



TO THE SCHOOL AUTHORITY NAMED IN THE ADDRESS:

JUNIOR CERTIFICATE EXAMINATION 2019 METALWORK - PRACTICAL COURSEWORK

As in line with arrangements for 2018 and Circular S80/18, schools are requested to ensure that the practical coursework is retained in their schools to be examined during the period **4th June – 14th June 2019**. Please ensure that the practical coursework is stored in a secure location (e.g. locked press) pending the examiners visit. The visiting examiner will notify the school of the visit in due course.

The completion date of the practical coursework is **5th April 2019**.

Form P2

The mechanism for the recording of the proper completion of coursework is the enclosed form P2 which is a computerised list of candidates entered for Metalwork in your school. If this form is inaccurate, or is incorrectly completed, there can be significant consequences for individual students or the entire class grouping. Every year the State Examinations Commission (SEC) expends considerable effort in pursuing missing, or apparently missing, coursework with schools. In many instances it has transpired that the candidate(s) concerned did not submit any coursework for marking. This activity places an unnecessary burden on the SEC and on schools and potentially delays the issue of correct and accurate results to candidates.

The instructions provided below for the collection and storage of practical coursework and the completion of the Form P2 form should assist schools and the SEC in avoiding the common problems which arise.

1. Completing Form P2 to certify completion and authentication of Coursework

- (i) Candidates submitting practical coursework for assessment must sign the form in the space provide under his/her name. It is not acceptable for the Form P2 to be handed around the class for signing as the class teacher must ensure that candidates only sign the form at the point of handing up their finished coursework. The signing of the form and submission of completed coursework must be witnessed by the class teacher.
- (ii) Each candidate submitting practical coursework must enter the level at which he/she is taking the practical coursework in the appropriate space on the form.
- (iii) Where a candidate listed on Form P2 does not present practical coursework for examination, enter a record of **“No Work Presented”** in the space provided for the candidate’s signature.
- (iv) Where a candidate not listed on Form P2 submits practical coursework for examination, enter the details of the candidate manually on the Form P2 and arrange for the candidate to sign opposite their name. In this case, contact the Entries Section of the SEC to correct the entry record. If this is not followed up, the candidate may not be correctly entered for their examinations
- (v) Record the number of candidates submitting practical coursework in the space provided on each page of the Form P2. This number should be reconciled against a count of the physical number of items of coursework that have been handed up.

- (vi) Check that the quantity of Coursework Booklets recorded in the Total Box on the end of the Form P2 agrees with the total number of candidates that have submitted completed coursework booklets. Candidates with “**No Work Presented**” should be taken into consideration in this count.
- (vii) Record the number of candidates sitting Higher and Ordinary Level in the box on the form as appropriate.
- (viii) The completed Form P2 must be signed by the Metalwork teacher(s) and countersigned by the School Principal to confirm all details.
- (ix) The top copy of Form P2 should be returned to the SEC in the envelope provided **to arrive no later than the 12th April 2019**. The other copy should be retained in a safe place in the school until the results of the Junior Certificate are issued or, in the case of an appeal, until the outcome of the appeal is notified to the School. A copy of the Form P2 for its own records.
- (x) S68/08 and S69/04 set out details of the arrangements for authentication of coursework. See Section 2 below if the school authority is unable to authenticate coursework as being the candidate’s own individual work.

Under no circumstances should a candidate sign Form P2 if he or she is not submitting Coursework for assessment.

2. Coursework that cannot be authenticated

S68/08 and S69/04 (available from www.examinations.ie) set out the arrangements for authentication of coursework. Where the practical coursework cannot be authenticated by a teacher as being the candidate’s own individual work, a separate report form (Form P20) must be completed and returned to the SEC. A supply of P20s in booklet form has already issued to schools and additional copies are available on request. Schools are requested to provide as much detail as possible in providing their reason for not being able to authenticate the work. The SEC may follow-up with schools if the reason for non-authentication is considered insufficiently detailed. The top copy of the form P20 should be returned to Practicals Section, State Examinations Commission, Cornamaddy, Athlone, Co. Westmeath, N37 TP65. The carbon copy should be retained in the school.

3. Worked Test Labels

Finally, a supply of Worked Test Labels for attachment to the candidates finished work is enclosed.

Phil Mulvihill
Executive Officer.
Practicals Section
March 2019.



CHUIG ÚDARÁS NA SCOILE ATÁ AINMNITHE SA SEOLADH:

SCRÚDÚ AN TEASTAIS SHÓISEARAIGH 2019 MIOTALÓIREACHT – OBAIR CHÚRSA PHRAITICIÚIL

Ar aon dul leis na socrúithe do 2018 agus de réir chiorcláin S80/18, iarrtar ar scoileanna a chinnti go gcoimeádtar an obair chúrsa phraiticiúil sna scoileanna chun go ndéanfaí scrúdú air i gcaitheamh na tréimhse **4 Meitheamh – 14 Meitheamh 2019**. Deimhnigh le do thoil go ndéantar an obair chúrsa phraiticiúil a stóráil in ionad slán (e.g. cófra a bhfuil glas air) go dtí go dtiocfaidh na scrúdaitheoirí ar cuairt. Cuirfidh an scrúdaitheoir ar cuairt fógra chun na scoile in am trátha i dtaobh na cuairte.

Is é **5ú Aibreáin 2019** an spriocdháta chun an obair chúrsa phraiticiúil a chríochnú.

Foirm P2

Is í an mheicníocht chun comhlánú ceart na hoibre cúrsa a thaifeadadh ná an fhoirm P2 faoi iamh anseo ar liosta ríomhairithe é de na hiarrthóirí ó do scoile a cuireadh isteach ar an scrúdú Miotalóireachta. Má bhíonn an fhoirm seo míchruinn, nó má líontar isteach í go mícheart, tig le mic léinn aonair nó leis an rang grúpa iomlán a bheith thíos dá bharr. Gach bliain déanann Coimisiún na Scrúduithe Stáit (CSS) iarracht mhór dul sa tóir le scoileanna ar obair chúrsa atá ar iarraidh nó atá ar iarraidh de réir dealraimh. I roinnt mhaith cásanna tharla sé nár chuir an t-iarrthóir/ na hiarrthóirí i gceist aon obair chúrsa isteach le haghaidh marcála. Leagann an ghníomhaíocht seo ualach nach gá ar an CSS agus ar scoileanna agus d'fhéadfadh sé moill a chur le heisiúint na dtorthaí cearta agus cruinne d'iarrthóirí.

Tá na treoracha ar fáil thíos maidir le bailiú agus le stóráil na hoibre cúrsa praiticiúla agus le comhlánú Foirm P2 ann chun cabhrú le scoileanna agus leis an CSS na fadhbanna coitianta a thagann chun cinn a sheachaint.

1. Comhlánú Fhoirm P2 chun críochnú agus fíordheimhniú na hOibre Cúrsa

- (i) Caithfidh iarrthóirí a sheolann obair chúrsa phraiticiúil isteach le measúnú, an fhoirm a shíneadh sa spás chuige sin in aice lena (h)ainm. Níl sé inghlactha go gcuirfí Foirm 2 timpeall an ranga le síniú toisc go gcaithfidh an múinteoir ranga a chinntiú nach síníonn na hiarrthóirí an fhoirm ach amháin ag an bpointe nuair a thugann siad suas a n-obair chúrsa chríochnaithe. Ní mór don mhúinteoir ranga a bheith mar fhinne nuair atá an fhoirm á síniú agus nuair a chuirtear isteach an obair chúrsa chríochnaithe.
- (ii) Ní mór do gach iarrthóir a sheolann obair chúrsa phraiticiúil isteach an leibhéal a lua ag a bhfuil sé/sí ag tabhairt faoin obair chúrsa phraiticiúil, agus é seo a dhéanamh sa spás cuí ar an bhfoirm.
- (iii) Sa chás go bhfuil iarrthóir ar an liosta ar Fhoirm P2 agus nach seolann sé/sí isteach aon obair chúrsa phraiticiúil ní mór **“Gan Aon Obair Curtha Ar Fáil”** a thaifeadadh sa spás cuí do shíniúchán an iarrthóra ar an bhfoirm.
- (iv) Sa chás go seolann iarrthóir obair chúrsa phraiticiúil isteach le haghaidh scrúdúcháin agus nach bhfuil sé ar an liosta ar Fhoirm P.2 ba chóir sonraí an iarrthóra a chur isteach de lámh ar an bhFoirm P2 agus iarr ar an iarrthóir an fhoirm a shíneadh os comhair a h/ainm. Sa chás seo, déan teagmháil leis an Rannóg Iontrálacha den CSS chun an taifead iontrála a cheartú. Mura ndéantar é sin, b'fhéidir nach mbeidh an t-iarrthóir curtha isteach i gceart dá c(h)uid scrúduithe.

- (v) Déan taifeadadh ar líon na n-iarrthóirí a bhfuil obair chúrsa phraiticiúil á chur isteach acu sa spás atá curtha ar fáil ar gach leathanach d’Fhoirm P2. Ba chóir go ndéanfaí an uimhir seo a thabhairt chun réitigh i gcoinne an áirimh de líon fisiceacha na bpósaí den obair chúrsa a tugadh suas.
- (vi) Seiceáil go n-aontaíonn méid na Leabhrán d’Obair Chúrsa a taifeadadh sa Bhosca Móriomlán ag deireadh Fhoirm P2 le líon iomlán na n-iarrthóirí a chuir isteach Leabhráin d’obair chúrsa phraiticiúil chríochnaithe. Ba chóir iarrthóirí le **“Gan Aon Obair Curtha Ar Fáil”** a bheith curtha sa mheá san áireamh sin.
- (vii) Déan taifead ar líon na n-iarrthóirí a dhéanann Ardleibhéal agus Gnáthleibhéal sa bhosca ar an bhfoirm mar is cuí.
- (viii) Ní mór don Mhúinteoir Míotalóireachta an Fhoirm P.2 chomhlánaithe a shíniú agus í bheith dearbhshínithe ag Príomhoide na Scoile chun an t-eolas ar an bhfoirm a dheimhniú.
- (ix) Ba chóir an bharrchóip d’Fhoirm P.2 a chur ar ais chuig an gCoimisiún sa chlúdach a chuirtear ar fáil **le bheith istigh roimh 12 Aibreán 2019**. Ba chóir an chóip eile a choimeád in ionad sábháilte sa scoil go dtí go n-eiseofar torthaí an Teastais Shóisearaigh nó, i gcás achomhairc, go dtí go gcuirfear toradh an achomhairc in iúl don Scoil. m cóip d’Fhoirm P2 dá thuairiscí féin.
- (x) In S68/08 agus S69/04 leagtar amach na socruithe maidir le hobair chúrsa a fhíordheimhniú. Féach Roinn 2 thíos murar féidir le húdaras na scoile an obair chúrsa a dheimhniú mar obair ar leith an iarrthóra féin.

Níor chóir d’iarrthóirí Foirm P2 a shíneadh i gcás ar bith mura gcuireann sé/sí Obair Chúrsa isteach le haghaidh measúnaithe

2. Obair Chúrsa nach féidir a Fhíordheimhniú

I gcás nach féidir le múinteoir obair chúrsa phraiticiúil a fhíordheimhniú mar obair a rinne an t-iarrthóir é féin nó í féin, ní mór foirm thuairiscithe ar leith (Foirm P.20) a chomhlánú agus a chur ar ais chuig an CSS. Dáileadh soláthar d’fhoirmeacha P.20 i bhfoirm leabhráin cheana féin ar scoileanna agus tá cóipeanna breise ar fáil ach iad a iarraidh. Iarrtar ar scoileanna an oiread sonraí agus is féidir a chur ar fáil le linn dóibh na cúiseanna nach raibh siad in ann an obair a fhíordheimhniú a sholáthar. D’fhéadfadh an CSS teagmháil a dhéanamh le scoileanna ina dhiaidh sin más dóigh leis nár cuireadh dóthain sonraí ar fáil maidir leis na cúiseanna gan an obair a fhíordheimhniú. Is cóir an chóip d’fhoirm P.20 ar an mbarr a chur ar ais chuig Rannóg Phraiticiúil, Coimisiún na Scrúduithe Stáit, Corn na Madadh, Baile Átha Luain, Co. na hIarmhí, N37 TP65. Is cóir don scoil an chóip charbóin a choinneáil.

3. Lipéid Tástálacha Déanta

Mar fhocal scoir, tá soláthar faoi iamh de Lipéid Tástálacha Déanta atá le feistiú de shaothar críochnaithe na n-iarrthóirí

Phil Mulvihill
 Oifigeach Feidhmiúcháin.
 Rannóg na Scrúduithe Praicticiúla
 Márta 2019.