



S39/17

TO THE SCHOOL AUTHORITY NAMED IN THE ADDRESS.

LEAVING CERTIFICATE EXAMINATION 2017

Construction Studies - Practical Test

A Chara,

You are requested to appoint a suitable person, who is not a member of the school staff, to superintend the above mentioned examination to be held on a day selected by the school between **2nd May and 12th May 2017**.

N.B. 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.

A fee of €112.04 may 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 April and this should be completed and returned to Schools/VEC Payments, Finance Section, State Examinations Commission in June with all locally appointed personnel forms. **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 room not later than 30 minutes prior to the commencement of this examination. Candidates may not bring a mobile phone, camera or any other recording equipment into the Examination Centre.

The construction studies teacher in the school should assist in preparing the room for the examination. The teacher should also be available in the school throughout the examination and may be admitted to the examination room to deal with the replacement of damaged tools and other matters not within the competence of the Superintendent. In the interest of inter-candidate equity, the teacher must not communicate with candidates in a manner that could confer any advantage.

Three copies of the Special Instructions to Superintendents are attached. One copy should be sent to the Superintendent(s) on appointment; the other copy should be retained in the school.

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At the end of the examination the Superintendent will forward the top copy of the Rolla to the State Examinations Commission and the other copy will remain in the school. This copy should be retained in a safe place in the school until the results of the Leaving Certificate Examination are issued, or, in the case of an appeal, until the outcome of the appeal is notified to the school.

N.B. Candidates must not be permitted to take the examination paper/drawings from the examination room at any time. The Superintendent must collect all examination papers at the end of each examination and return them to the School Authority. The examination papers and drawings must be held in safe custody until 6th June 2017 and kept separate from undistributed papers.

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

- (1) Rolla (Attendance Roll).
- (2) Superintendent's Report Form.
- (3) A supply of plastic bags for containing each candidate's finished work.
- (4) A supply of L1 bar code labels, one per candidate.
- (5) Extra L1 bar code labels, for emergency use only.
- (6) 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 State Examinations Commission in Athlone).
- (7) An envelope marked "Rolla" for returning the top copy of the Rolla, Superintendents Report Form, the sheets signed by the candidates on receipt of the L1 bar code labels and all unused labels.

Monitoring of the Practical Examination

In accordance with current procedures for all certificate examinations, Examination Centres for the practical examination in Construction Studies 2017 will be monitored by personnel from the State Examinations Commission.

Assistance of School Authorities

The assistance of School Authorities and teachers of Construction Studies in organising the Examination Centres and in maintaining the integrity of the assessment process is very much appreciated by the State Examinations Commission.

DO NOT SEND MATERIAL TO ATHLONE

As in 2016, the practical work should be packed and retained in a safe place in the school until the State Examinations Commission appointed courier collects the practical work in May.

Siobhán Dalton
Executive Officer
April 2017.