



Coimisiún na Scrúduithe Stáit  
State Examinations Commission

Corr na Madadh, Baile Átha Luain, Co. na hIarmhí, N37 TP65  
Cornamaddy, Athlone, Co. Westmeath, N37 TP65

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S31/19

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

**JUNIOR CERTIFICATE EXAMINATION 2019**  
**METALWORK PRACTICAL (HIGHER LEVEL ONLY)**

A Chara,

As in line with arrangements for 2018 you are requested to ensure that the Metalwork (Higher level) practical examination work presented by candidates is stored in a secure location until further notice of the specific date for examining. The examiner will notify your school in due course of the examination date which will be held during the period **4<sup>th</sup> June – 14<sup>th</sup> June 2019**.

Please note that the Practical Examination is for candidates at Higher Level only. The above examination consists of a 3-hour test which will be worked in one session from 9.30 a.m. to 12.30 p.m. on any day selected by the school between the 29<sup>th</sup> April and 10<sup>th</sup> May 2019. If all candidates cannot be accommodated in one session further sessions may be held.

**N.B. Schools may change the starting time of the examination to facilitate, where necessary, the needs of the school. The duration of the exam must however be one three hour session.**

A fee of €15.43 may be paid to the Superintendent by the school and a refund claimed from the State Examinations Commission. It should be noted that fees paid to Superintendents are subject to income tax, universal social charge, and social insurance (P.R.S.I.) deductions. The appointment of superintendents is covered under class J PRSI. The rate of employer PRSI under this class is 0.5%. The SEC will refund to schools/VEC's the employer PRSI at the appropriate rate in respect of superintendents. A claim form for this purpose will issue to schools in late April and this should be completed and forwarded to the State Examinations Commission. **In the case of V.E.C. Schools, refunds must be claimed from the relevant V.E.C.**

Candidates should be instructed to be present in the examination workshop not later than fifteen minutes prior to the examination starting time. The selection of candidates for each session should, where possible, be in accordance with the order of their examination numbers.

Where a candidate is absent through illness (see Form7 available on the website), the candidate must be afforded the opportunity to take the Practical examination at the earliest opportunity in the period up to the commencement of the written examinations.

The Metalwork teacher in the school should assist in preparing the workshop for the exam.

The Metalwork teacher should also be present in the examination workshop throughout the examination and will be expected to:-

- (a) issue tools and materials,
- (b) prevent damage to equipment,
- (c) arrange that the special equipment necessary is available to candidates,
- (d) ensure the safety of the candidates,
- (e) stamp the examination number on each candidate's finished work.

Two copies of the Special Instructions for Superintendents are attached. One copy should be sent to the Superintendent as soon as s/he is appointed, the other copy should be retained in the school.

**N.B. Candidates must not be permitted to take the question paper from the examination room at any time. The Superintendent must collect all papers at the end of each examination and return them to the school authority. The question papers and drawings must be held in safe custody until 4th June 2019. The papers which are collected at the end of each day must be kept separate from undistributed papers.**

On the last day of the examination the Superintendent will return the top copy of the 'Rolla Met/Eng' to the State Examinations Commission 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 the Junior Certificate Examination are issued or in the case of an appeal, until the outcome of the appeal is notified to the school.

The following documents are also enclosed. They should be given to the Superintendent on his/her arrival in the school to conduct the examination.

- (a) Rolla Met/Eng (Attendance Roll),
- (b) Superintendent's Report Form,
- (c) A supply of clear plastic bags to hold all of the candidates' finished pieces at the end of each examination session.
- (d) A supply of worked test labels for attachment to the candidates finished work.

Phil Mulvihill,  
Executive Officer  
April 2019.



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S31/19

**CHUIG ÚDARÁS NA SCOILE ATÁ AINMNITHE SA SEOLADH:**

**SCRÚDÚ AN TEASTAIS SHÓISEARAIGH 2019  
MIOTALÓIREACTH – PRAITICIÚIL (ARDLEIBHÉAL AMHÁIN)**

A Chara,

Faoi mar a tharla leis na socrúithe i 2018, iarrtar ar scoileanna a dheimhniú go gcoimeádfar na scrúduithe praiticiúla sna scoileanna lena scrúdú sa tréimhse **4ú Meitheamh – 14ú Meitheamh 2019**. Deimhnigh le do thoil go gcoimeádfar na scrúduithe praiticiúla in áit shábháilte (e.g. faoi ghlas i gcófra) go dtí go dtagann na scrúdaitheoirí. Cuirfidh an scrúdaitheoir ar cuairt in iúl don scoil, le himeacht aimsire, cén uair a bheidh sé/sí ag teacht.

Tabhair faoi deara go mbaineann an Scrúdú Praiticiúil leis na hiarrthóirí Ardleibhéil amháin. Is é atá sa scrúdú thuas ná tástáil 3 huairé an chloig a shaothrófar in aon seisiún amháin ó 9.30 r.n. go dtí 12.30 i.n. ar lá ar bith eile a roghnóidh an scoil idir 29 Aibreáin agus 10 Bealtaine 2019. Mura bhfuil slí do na hiarrthóirí go léir ar an lá céanna is féidir seisiúin eile a thionól.

**N.B. Is féidir le scoileanna am tosaithe an scrúdaithe a athrú ar mhaithe le riachtanais na scoile. Ní mór don scrúdú maireachtáil ar feadh seisiúin amháin trí huairé an chloig, áfach.**

Iarrtar ort duine oiriúnach, nach bhfuil ar fhoireann na scoile, a cheapadh chun feitheoireacht a dhéanamh ar an scrúdú seo. Féadfaidh an scoil táille €15.43 a íoc leis an bhFeitheoir agus is féidir aisíoc a éileamh ar Choimisiún na Scrúduithe. Is cóir a thabhairt ar aire go ndlítear cáin ioncaim, an muirear sóisialta uilíoch, agus árachas sóisialta (ÁSPC) a ghearradh ar gach táille a íoctar le Feitheoirí. Tá ceapachán feitheoirí faoi réir ag Aicme J den ÁSPC. Is é an ráta ÁSPC an fhostóra san aicme sin 0.5%. Aisíocfaidh Coimisiún na Scrúdaithe Stáit ÁSPC an fhostóra leis na scoileanna agus leis na Coistí Gairmoideachais ar an ráta a bhaineann le feitheoirí. Eiseofar foirm éilimh lena aghaidh sin i ndeireadh mhí Aibreáin. Ba chóir an fhoirm seo a chomhlánú agus a sheoladh ar aghaidh go dtí Coimisiún na Scrúdaithe Stáit. **Ní mór do na scoileanna gairmoideachais na haisíocaíochtaí a éileamh ar an gCoiste Gairmoideachais cuí.**

Ba chóir a threorú d'iarrthóirí a bheith i láthair i saotharlann an scrúdaithe tráth nach déanaí ná cúig nóimeád déag roimh thús an scrúdaithe. Ba chóir go roghnófaí na hiarrthóirí do gach seisiún de réir ord a gcuid uimhreacha scrúdaithe, nuair is féidir

sin a dhéanamh.

Nuair atá iarrthóir as láthair de bharr a bhreiteachta, (Feic Foirm 7 atá ar fáil ar shuíomh gréasáin an Choimisiúin), ní foláir an deis a thabhairt don iarrthóir seo an scrúdú praiticiúil atá i gceist a dhéanamh chomh luath agus is féidir sa tréimhse suas go dtí tús na scrúduithe scríofa.

Ní mór don mhúinteoir miotalóireachta sa scoil cúnadh a thabhairt maidir leis an gceardlann a ullmhú le haghaidh an scrúdaithe.

Caithfidh an múinteoir miotalóireachta a bheith i láthair sa cheardlann scrúdaithe le linn an scrúdaithe ar fad agus beidh air/uirthe:-

- (a) Uirlisí agus ábhair a dháileadh amach.
- (b) A chinntiú nach ndéanfar aon damáiste don trealamh.
- (c) A shocrú go mbeidh an trealamh speisialta riachtanach ar fáil d'iarrthóirí.
- (d) Sábháilteacht na n-iarrthóirí a chinntiú.
- (e) Uimhreacha Scrúduithe a stampáil ar obair chríochnaithe gach iarrthóra.

Tá dhá chóip de na Treoracha Speisialta d'Fheitheoirí iniata. Ní mór cóip amháin a sheoladh chuig an bhFeitheoir chomh luath agus a dhéanfar é/í a cheapadh; ní mór an chóip eile a choinneáil sa scoil.

N.B. Níl cead ag iarrthóirí an páipéar ceisteanna a thógáil as seomra an scrúdaithe ag am ar bith. Ní mór don Fheitheoir na páipéir go léir a bhailiú ag deireadh gach scrúdaithe agus iad a thabhairt ar ais d'Údarás na scoile. Ní mór na páipéir ceisteanna agus na línóchtaí a choinneáil go slán sábháilte go dtí 4ú Meitheamh 2019. Ní mór na páipéir a bhailítear ag deireadh gach lae a choinneáil ar leith ó pháipéir neamhdháilte.

Ar lá deiridh an scrúdaithe cuirfidh an Feitheoir an bharrchóip den 'Rolla Met/Eng' chuig Brainse na Scrúduithe agus cuirfear an chóip eile ar ais chun na scoile. Ba chóir an chóip seo a choimeád in ionad sábháilte sa scoil go dtí go seolfar amach torthaí scrúduithe an Teastais Shóisearaigh, nó i gcás achomhairc, go dtí go mbeidh toradh an achomhairc curtha in iúl don scoil.

Tá na cáipéisí seo a leanas iniata chomh maith. Ba cheart iad sin a thabhairt don Fheitheoir nuair a thiocfaidh sé/sí chun na scoile chun an scrúdú a réachtáil.

- (a) Rolla Met/Eng (Rolla Tinrimh).
- (b) Foirm Tuairisce an Fheitheora.
- (c) Soláthar málaí plaisteacha trédhearcacha chun píosaí críochnaithe na n-iarrthóirí uile a choinneáil ag deireadh gach seisiún scrúdaithe.
- (d) Soláthar lipéad tástálacha críochnaithe le feistiú d'obair chríochnaithe na n-iarrthóirí.

Phil Mulvihill,  
Oifigeach Feidhmiúcháin  
Aibreán 2019