Coimisiún na Scrúduithe Stáit
State Examinations Commission

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

LEAVING CERTIFICATE PRACTICAL ART EXAMINATIONS
Art Coursework and Life Sketching components

3 May – 13 May 20XX

S XX/18

To the school authority named in the address

A Chara,

You are requested to bring the information contained in this circular letter to the attention of candidates, teachers and parents' representatives.

This circular provides clarification to Art teachers, to principals and to all candidates of the procedures to be followed in the selection and execution of coursework for Art and the procedures involved in Life Sketching for the Leaving Certificate Examination 201X.

1. Timetabling

1.1 As you have already been informed in circular letter 0035/2015, *Revision to Assessment Arrangements for Leaving Certificate Art for first examination in 2018*, from the Department of Education and Skills, two of the existing four examination components for Leaving Certificate, which are currently carried out as invigilated examinations, will instead be carried out as a single coursework component from 2018 onwards. The subsequent circular letter *Clarification on the Revision to Assessment Arrangements for Leaving Certificate Art for first examination in 2018* informed you that the period of time during which this coursework is to be carried out will be the ten school weeks immediately following the Christmas holidays prior to the examination.

1.2 Separately from the new coursework component, the *Life Sketching* component will continue to be examined in an invigilated setting, at the same time of the year as heretofore.

1.3 The 10 week coursework period will commence immediately after the Christmas holidays, but be exclusive of the February midterm break. It is recommended that that a minimum of 30 hours of classroom contact be provided for the delivery of the coursework component over the 10 week period. Please note that it is **not** envisaged that candidates be provided with further time significantly above that amount. In the interest of fairness to candidates in all schools, and so as to avoid candidates being drawn into devoting too much time to this work to the detriment of their other studies, you are asked not to provide additional out-of-class supervised time, unless some exceptional circumstance has led to a loss of the expected in-class time.

Sequence	*Component*	*Level*	*Time allowed*
1	Coursework: Craftwork/ Design and Imaginative Composition/ Still Life	Higher and Ordinary	30 hours over 10 weeks
2	Life Sketching	Higher and Ordinary	1 hour

1.4 The coursework authentication arrangements will be the same as those that apply to other subjects with practical coursework components, as outlined in SEC circular letters S68/08 and S69/04. In particular, the conditions for the acceptance of coursework include the following:

The State Examinations Commission will accept Practical Coursework for assessment only where it has been completed under the following conditions:

- The subject must be formally timetabled (with timetable available to Commission personnel)
- The school/centre must be available for monitoring by Commission personnel
- The Practical Coursework must be completed under the required conditions as set out for individual subjects
- Practical Coursework must be conducted under the supervision of a class teacher with the work authenticated by the teacher and principal in accordance with this circular.

(Circular letter S69/04)

1.5 Candidates must follow the prescribed structure set out in the Coursework Workbook but may develop and complete realised works in the order of their choice.

2. Issuing the Question Papers

2.1 Art Coursework Brief
In order to facilitate candidates in preparing for the Art coursework component, the Art Coursework Brief (Higher Level and Ordinary level) should be distributed to candidates on the **XX Jan, 201X**. Packets of Art Coursework Briefs and other documentation will be supplied to schools in advance.

2.1.2 Candidates should be supplied with both an Art Coursework Brief and a Coursework Workbook on XX Jan, 201X.

2.2 Life Sketching
N.B. Separately from the new course work component, the Life Sketching component instructions and examination questions will be contained on one document and issued in the normal question paper envelope at the same time of the year as heretofore.

2.4 The appendices to this circular provide details of the requirements for the Leaving Certificate Art Coursework Component and the Life Sketching examination.

3. Life Sketching Model(s)

3.1 For each level of the Life Sketching examination a separate model/s should be employed as follows: one model for every ten candidates or less, i.e. one model for 1-10 candidates, 2 models for 11-20 candidates, 3 models for 21-30 candidates, etc.

3.2 Candidates must draw from direct observation and must have an unrestricted view of the front or side of the model. Candidates should not draw from a rear view of the model.

3.3 No special props or dress are required for the model unless specifically stated in the examination paper.

3.4 During the examination the model is allowed time for rest periods and to change poses (15 minutes in total). Candidates may continue to work on their sketches during the model's rest periods and during the period between the two poses.

3.5 A fee of **€12.32** may be paid to each model by the school and a refund claimed from the Commission. A claim form for this purpose will issue to schools in late April and should be completed and forwarded to the State Examinations Commission. In the case of V.E.C./E.T.B schools, refunds must be claimed from the relevant V.E.C/E.T.B.

4. Appointment of Superintendent(s)

4.1 You are requested to appoint a suitable person, who is not a member of the school staff, to superintend the Life Sketching Examinations.
4.2 A fee of **€112.04** per day should be paid to the Superintendent by the school and a refund claimed from the Commission. It should be noted that fees paid to Superintendents are subject to income tax, universal social charge, Public Service Pension Related Deduction (where applicable) 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/E.T.B. schools, refunds must be claimed from the relevant V.E.C/E.T.B.

5. Documentation for the Superintendent and Art Teacher

5.1 Copies of the Instructions to Superintendents will be sent to the schools. One copy should be sent to the Superintendent(s) on his/her appointment and **one given to the Art Teacher(s).**

5.2 The following documents are also enclosed and should be given to the Superintendent on his/her arrival in the school to conduct the examination:-

- The Attendance Roll for Life Sketching.
- The Attendance Roll is on 2-part stationery. Both parts should be given to the Superintendent.
- N.B. Before the Rolls are given to the Superintendent, the school principal should ensure, in consultation with the Art teacher, that the information printed on the Roll is correct.
- Advice Lists for each component of the Life Sketching examination.
- A supply of the Superintendent's Report Forms.

5.3 The following documentation, which will also be required by the Superintendent, will be sent under separate cover:

- Drawing sheets. If a candidate wishes to use art paper other than that supplied by the SEC, it must be signed by the Superintendent **before** the examination in question begins to verify that it is blank.
- A supply of "Higher Level" and "Ordinary Level" adhesive labels.
- A supply of large **Life Sketching envelopes** - one for each candidate to hold his/her
- Life Sketching (two sheets)

5.4 The following documentation, which will be required by the Art Teacher, will be sent under separate cover:

- A supply of tie-on labels to be attached to candidates' realised works.
- A supply of large **coursework envelopes** - one for each candidate to hold his/her
- Art Coursework Workbook
- A realised work for Section **A** (Imaginative Composition or Still life)
- A realised work for Section **B** (Craftwork or Design) if 2 dimensional
  If the realised work is 3 dimensional it should be placed on top of the sealed envelope.

All material should then be placed in a secure location until the examining period. It is the responsibility of the school to ensure that each candidate's work is retained securely for the Examiner.
Schools are advised that the examining of the Art Coursework component and Life Sketching component (2 Sealed envelopes per candidate) will take place in schools during the period XX June 2017 – XX July 2017.

No work is to be posted to the SEC.

6. Forms and Administration

6.1 Coursework

6.1.1 The Examination Numbers, Names and Dates of Birth of the candidates are pre-printed on the P2-Art form. The number of candidates listed on **each page** of the form is shown in the appropriate box at the foot of each page. Before the form is completed by the candidate the school principal should ensure, in consultation with the Art Teacher that the information printed on the form is correct.

6.1.2 The candidates must sign the P2- Art form and indicate if they have submitted the following

1. a Coursework Workbook
2. a realised work for Section A
3. a realised work for Section B.

6.1.3 Each page of the P2 –Art form contains a declaration, to be signed by the Art Teacher and countersigned by the school principal, that work is present for each candidate who has signed the Roll. It is the responsibility of the school to ensure that each candidate's work is retained securely for the Examiner.

6.1.4 At the end of the Art Coursework period, the school authorities should return the top copy of the P2-Art form in the envelope marked 'Coursework Rolla' to the State Examinations Commission.

6.1.5 Art Coursework Workbook

The back page of the Art Coursework Workbook contains a declaration, to be signed by the candidate and countersigned by the Art Teacher/school principal that the work submitted is the candidate's own unaided work.

6.2 Life Sketching

6.2.1 The Examination Numbers, Names and Dates of Birth of the candidates are pre-printed on the Roll. The number of candidates listed on **each page** of the Roll is shown in the appropriate box at the foot of each page. Before the Roll is given to the Superintendent, the school principal should ensure, in consultation with the Art Teacher, that the information printed on the Roll is correct.

6.2.2 The Roll must be signed by all attending candidates.

6.1.3 Each page of the Roll contains a declaration, to be signed by the superintendent and countersigned by the school principal, that work is present for each candidate who has signed the Roll. It is the responsibility of the school to ensure that each candidate's work is retained securely for the Examiner.

6.2.4 Where it is necessary, for reasons of accommodation, to appoint more than one superintendent, the complete Roll should be given to one of the Superintendents who will ensure, in co-operation with the other Superintendent, that the Roll is signed by all attending candidates.

6.2.5 At the end of the Life Sketching examination, the Superintendent should return to the State Examinations Commission the top copy of the Attendance roll for the component together with the Advice List having first been placed in the blue advice list envelope. The Superintendent's Report Form should be placed in the envelope marked "Rolla". The bottom copy of the Attendance Roll should be retained by the school authority.

6.2.6 A specimen of a completed Attendance Roll is included in your copy of the Superintendent's Instructions.

7. The Superintendent's Report Form

7.1 If a candidate is absent for the Life Sketching examination the Superintendent must record the Name and Examination Number of the candidate in the space provided on the Superintendent's Report Form. Similarly, the Name and Examination Number of any candidate attending for examination who has not been listed on the Attendance Roll should be recorded in the space provided on the Superintendent's Report Form.

7.2 The superintendent must use a separate form for (a) each room and (b) each session.

7.3 At the end of the examination the Superintendent's Report Form, completed in full and signed by the Superintendent, must be countersigned by the Principal.

8. The Role of the Art Teacher

8.1 Art Coursework

8.1 The teacher of Art should ensure that each candidate:

- receives an individual copy of the Art Coursework Brief and Art Coursework Workbook
- is familiar with the instructions on the Art Coursework Workbook and on the leaving Certificate Art Coursework Brief 201X
- complies with **all** the requirements outlined in the documentation issued
- selects coursework within his/her competence and which can be completed using only the equipment and materials available on the school
- discusses and agrees the coursework in advance with the Art Teacher
- selects coursework which can be completed within the supervised time available in the school
- is aware that group coursework is not acceptable and accordingly submits separate and distinct coursework for assessment
- is fully aware that the coursework must not be removed from the school setting under any circumstances as doing so would results in the coursework being considered invalid
- understands that no marks will be awarded for coursework which does not fully comply with the **Candidate Requirements** in the Art Coursework Workbook.
- is aware that the teacher and principal can only sign off and authenticate coursework which is fully compliant with all the requirements outlined in the documentation issued
- is aware that in the case of repeat candidates, new coursework must be undertaken and presented for assessment.

8.2 The teacher of Art should supervise and monitor the progress of each candidate's work in order to be able to validate it on the P2 – Art form.

8.3 Where there are concerns about the authenticity of a candidate's work it must be reported to the SEC.

8.4 The teacher of Art should ensure that the completed Art practical components are stored in an appropriate manner in a secure location.

8.2 Life Sketching

8.1 Prior to each examination the Art Teacher should assist in preparing the room for each Life Sketching Examination and in providing equipment, props and materials.

8.2 The Art Teacher is not permitted to be present in the examination room for the Life Sketching examinations.

9. At the end of the Practical Art Examinations

9.1 Coursework

At the end of the coursework period each candidate must place his/her Coursework Workbook and realised works from Section A and Section B (if two dimensional) in his/her craft envelope and seal it. If the realised work for Section B is three-dimensional it should be placed on top of the sealed envelope.

9.1.2 All coursework including the sealed envelopes must be retained in a secure place by the school authority.

9.3 Life Sketching

9.2.1 When the Life Sketching examination is finished the candidate's two sheets of Life Sketching must be placed in to the candidate's white envelope which **must then be sealed.**

9.2.2 When the white envelopes are sealed (at the end of the Life Sketching examination), the Superintendent must ensure that that the envelopes are retained in a secure place by the school authority.

10. Arrangements for examining the Practical Art Components

10.1 Schools are advised that the examining of the Practical Art components will take place in schools during the period Xth to XXth July 201X. To facilitate the examiners, school authorities are requested to lay out both of the candidates' Practical Art components i.e. the coursework component and the Life Sketching component in candidate numerical order. Where a realised work is three-dimensional, it should be placed on top of the relevant sealed envelopes.

10.2 On completion of the examining, the Practical Art components (envelopes and 3D works where applicable) should be retained in a safe place under lock and key **until after the closing date for applying for an appeal** of a candidate's Leaving Certificate results. At this point the craftwork may be returned to candidates **except in the case of those candidates for whom an appeal has been made. In such cases it will be necessary to securely retain all appealed craftwork until the appeal process has been completed in full.**

Where a candidate is absent through illness such a candidate must be afforded the opportunity to take the Life Sketching Examination at the earliest opportunity in the period prior to the Xth June 201X (see Form Art 7 issued in conjunction with circular S11/1X.

Circulation

You are requested to bring this information to the attention of candidates, teachers and parents' representatives. If you have any queries regarding the content of this circular, you should contact the State Examinations Commission, Athlone. Telephone (090) 6442861 & 6442862.

The assistance of School Authorities and teachers of Art in maintaining the integrity of the assessment process is very much appreciated by the State Examinations Commission.

Irene Lynn
Staff Officer
April 201X

Appendices

These instructions apply to both Higher and Ordinary Levels

Candidates must choose a theme from the Art Coursework Brief and use the prescribed structure in their Art Coursework Workbook to help them develop their realised works. They must develop and complete two realised works: **one** from Section A Imaginative Composition / Still Life and **one** realised work from Section B Craftwork/ Design.

Work to be undertaken during Coursework

Workbook

Candidates must follow the prescribed structure of the Coursework Workbook:

1. The Initial Research Sheet- research for all coursework.
   - Investigation of chosen theme using a variety of relevant media and materials. The resulting research and investigation will show the candidate possibilities and routes that they might take with their coursework.

2. Development Sheets 1 & 2 for Section A and Section B.
   - From the investigation candidates must develop ideas and proposals for both your realised works.
   - Candidates must test their ideas to see if they will work.
   - When candidates are satisfied that their investigation and development have led to feasible proposals for Sections A and B, they must sketch their proposals on the relevant Development Sheet 2 and proceed to make both of the realised works.

The process of investigation and development is essential in order for the candidate to be able to create their best possible artwork.

- **Candidates must use primary source material based on their chosen theme**. Primary sources are sources, physical or conceptual, that are viewed in their original state and are not filtered through another person's interpretation of them.
- Coursework is not just a test of technical skills but also an examination of the ideas that are developed from the investigation of the chosen theme.
- **Candidates should work directly on to their Coursework Workbook**. The pages need not be clean and tidy, but should display visual investigations, ideas and experiments. Candidates are allowed to include samples of trial work that **they have made** such as embroidery stitches on fabric, colour combinations, texture trials, experiments on various grounds, their own photographs and written notes. The inserts (grounds and trial work, etc.) should be sufficiently sized so as to allow for a majority of working directly on to the workbook.
- Candidates should ensure that the Coursework Workbook provides authentic evidence of their developing ideas and decisions.
- Investigation and development can include recording material from source/s such as objects, people and landscapes. Conceptual sources which are based on ideas and imagination are also allowed. Candidates may also use a combination of sources. Irrespective of the sources that candidates investigate, they must use the material generated from this investigation to develop **their own original work**.
- **Visual plagiarism is not allowed**.

Section A Imaginative Composition / Still Life

- Candidates must research and investigate their theme in their coursework workbook and following this must proceed to make their realised works.
- Candidates must choose from the Imaginative Composition **or** Still life option.

General Instructions

- Candidates are required to make one realised work from Section A (Imaginative Composition or Still Life) as specified in the Art Coursework Brief. Maximum size of sheet: A2, minimum size of sheet: A3.
- Both Higher level and Ordinary level candidates should state their starting point and the rationale for their composition on the reverse side of the Coursework Workbook indicating their relevance to the chosen theme.
- All candidates who choose the Still life option (Higher and Ordinary levels) are required to use relevant objects for the purpose of setting up **their own individual Still Life compositions** based on their interpretation of their chosen theme. This permits the assessment of the individuality of both the candidate's own interpretation and the ensuing composition based on their chosen.
- A candidate may work in colour, monochrome, mixed media, collage or any other suitable medium that will be dry within the time specified for coursework. The use of perishable organic material is not allowed.
- A candidate's finished work **should not** be mounted.

Section B Craftwork/ Design

- Candidates must research and investigate their theme in their coursework workbook and following this must proceed to make their realised works.
- Candidates are required to make one realised work from Section B (Craftwork or Design) as specified in the Art Coursework Brief.
- The requirements for each option are different and must be read and understood by each candidate.

CRAFTWORK
General Instructions

- Candidates are required to make a realised Craftwork as specified in the Art Coursework Brief. The maximum and minimum sizes are specified in each question.
- Both Higher level and Ordinary level candidates should state their starting point and the rationale for their composition on the reverse side of the Coursework Workbook indicating their relevance to the chosen theme.
- The use of perishable organic materials is not allowed. The materials used should be sufficiently robust to ensure that the work is intact for the examining and appeal stages.
- Candidates are allowed to use any suitable art and craft materials and tools to fulfil the requirements of the examination appropriate to the question selected.
- 2D work should not be mounted.
- Candidates are required to write their examination number and level, and the number of the chosen question on the realised work.

Realised Craftwork
Each Craftwork question has its own particular requirements. A list of general materials necessary for each craft is detailed in each question.

N.B. Noxious glues, resins or sprays must not be used in any circumstances.
The sprinkling of crushed glass on raw pots is not allowed.

DESIGN

General Instructions

- Candidates are required to make a realised Design proposal as specified in the Art Coursework Brief. Minimum size: A3, maximum size: A2.
- Both Higher level and Ordinary level candidates should state their starting point and the rationale for their Realised Design proposal on the reverse side of the Coursework Workbook indicating their relevance to the chosen theme.
- Candidates must submit a detailed drawing of their Final Design Proposal including measurements as well as details of materials, techniques, production processes and finishes, from which the design could be made.
- Candidates should include any information that they consider necessary to communicate their Final Design Proposal with particular reference to the visual, functional and material characteristics of the item relevant to the question they have chosen.
- The Final Design Proposal should be fully executed and hand rendered by the candidate.
- The design solution should be presented in an appropriate manner to answer the question.
- The use of perishable organic materials is not allowed. The materials used should be sufficiently robust to ensure that the work is intact for the examining and appeal stages.
- Candidates are allowed to use any suitable art and craft materials and tools to fulfil the requirements of the examination appropriate to the question selected.
- Candidates are required to write their examination number and level, and the number of the chosen question on the realised work.
- **N.B.** Noxious glues, resins or sprays must not be used in any circumstances.

At the end of the coursework period all 2D realised coursework must be placed in the transparent craftwork envelope along with the coursework workbook.

Where the realised work is 3 Dimensional it should be placed on top of the sealed coursework envelope.
The coursework envelope and 3 D work should be securely stored to await the coursework examiner, who will examine the work in the school in June.

Reminder: Coursework is examined in the schools. <u>Do not send the coursework envelopes or 3d works to Athlone</u>.

LIFE SKETCHING

General Instructions

- Candidates should be instructed to be present in the examination room not later than half an hour before the examination commences.
- The candidate is required to make **two** drawings of the model as follows:
- The first is of a 15-minute pose and must be of the complete figure. The second is more fully worked drawing of a thirty-minute pose. The candidate may choose either the complete figure **or** the half figure option.
- **N.B**. If the half figure option is chosen, candidates should be reminded that it will not suffice to draw the head and neck only. The pose must be drawn as described in the examination paper and include, at least, the head, neck, shoulders upper arms, elbows and hands.
- The candidate must draw from direct observation of the model from a front or side view.
- Size of paper: A2.
- If a candidate wishes to use different paper from that supplied, the superintendent must sign this sheet before the examination commences stating that it is blank.
- A separate sheet must be used for each pose.
- Candidates must write their examination number and level clearly on each sheet.
- Any suitable drawing medium including colour may be used. However, the chosen medium must be quick drying.
- The background may be suggested.
- The candidate's finished work **should not be cropped or mounted.**
- During the examination the model is allowed from ten to fifteen minutes of rest periods, to be arranged as desired. The rest periods are included in the total time of one hour allowed for the examination.
- Candidates may continue to work on their drawings during the model's rest periods.
- Not more than ten candidates may draw from the same model. If desired, candidates may sit nearer the model for the second pose but should not draw from a rear view.
- The art teacher **is not permitted to be present** in the examination room for the Life Sketching examination.

You may not bring a mobile phone, camera or any other recording equipment into the Examination Centre.

At the end of the Life Sketching Examination the two sheets must be placed in the white envelope.

The envelope should be securely stored to await the coursework examiner, who will examine the work in the school in June.

Reminder: Life Sketching is examined in the schools. Do not send the envelopes to Athlone.