

**STATE EXAMINATIONS COMMISSION
LEAVING CERTIFICATE EXAMINATION
CONSTRUCTION STUDIES PRACTICAL TEST**

SPECIAL INSTRUCTIONS TO SUPERINTENDENTS

2019

1. These instructions must be strictly adhered to in every detail during the Examination, and Superintendents are expected to study them carefully and to make themselves thoroughly familiar with them before the Examination begins. **In particular please note paragraph 8.**
2. See attached Appendix which is an extract from the Education Act 1998 and deals with the offences provided for under the Act.
3. On your arrival at the school you should obtain the following from the school authorities:-
 - a) Examination papers. **(Day 1 – 1st May, Day 2 – 2nd May, Day 3 – 3rd May)**
 - b) Rolla (Attendance Roll).
 - c) Superintendent's Report Form.
 - d) A supply of plastic bags **for containing each candidate's finished work and examination paper.**
 - e) A supply of L1 bar code labels, one per candidate (for attachment to the plastic bag).
 - f) A supply of L1 bar code labels, for emergency use only (for candidates who may, in error, not be listed for the subject).
 - g) A supply of "Construction Studies" labels for school and subject identification, (to be attached to the box in which the test pieces will be returned to the Commission in Athlone).
 - h) An envelope marked "Roll" for the return of the following:
 1. The Superintendents Report.
 2. The top copy of the Rolla.
 3. The sheets signed by candidates on receipt of the L1 bar code labels.
 4. All unused labels.
4. The teacher of the subject concerned should be available in the school throughout the examination and may be admitted to the examination room to deal with the replacement of damaged tools or other matters not within the competence of the Superintendent. Teachers so admitted must leave the examination room when they have dealt with the matter for which they were summoned.
5. The teacher is not permitted to give any direction or assistance to candidates in regard to the marking out or execution of a test.
6. Conversation or any communication between candidates is not permitted during the examination.
7. If a candidate spoils a piece of wood, s/he may not have it replaced.

8. The Superintendent must ensure that:

- each candidate writes their examination number in the space provided on the examination paper
 - each candidate puts their examination paper and test-piece into the candidate envelope supplied
 - the L1 barcode label for each candidate is attached to the correct candidate envelope
 - candidates do not remove the examination paper from the examination room at any time including at the end of the session
 - all undistributed examination papers are collected at the end of each examination and returned each day to the school authority.
 - the plastic bags, containing each candidate's examination paper and finished work, for each examination day, should be packed, using appropriate packaging materials so as to protect candidates' work, and be retained in a secure location within the school until collection day
 - they complete the Superintendent's report as indicated and report on any issues arising
9. The practical test in Construction Studies is to be conducted over one 4 hour period on any day selected by the school between **the 1, 2, 3 May, 2019**. Schools may change the starting time of the examination to facilitate the needs of the school. However the duration of the exam must be one four hour session.
10. If it is not possible to accommodate all candidates in one session, further session(s) may be held.
11. Superintendents should note that even where there are extra sessions **only one packet of examination papers is supplied to the school**. Candidates must not be permitted to take the examination paper from the examination room at any time. The Superintendent must collect all undistributed examination papers at the end of each examination and return them to the School Authority to be held in safe custody until **5th June 2019**.
12. Where there is more than one session, the candidates' practical test pieces from each session should be packed and stored securely in the school prior to the commencement of the next session.
13. Candidates will be instructed to be present in the examination room not later than half an hour prior to the commencement of the examination.

N.B. The following instructions are based on the examination starting at 9.30. a.m. Where the school alters the starting time the times stated below must be adjusted accordingly.

Examination Procedure

14. At 9.00 a.m. the Superintendent should:-

- Request each candidate to sign the Attendance Roll (Rolla). Where a candidate is not listed on the roll the candidate details should be entered. The candidate should then sign the roll in the space provided. **If a candidate does not attend for examination the word "absent" must be written in the space provided for the candidates signature on the Rolla.**
- Distribute the plastic bags, one per candidate.
- Request each candidate to sign for their L1 bar code label, and ensure the label is attached by the candidate to the plastic bag in the space provided.

- Where no pre-printed label has been supplied a blank L1 label should be used. The examination number of the candidate should be clearly inserted on the label and on the sheet and the candidate should sign in the space provided.
15. At 9.20 a.m. the Superintendent should open the envelope containing the examination papers and distribute a copy of the paper and diagram to each candidate.

Note:- No actual work on the examination test piece is permitted during the period 9.20 a.m. – 9.30 a.m.

16. At 9.30 a.m. candidates should be instructed to commence work.
17. At 1.15 p.m. the candidates should be reminded that work must cease at 1.30 p.m.
18. At 1.30 p.m. candidates should be instructed to cease work.
19. The Superintendent should ensure that each candidate writes their examination number in the appropriate box and that each candidate puts their examination paper into the plastic bag supplied
20. At the conclusion of the examination, candidates should be instructed to have their examination number clearly marked in pencil on each piece of work. Candidates should be instructed to enclose their test piece and examination paper in the plastic bag already provided to them for this purpose. The Superintendent should check that the examination number on the plastic bag and on the test piece are the same and correct.
21. A plan of the room, indicating the base bench position of each candidate, by examination number, should be completed (Superintendent's Report) and signed by the Superintendent.
22. At the conclusion of the examination the candidates' work should be packed and stored securely in the school until the collection day.
23. The sheets signed by candidates, all unused labels, the Superintendents Report and the top copy of the "Rolla" should be forwarded to the State Examinations Commission by letter post in the envelope marked "Rolla" provided. The other copy of the "Rolla" should be given to the School Principal to be retained in the school.
24. "Construction Studies" labels for identification of school and subject are supplied and should be affixed, fully completed, to each box. The label should be completed to show:-

School No. _____

School Name. _____

Appendix A

Education Act, 1998, Part VIII, Offences.

52.- (1) A person who-

- (a) knowingly and without lawful authority publishes an examination paper or part of such paper to any other person prior to the holding of the examination concerned,
 - (b) has in his or her possession without lawful authority an examination paper or part of such paper prior to the holding of the examination concerned,
 - (c) carries out any duties relating to the preparation of examination papers and knowingly and without lawful authority provides a candidate for an examination or any other person with information concerning the material prepared by him or her in the course of those duties with the intention of conferring an advantage upon a candidate over other candidates,
 - (d) knowingly and wilfully credits a candidate with higher marks than the marks to which that candidate was entitled with the intention of conferring an advantage on that candidate over other candidates,
 - (e) knowingly and maliciously credits a candidate with lower marks than the marks to which that candidate was entitled,
 - (f) personates a candidate at an examination or knowingly allows or assists a person to personate a candidate at an examination,
 - (g) knowingly and maliciously destroys or damages any material relating to an examination,
 - (h) knowingly and maliciously obstructs any candidate or a person engaged in the conduct of an examination or otherwise interferes with the general conduct of an examination,
 - (i) knowingly and without lawful authority alters any certificate or any other record, including a record in machine-readable form, containing the results of an examination or,
 - (j) knowingly issues or makes use of any certificate or other document which purports to be a document issued by the person or body under whose authority the examination was conducted and to contain the results of an examination knowing that those results are false, shall be guilty of an offence.
- (2) A person who knowingly aids, abets, counsels or procures another person to commit any offence under subsection 1 or conspires with another person for the commission of any such offence shall be guilty of an offence.
- (3) A person who is guilty of an offence under this section shall be liable-
- (a) on summary conviction, to a fine not exceeding €1,904.61 or (at the discretion of the court) to imprisonment for a term not exceeding six months, or to both such fine and such imprisonment, or
 - (b) on conviction on indictment, to a fine not exceeding €6,348.69 or (at the discretion of the court) to imprisonment for a term not exceeding two years, or to both such a fine and such imprisonment.
- (4) No action shall lie against an examiner in respect of anything done by him or her in good faith and in pursuance of his or her functions as an examiner.