



Coimisiún na Scrúduithe Stáit
State Examinations Commission

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S 43/19

TO THE SCHOOL AUTHORITY NAMED IN THE ADDRESS

LEAVING CERTIFICATE EXAMINATION 2019

**ASSESSMENT OF HOME ECONOMICS PRACTICAL COURSEWORK
TEXTILE ELECTIVE**

Schools are advised that the completion date for the Textile Studies Elective in Leaving Certificate Home Economics Scientific and Social is **26th April 2019**.

The examining of the Textile Studies Elective Coursework will take place in schools during the period **4th – 7th June 2019**. The date of the examiner's visit to your school will be notified to you in due course.

To facilitate the examiners, school authorities are requested to arrange for candidates to lay out their work, before classes break up, under the supervision of the Home Economics teacher. The work should be arranged in numerical order with Worked Test Labels completed and attached to each candidate's work (enclosed is a supply of Worked Test Labels).

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. In such cases a completed P3 form should already be forwarded to Practicals Section, State Examinations Commission, Cornamaddy, Athlone, N37 TP65.

On completion of examining, **all candidates'** work should be retained in a safe place under lock and key, until the review of all Leaving Certificate appeals has been conducted and the outcome advised to schools. At that stage the textile studies elective may be returned to candidates.

Documents for use in connection with the examining of the work of candidates in your school are enclosed.

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 Home Economics Textiles 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. Arrangements for Completion and Authentication of Coursework

- (i) Candidates submitting practical coursework must sign the form in the space opposite their 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) 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.
- (iii) 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
- (iv) 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.
- (v) Check that the quantity of Coursework recorded in the Total Box on the end of the Form P2 agrees with the total number of candidates that have submitted completed coursework. Candidates with **“No Work Presented”** should be taken into consideration in this count.
- (vi) Record the number of candidates sitting Higher and Ordinary Level in the box on the form as appropriate.
- (vii) The completed Form P2 must be signed by the Home Economics teacher(s) and countersigned by the School Principal to confirm all details.
- (viii) Return the top copy of the Form P2 to the SEC in the envelope provided as soon as the coursework is completed. The school authority should retain the bottom copy of the Form P2 for its own records.
- (ix) 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.

2. Inability to Authenticate Practical Coursework

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. The carbon copy should be retained in the school.

Please bring this circular to the notice of the teachers and students concerned.

Written Examination Section C – Textiles, Fashion and Design

Candidates who submitted Textiles, Fashion and Design coursework for examination may only attempt Question 2 from this section.

**Irene Lynn
Executive Officer
April 2019**