



Coimisiún na Scrúduithe Stáit
State Examinations Commission

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

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S38/17

To the School Authority named in the address

LEAVING CERTIFICATE EXAMINATION, 2017

ASSESSMENT OF COURSEWORK IN CONSTRUCTION STUDIES

I wish to confirm that the closing date for the completion of coursework for Leaving Certificate, Construction Studies is **Friday 28th April, 2017**.

Schools are advised that the monitoring of the school assessment in Construction Studies will take place in schools during the period **Tuesday 6th to Friday 16th June, 2017**.

To facilitate the monitor, school authorities are requested to arrange for candidates to lay out their coursework, before classes break up, under the supervision of the Construction Studies teacher(s). The coursework must be displayed complete with candidate's examination number and must be arranged in numerical order.

On completion of the monitoring, the candidates' coursework should be retained in a safe place under lock and key, until after the closing date for applying for an appeal of Leaving Certificate results. At that stage the coursework may be returned to candidates, except in the case of those candidates for whom an appeal has been lodged. In such cases it will be necessary to securely retain the coursework until the appeal has been conducted and the outcome advised to the school.

Documents for use in connection with the teacher's assessment and the monitoring of the coursework of candidates in your school are:

1. Form B.

Form B, a computerised form in duplicate, lists all candidates entered by your school for Construction Studies. This form contains the headings under which the coursework completed by the candidate should be assessed by the class teacher. The use of fractions or decimal points in the award of assessment marks should be avoided. The total assessment mark for each candidate should be entered in the ***School Assessment*** column. When completed, Form B should be signed and dated by the Construction Studies teacher(s) and by the School Principal. Form B, in duplicate, should be retained in the school for collection by the Commission's monitor.

2. Form P2 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 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.
- (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 Construction teacher(s) and countersigned by the School Principal to confirm all details.
- (viii) 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.

Under no circumstances should a candidate sign Form P2 if coursework is not being submitted for assessment.

3. Inability to Authenticate Practical Coursework

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 Oral Section, State Examinations Commission, Cornamaddy, Athlone. The carbon copy should be retained in the school.

On completion of the monitoring, the monitor will retain the top copy of the Form P2 and the duplicate copy will be retained by the school. This copy should be retained in a safe place in the school until the results of the Leaving Certificate Examination have been issued or, in the case of an appeal, until the outcome of the appeal has been notified to the school.

Also enclosed is a supply of **Worked Test Labels** for attachment to each candidate’s finished coursework.

The date of the monitor’s visit will be notified to you in due course.

**Siobhán Dalton
Executive Officer
April 2017.**