



Coimisiún na Scrúduithe Stáit
State Examinations Commission

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S 35/19

TO THE SCHOOL AUTHORITY NAMED IN THE ADDRESS:

Leaving Certificate Examination 2019

Engineering - Practical Examination

Day 1 – 8th May
Day 2 – 9th May
Day 3 – 10th May

The above examination consists of a 6 hour test to be worked in two three hour sessions in one day:

Session I: 10.00 a.m. to 1.00 p.m.
Session II: 2.00 p.m. to 5.00 p.m.

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 two three hour sessions.

Examination Paper Delivery Arrangements

In line with the revised arrangements notified to you previously, each day has its own variant of the examination paper. You will be provided with the examination papers for each of the days based on the return provided by the school to the State Examinations Commission (SEC). For example, if you have notified the SEC that you will be holding examinations on Day 1 and Day 2 you will receive the Day 1 and Day 2 examination paper variants. If you have indicated that you are holding examinations on Day 2 only, you will receive only the Day 2 variant. Each day's papers will be posted separately so as to arrive in the school the day before the scheduled examination date. So the papers for Day 1 are due to arrive in the school on Tuesday 7th May; Day 2 papers should arrive on Wednesday 8th May; and Day 3 Papers on Thursday 9th May. Any delays in the receipt of the expected papers should be confirmed with the local post office in advance of contacting the SEC.

Conducting the Examinations

You are requested to appoint a suitable person, who is not a member of the school staff, to act as a superintendent for these examinations.

Two copies of the *Special Instructions for Superintendents* are enclosed. One copy should be sent to the Superintendent as soon as s/he is appointed and one copy is for the school. Both parties should familiarise themselves with the contents of the **Special Instructions**.

To otherwise facilitate the orderly conduct of the examination the following are also enclosed. These should be given to the Superintendent on his/her arrival in the school to conduct the examination.

- (a) Rolla Met/Eng (Attendance Roll) and envelope to return the Rolla to the SEC.
- (b) Superintendent's Report Form.
- (c) A supply of plastic bags, one per candidate, in which to place each candidate's finished work and their examination paper.
- (d) A supply of L1 bar code labels, one per candidate
- (e) A supply of large clear plastic bags to hold all of the candidate's finished pieces at the end of each examination day.
- (f) A supply of "Engineering" labels for identification, (for attachment to the box in which the test pieces will be returned to the SEC in Athlone).

Role of the Engineering Teacher

The Engineering teacher in the school should assist in preparing the workshop for the examination and should also be present in the examination workshop throughout the examination and will be expected to:

- i. Ensure the safety of the candidates
- ii. Issue tools and materials
- iii. Arrange that the special equipment necessary is available to candidates.
- iv. Prevent damage to equipment
- v. Stamp the examination number on each candidate's finished work.

Role of the Superintendent

The Superintendent must ensure that:

- each candidate writes their examination number in the space provided on the examination paper
- each candidate puts their examination paper and test-piece into the candidate envelope supplied
- the L1 barcode label for each candidate is attached to the correct candidate envelope
- candidates do not remove the examination paper from the examination room at any time including at the end of the session
- all undistributed examination papers are collected at the end of each examination and returned each day to the school authority.
- all individual candidate envelopes are placed in the large clear envelope at the end of each day's test session, the envelope sealed and handed to the school authority for secure storage
- they complete the Superintendent's report as indicated and report on any issues arising

On the last day of the examinations in the school the Superintendent must return the top copy of the 'Rolla Met/Eng' to the SEC, in the envelope provided and must also provide the other copy to the school authority. The school's 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.

Role of Candidates

Candidates should be instructed to be present in the examination workshop not later than thirty minutes prior to the examination starting time.

Candidates must not bring any mobile phone, camera or any other recording equipment into the Examination Centre.

Candidates must comply with the instructions of the Superintendent

Late Practicals

Candidates who miss the opportunity to sit their Engineering 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 on application to the SEC and on production of a valid medical certificate. Schools should complete the application form for Late Practicals on www.examinations.ie for decision by the SEC. The late practical tests are scheduled in the period **20th to 24th May 2019**.

The candidate envelope and L1 barcode for any candidate who is absent through illness, and who may be facilitated with a late practical, should be retained and used for the conduct of the test at the later date.

Payment of Superintendents

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 issued 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.

Return of Completed Work to the SEC

The plastic bag(s), containing all candidate's finished work, for each examination day should be packed, using appropriate packaging materials so as to protect candidates' work, and retained in a secure location within the school. The box or package containing the finished work should be labelled using the Engineering labels referred to at (f) above. This material should not be returned to the SEC as arrangements have been made by the SEC for a courier to collect the finished practical work directly from the school in May.

Thank you for your co-operation with these new arrangements.

Mary O'Donohoe
Executive Officer.
April, 2019