



TO THE SCHOOL AUTHORITY NAMED IN THE ADDRESS

**LEAVING CERTIFICATE HOME ECONOMICS
SCIENTIFIC AND SOCIAL 2018**

FOOD STUDIES PRACTICAL – COURSEWORK

Instructions for submission of Coursework Journals

Schools have been advised that the Food Studies Practical – Coursework journal completion date is **6th November 2017**. **Schools must submit journals immediately following the completion date. The Commission will not accept any journals received after 5.30 p.m. on 10th November 2017.**

Correspondence (if any) should be posted directly to Practicals Section, State Examinations Commission, Athlone, Co. Westmeath.

Coursework journals received after the 10th November 2017 will be returned to schools.

The following documentation, necessary for the administration of the return of coursework for examination, is enclosed:-

- (a) Signature Roll (Form P2)
- (b) Large red transmission envelope
- (c) Bar Code labels (for attachment to the transmission envelope(s))
- (d) Record of Posting Form
- (e) An envelope for return of the following:-
 - (i) The top copy of Form P2
 - (ii) The top copy of Form P20 (if any)
 - (iii) All unused bar code labels

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) All 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 the 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 his/her 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 his/her examination.
- (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 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) The completed form P2 must be signed by the Home Economics Teacher and countersigned by the School Principal to confirm all details.
- (vii) Return the top Copy of the Form P2 to the SEC in the envelope provided as soon as the coursework is completed. The school authority should retain the bottom copy of the Form P2 for its own records.
- (viii) S68/08 and S69/04 set out details of the arrangements for authentication of coursework. See Section 2 below if the school authority is unable to authenticate coursework as being the candidate’s own individual work.

Candidates with no PPSN.

All coursework journals submitted for examination must have a PPSN to identify each candidate’s work. The circumstances where a candidate presents a journal for examination with no PPSN should be avoided but where it may arise, that candidate’s journal i) should be given a numerical number (i.e. candidate no. **1**, candidate no. **2**, etc). in the space provided for the PPSN on the journal and ii) that candidate number (1,2 etc.) should be inserted on the P2 roll and the candidate should be asked to sign in the appropriate space on the roll.

2. Inability to Authenticate Practical Coursework (Form P20)

S68/08 and S69/04 (available from 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.

Return of Coursework Journals

All the candidates’ journals for your school should be inserted and sealed in the main transmission envelope provided. A second transmission envelope should only be used in the case where there are a very large number of journals from your school. The number of journals in each transmission envelope should be confirmed in the space provided on the front of the transmission envelope(s). The number of transmission envelopes used should be confirmed also e.g. no. 1 of 1 or 1 of 2.

The Commission has arranged with AN POST for the transmission of the candidates’ journals using a specially designed registered bar-code system.

The bar code label should be affixed in the space provided on the transmission envelope. Remove TAB A from the label and fix it to the **Record of Posting Form**.

At the Post Office, complete the remaining details regarding post office and time of posting. Hand the packet to the post office official. The official will remove TAB B and fix it to a post office record sheet. The official will stamp your **Record of Posting Form** opposite the TAB A for the packet handed in. The record of posting form should be retained by the school authorities in case of any follow-up query from the Commission.

Tab A of **all unused bar code labels** should be affixed to the Unused bar code labels form. This form should be returned in the enclosed along with the top copy of the Form P.2, copy of Form P.20 (if any) to Practicals Section, State Examinations Commission, Cornamaddy, Athlone.

Irene Lynn
Executive Officer
October 2017