


*Coimisiún na Scrúduithe Stáit,
Corr na Madadh,
Baile Átha Luain,
Co. na hIarmhí.*

 090 644 2741



*State Examinations Commission,
Cornamaddy,
Athlone,
Co. Westmeath.*

Fax 090 64473080

S48/19

TO THE SCHOOL AUTHORITY NAMED IN THE ADDRESS.

LEAVING CERTIFICATE EXAMINATION 2019

Construction Studies - Practical Test

Day 1 – 1st May

Day 2 – 2nd May

Day 3 – 3rd May

A Chara,

The above examination consists of a four hour test to be completed in one session.

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 30th April; Day 2 papers should arrive on Wednesday 1st May; and Day 3 Papers on Thursday 2nd 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 Construction Studies (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 "Construction" labels for identification, (for attachment to the box in which the test pieces will be returned to the SEC in Athlone. These will be issued to you in due course along with the Consignment Schedule).

Role of the Construction Studies Teacher

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

- i. Issue tools and materials
- ii. Arrange that the special equipment necessary is available to candidates.
- iii. Prevent damage to equipment
- iv. Ensures that each candidate writes his/her examination number on the 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.
- at the end of each session, each candidate put their examination paper and test piece into the clear envelope and that the envelopes are sealed and held in secure storage until collection
- 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 Construction Studies*' 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 Construction Studies 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 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.

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 Construction Studies 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.

Your assistance with these arrangements is much appreciated.

Siobhan Dalton
Executive Officer
April, 2019