



**Coimisiún na Scrúduithe Stáit**  
State Examinations Commission  
**Corr na Madadh, Baile Átha Luain, Co. na hIarmhí**  
Cornamaddy, Athlone, Co. Westmeath

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**S32/18**

**To: Principal Teachers of Second-Level Schools**

## **LEAVING CERTIFICATE EXAMINATION, 2018**

### **ASSESSMENT OF COURSEWORK IN ART**

As you are already aware, the closing date in most circumstances for the completion of coursework for Leaving Certificate, Art is **Friday 23 March, 2018**. However, in accordance with our earlier **Circular S14/18**, schools are authorised to extend the closing date for the completion of this coursework by a maximum of two school weeks if this required by local circumstances. Such an extension should **only** be sanctioned in cases where school closures or other unanticipated loss of class time has resulted in the supervised class time available to candidates over the specified ten-week period falling below 30 hours, and it should not be any longer than is required to allow the supervised class time to reach 30 hours. Noting the timing of the Easter break, such a locally authorised extension cannot go beyond **Friday 20 April**.

Enclosed you will find the following:

- Level Stickers
- Work Test Labels
- P2 Form
- Return envelope for P2 form

You will also receive, a separate package, containing P. Envelope No.3, transparent Coursework envelope for each candidate, posted on the same day.

#### **1. Checking and securing the coursework**

Immediately on completion of Art Coursework 2018, (that is, on Friday 23 March in most cases, but potentially on the extended finishing date which will be no later than Friday 20 April,) the following steps should be undertaken by each candidate under the supervision of the Art Teacher.

- Check that the School Roll Number, Candidate Examination Number and Level they are taking has been correctly entered on the front page of the workbook.
- Check that the Theme Choice has been entered and that they have indicated their chosen components for Sections A & B on page 5 of the workbook.
- Certify, by entering their examination number and the date in the relevant space on the back of the booklet, that the work they are submitting is their own unaided work.
- Place the completed Coursework Workbook and the Realised Work(s), if 2D, into the Transparent Coursework Envelope provided **and seal this envelope**. (If, due to block mounting or other such reason, the work will not fit into the envelope, it should be treated in the same way as 3D work as described in the last bullet below.)
- Enter the required information onto the front of the Coursework Envelope.
- Affix the appropriate Level Sticker in the space provided on the Coursework envelope.
- Attach a Work Test Label and 3D work.

**The candidates' coursework envelopes and realised work should be retained in the school under lock and key, until the art teacher or the school authorities lay out the work to be examined in June.**

## 2. Completing Form P2 to certify completion and authentication of coursework

- (i) Candidates submitting Coursework must sign the form in the space underneath their printed 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) A brief description of the Coursework submitted by the candidate must be given in the space provided. An example of such an entry on the form is:

Theme – Nostalgia,

A – Imaginative Composition based on childhood,

B – Craft Option Q11 – 3D embroidered soft sculpture.

- (iii) Where a candidate listed on Form P2 does not present Coursework for examination, enter a record of **“No Work Presented”** in the space provided for the candidate's signature.
- (iv) Where a candidate not listed on Form P2 submits Coursework for examination, enter the details of the candidate manually on the Form P2 and arrange for the candidate to sign underneath 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
- (v) Record the number of candidates submitting Coursework in the space provided on each page of the Form P2. This number should be reconciled against a count of the Coursework Envelopes that are submitted for assessment
- (vi) Check that the number recorded in the Total Box on the end of the Form P2 agrees with the total number of candidates that have submitted completed Coursework. Candidates with **“No Work Presented”** should be taken into consideration in this count.
- (vii) Record the number of candidates sitting Higher and Ordinary Level in the box on the form as appropriate.
- (viii) The completed Form P2 must be signed by the Art teacher(s) and countersigned by the School Principal to confirm all details.
- (ix) The top copy of the P2 must be sent back to the State Examinations Commission in the envelope provided. The duplicate copy must be retained in the school.
- (x) 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 any coursework as being the candidate's own individual work and as having been carried out in class under the teacher's direct supervision.

**Under no circumstances should a candidate sign Form P2 if he or she is not submitting Coursework for assessment.**

## 3. Coursework that cannot be authenticated

S68/08 and S69/04 (available from [www.examinations.ie](http://www.examinations.ie)) set out the arrangements for authentication of coursework. Where the coursework cannot be authenticated by a teacher as being the candidate's own individual work, carried out entirely in class under the teacher's supervision, 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 top copy of the form P20 should be returned to Practical Section, State Examinations Commission, Cornamaddy, Athlone. The duplicate copy should be retained in the school.

Even if the work is authenticated by the school, any incidence of suspected copying, improper assistance from another party, plagiarism or procurement from another party will be thoroughly investigated. Where coursework cannot be verified by the State Examinations Commission as the candidate's own individual work, the State Examinations Commission will take appropriate action. This often results in the work presented being deemed invalid and any marks being awarded in respect of it being discounted when determining the overall result.

Schools are advised that the examination of Leaving Certificate Art Coursework will take place in schools during the period from the **8<sup>th</sup> to 20<sup>th</sup> June, 2018**. The date of the examiner's visit to your school will be notified to you in due course.

**Please note that the workbooks and realised works must remain in the school and be kept secure until both the marking and appeal processes have finished.**

A further circular will follow with all instructions and paperwork for the invigilated Life Sketching Examination, which will take place during the period **Monday 30 April to Friday 11 May 2018**. Examination papers for this component will be issued to candidates on **Monday 16 April 2018** and will also be available on the SEC website from 9.00am on the same date.

**Robert Cornally**  
**Acting Higher Executive Officer**  
**March 2018.**