



Coimisiún na Scrúduithe Stáit
State Examinations Commission

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S37/18

LEAVING CERTIFICATE EXAMINATION 2018
GEOGRAPHY – AUTHENTICATION AND RETENTION OF THE REPORTING BOOKLET

To the Principal.

As previously advised the completion date for the Reporting Booklet for Leaving Certificate Geography is **27th April 2018**. The following documentation, necessary for the orderly administration of this examination, is now enclosed:-

- Candidate Sign off, Authentication and Submission of Coursework Return – Form P2
- Envelope for return of Form P2 to the SEC.
- The individual candidate envelopes will be issued separately to schools before the completion date.

NB: The completed coursework must be retained in the school until the date of the written examination. On that date, the coursework booklets must be given to the Superintendent for reconciliation with the written examination scripts.

The mechanism for the recording of the proper completion of coursework is the enclosed form P2 which is a computerised list of candidates entered for Geography in your school. If this form is inaccurate, or is incorrectly completed, there can be significant consequences for individual students or the entire class grouping. Every year the State Examinations Commission (SEC) expends considerable effort in pursuing missing, or apparently missing, coursework with schools. In many instances it has transpired that the candidates concerned did not submit any coursework for marking. This activity places an unnecessary burden on the SEC and on schools and potentially delays the issue of correct and accurate results to candidates.

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) 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 Booklets recorded in the Total Box on the end of the Form P2 agrees with the total number of candidates that have submitted completed coursework booklets. 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 Geography teacher(s) and countersigned by the School Principal to confirm all details.
- (viii) 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.
- (ix) 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.

2. Collection of Coursework and Return for Marking

The Examination Number recorded on the cover of each coursework booklet should be carefully checked to ensure that it matches the number recorded for that candidate on the Form P2. On or before the completion date, instruct each candidate to place his/her completed work into section ‘A’ of the candidate envelope that will shortly be provided by the SEC. In closing section ‘A’ of the candidate envelope, please ensure that section ‘B’ of the envelope remains open for the insertion of written examination paper. Instruct candidate to carefully record their Examination Number on the cover of the envelope. Collect the sealed envelopes from the candidates and have them complete the Form P2 at that point. For convenience later, you may wish to arrange the envelopes in examination number order.

Retain all candidate envelopes in a secure location until **Friday 8th June 2018**, the day of the written examination. Under no circumstances should anyone have access to the coursework once it has been completed and submitted. On the date of the written examination, the school authority should give the candidate envelopes, in Examination number order, to the Superintendent. The Superintendent will then insert each written script in flap B of the relevant candidate envelope. The Superintendent will forward both elements of the examination for each candidate to the SEC. The same examiner will assess both elements of the examination.

Exception: You may be aware of a candidate(s) who will not be sitting the written examination in your school. Envelopes for such candidates should be forwarded to the State Examinations Commission by registered post immediately accompanied by a list stating the candidate(s) name(s) and exam number(s).

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

Please bring this circular to the notice of the teachers and students concerned.

If you have any queries regarding the content of this circular, you should contact the State Examinations Commission, Athlone. Telephone (090) 6442741, 6442742, 6442745.

Siobhan Dalton
Executive Officer
April 2018.