



**Coimisiún na Scrúduithe Stáit**  
State Examinations Commission

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

Telephone: +353-90-644 2749. Fax: +353-90-647 3080. Web: [www.examinations.ie](http://www.examinations.ie). E-mail: [practicals@examinations.ie](mailto:practicals@examinations.ie)

**S09/18**

**TO THE SCHOOL AUTHORITY NAMED IN THE ADDRESS**

**JUNIOR CERTIFICATE EXAMINATION 2018**

**PRACTICAL TESTS AND PROJECT COURSEWORK IN HOME ECONOMICS**

The completion date for the project coursework is **Thursday 1<sup>st</sup> March 2018**.

Schools are advised that the examining of practical tests and project coursework in Junior Certificate Home Economics will take place in schools during the period **9<sup>th</sup> April to 20<sup>th</sup> April 2018**.

On completion of the examining, all candidates' project work should be retained in a safe place under lock and key, until the review of Junior Certificate results has been conducted and the outcome advised to the schools. At that stage the projects may be returned to candidates.

**PRACTICAL TESTS**

**FOOD & CULLINARY SKILLS TASKS (2018 S38/39A)**

Enclosed is a list of tasks for the practical examination in Food and Culinary Skills. Individual tasks for the examination should be drawn by candidates on a random basis under supervision of the teacher at least two school weeks before examination.

**LIST OF CANDIDATES IN ORDER OF MERIT**

Enclosed please find copies of form H.P.10. Please insert the names of the candidates on this form in order of their proficiency at practical work in Home Economics. Marks should not be awarded. It is essential that the completed form H.P.10 be made available to the examiner. Should there be more than one examiner in your school, copies of the form should be made available to each examiner.

**THE RESULTS OF THE TESTS**

The tests will be conducted entirely by the examiners who, subject to monitoring by the State Examinations Commission (SEC), will decide the marks to be assigned to the candidates. The marks assigned will be strictly confidential and may be communicated only to the SEC.

**TRANSFER OF CANDIDATES**

The SEC should be notified immediately of any candidate transferring from, or to, your school and the name of the other school should be given.

## **ABSENCE OF A CANDIDATE THROUGH ILLNESS**

The application form H.P.7 and instructions will issue to schools before the practical tests.

## **RED ROLLA**

The examiner appointed for the practical examination will have a red rolla for the candidates to sign when they present for examination.

## **GUIDELINES**

These guidelines were issued to schools in January 2018.

## **PROJECT COURSEWORK**

### **OPTIONAL STUDY**

In the case of Optional Study Project coursework this work will be assessed in conjunction with the assessment of Food and Culinary Skills. Candidates will be asked to present work from the study area which they have opted for, i.e. **Childcare or Design and Craftwork or Textile Skills**.

All candidates will be required to present work in one of these options.

### **DOCUMENTATION**

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

#### **FORM P.2 (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** 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 projects recorded in the Total Box on the end of the Form P2 agrees with the total number of candidates that have submitted completed coursework projects. 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 and no later than **9<sup>th</sup> March 2018**. 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 3 below if the school authority is unable to authenticate coursework as being the candidate’s own individual work.

## **2. Guidelines**

The SEC wishes to take this opportunity to remind schools of the following project coursework guidelines:

**All project work must be available on the first day the examiner visits the school during the practical examinations.**

- (i) All project coursework should be executed in the school under the supervision of the teacher.
- (ii) Teachers should monitor the progress of candidates’ project coursework on a regular basis.
- (iii) Project coursework submitted for assessment should be the candidates’ own individual work.

## **3. Inability to Authenticate Practical Coursework**

S68/08 and S69/04 (available from [www.examinations.ie](http://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.

You are requested to bring this circular and enclosures to the notice of the teachers concerned.

Mary O’Donohoe  
Executive Officer  
February 2018