

FORM IR2

REPORT BY SCHOOL ON UNUSED LABELS

(With particular reference to any packages sent in error to the Examinations Commission other than by the scheduled An Post collection.)

NB: POST THIS FORM TO THE COMMISSION ALONG WITH PART 1 OF THE CONSIGNMENT SCHEDULE ON THE DAY OF THE COLLECTION BY AN POST.

INSTRUCTIONS

1. On the CONSIGNMENT SCHEDULE write 'Nil' in the right hand column to indicate that no material is being transmitted under the package number concerned.
2. In column 1 on the reverse of this form fix part A of any label supplied by the Commission which you have not used. (You may destroy the remaining part of any unused labels.)
3. In all cases where the label was not used because the exam material had already been dispatched to the Commission by other means please provide details of the transmission of such material in columns 2-6 on the reverse of this form.

It is essential that you provide this return as otherwise the 'NIL' return will erroneously imply that your candidates did not present any work in the subject concerned.

4. Columns 2-6 should be left blank where the label was unused because there is no material from your school for the exam concerned or in the case of a second label because you were able to fit all material in one package.
5. This form should be posted along with PART 1 of the CONSIGNMENT SCHEDULE on the same day that An Post collect the material from the school.

NB: Part A of each label must be returned to the Commission either on PART 1 (the top copy) of the CONSIGNMENT SCHEDULE or on the reverse of this form.

