhoirm P.2 ní mór mionsonraí an iarrthóra sin a iontráil ar an bhFoirm P.2 agus ní mór síniú an iarrthóra sin a fháil.

(iv) Ní mór líon na n-iarrthóirí atá ag cur isteach obair chúrsa phraiticiúil a iontráil go soiléir sa spás dó sin ar gach leathanach den Fhoirm P.2.

(v) Ní mór don mhúinteoir an Fhoirm P.2 chomhlánta a shíniú agus ní mór do Phríomhoide na scoile í a chomhshíniú d'fonn an fhaisnéis atá inti a dhearbhú.

(vi) Ní mór an Fhoirm P.2 chomhlánta a choinneáil in áit shábháilte agus í a chur ar fáil don mhonatóir nuair a thiocfaidh sé/sí chun na scoile. Deimhnigh le do thoil go bhfuil gach cuid den fhoirm comhlánta.

(vii) Tráth a bheidh an mhonatóireacht curtha i gcrích coinneoidh an monatóir barrchóip Fhoirm P.2 agus tabharfar an chóip eile ar ais don scoil. Ba chóir an chóip seo a choinneáil in ait shábháilte sa scoil go dtí go n-eiseofar torthaí na n-achomharc ar fad sa Scrúdú Ardteistiméireachta do na scoileanna.

I gcás iarrthóirí a bhfuil obair chúrsa phraiticiúil curtha i gcrích acu i scoil seachas an scoil inar iontráladh iad, ba choir an obair chúrsa phraiticiúil a choinneáil sa scoil inar cuireadh an obair i gcrích. Ba choir don iarrthóir bheith i láthair freisin sa scoil inar cuireadh an obair i gcrích ar an lá a bhfuil cuairt beartaithe ag an monatóir.

Déarfar leat ar ball cathain a thabharfaidh an monatóir cuairt ar do scoilse.

R. Ward.
Oifíeach Foirne
Márta 2015