



LEAVING CERTIFICATE PRACTICAL ART LIFE SKETCHING

29 April – 10 May 2019

S19/19

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.

1. Timetabling

1.1 You have the flexibility to conduct the Leaving Certificate Art Life Sketching Examinations on day(s) designated by you, during the period **29 April – 10 May, 2019**.

Life Sketching	Higher and Ordinary	1 hour
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1.2 There is a requirement to provide details of the date on which the Life Sketching examination will be held in your school. School authorities must complete and return the **Form LC Art 1** (enclosed with this circular) to the State Examinations Commission on or before **Tuesday 9th April 2019** using the return envelope provided for this purpose.

2. Candidate Requirements

2.1 Candidates should be instructed to be present in the examination room not later than half an hour before the examinations commence.

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

3. Absence through Illness

3.1 Candidates who miss the opportunity to sit their Life Sketching practical examination through illness may be accommodated with an opportunity to sit the examinations later in May. In line with current practice, such candidates may be accommodated with a late practical upon application to the SEC by schools and on production of a valid medical certificate. Schools will be required to complete and return the appropriate application form (Form 7), enclosing the medical certificate, in advance of the re-scheduled examination taking place. The application form will be available under the Schools/Circulars/Information section of the SEC's website shortly before the practical examination period commences.

4. Issuing the Question Paper

4.1 In order to facilitate candidates in preparing for the Life Sketching examination the question papers should be distributed to candidates on the **1st April, 2019**. Packets of question papers and other documentation will be supplied to schools in advance.

4.2 **N.B.** All instructions and examination questions will be contained on one document and issued in the normal question paper envelope.

5. Documentation for the Superintendent (enclosed)

5.1 Copies of the Instructions to Superintendents. One copy to be given 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 each Roll is correct.
- Advice List for the examination.
- A supply of the Superintendent's Report Forms.
- A return envelope for top copy of the Attendance Roll and Superintendent's Report Forms to be returned to the SEC.
- A supply of adhesive labels to be initialled, dated and affixed by the Superintendent to each sheet of art paper issued.
- A supply of "Higher Level" and "Ordinary Level" adhesive labels.

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 large **white envelopes P. Env No. 41**, one for each candidate's Life Sketching (two sheets)

6. Appointment of Superintendent(s)

6.1 You are requested to appoint a suitable person, who is not a member of the school staff, to superintend the examinations.

6.2 A fee of **€115.43** 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, 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 March 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.

7. Life Sketching Model(s)

7.1 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.

7.2 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.

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

7.4 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.

7.5 A fee of €12.69 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 March 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.

8. The Attendance Roll

8.1 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.

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

9. The Superintendent's Report Form

9.1 If a candidate is absent for any 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.

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

9.3 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.

10. The Role of the Art Teacher

10.1 Prior to the examination the Art teacher should assist in preparing the room for the examination and ensure that the model is posed as described in the examination paper.

10.2 **In the interest of inter-candidate equity, the art teacher is not permitted to give any direction or assistance to candidates and must not communicate with candidates in a manner that could confer advantage.**

10.3 **The art teacher is not permitted to be present** in the examination room during the Life Sketching examination.

11. At the end of the examination

11.1 When the Life Sketching component is completed the candidate's two sheets of Life Sketching must be placed in the white envelope No .41 which **must then be sealed.**

11.2 When the white envelopes are sealed the Superintendent must **sort these envelopes into examination number order.** The sealed envelopes **should then be brought to the school principal.**

11.3 After confirming with the Principal, by reference to the Attendance Roll, that a white candidate envelope is present for each candidate who has attended for examination.

11.4 **All sealed envelopes should be placed with the finished Coursework envelopes and retained in a safe place within the school.**

12. Arrangements for Examining: Art Practicals

12.1 Schools are advised that the examining of all Art Practical components will take place in schools during the period 7th to 19th June 2019. To facilitate the examiners, school authorities are requested to lay out the candidates' transparent Coursework envelopes and white Life Sketching envelopes in candidate numerical order. All Art Practical components must continue to be laid out **for the full duration of the examining period (i.e. 7th to 19th June 2019) even after the examiner has left the school.** Where a Coursework item is three-dimensional, it should be placed **to the side** (not on top) of the relevant sealed transparent Coursework envelope.

12.2 On completion of the examining, the Coursework (envelopes and 3D craft pieces where applicable) and Life Sketching envelopes should be retained in a safe place under lock and key.

12.3 The examiner will indicate on white envelope No.41 that all components have been viewed, examined and assessed. **No live marks will be recorded on any of the work or envelopes.**

All practical Artwork must remain in the school until both the marking and appeal processes have been completed

If you have any queries regarding the content of this circular, you should contact the State Examinations Commission, Athlone. Telephone (090) 6442861 & 6442862.

Michelle Hanafee
Higher Executive Officer
March 2019

Appendices

Instructions applicable to both Higher and Ordinary Level candidates.

LIFE SKETCHING

General Instructions

The candidate is required to make **two** drawings of the model as follows:

The first is of a fifteen-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.