



Coimisiún na Scrúduithe Stáit
State Examinations Commission
Corr na Madadh, Baile Átha Luain, Co. na hIarmhí
Cornamaddy, Athlone, Co. Westmeath.

Instructions to Superintendents

Superintendents are expected to study the following instructions and to be thoroughly familiar with them before the Examination begins.

LEAVING CERTIFICATE PRACTICAL ART EXAMINATIONS

27 April – 8 May 2015

<i>Sequence</i>	<i>Component</i>	<i>Level</i>	<i>Time allowed</i>
1	Design or	Higher and Ordinary	2½ hours (morning only)
	Craftwork	Higher and Ordinary	2½ hours (morning) and 2½ hours (afternoon). Total 5 hours
2	Imaginative Composition/ Still Life	Higher and Ordinary	2½ hours (morning only)
3	Life Sketching	Higher and Ordinary	1 hour (afternoon only)

1. GENERAL INSTRUCTIONS

- 1.1** Schools have the flexibility to conduct the Leaving Certificate Art examinations during the period **27 April – 8 May 2015**. However, the different components must be held in the sequence outlined in the above table for the appropriate duration.

These general instructions and the instructions that relate specifically to each individual examination - Design, Craftwork, Imaginative Composition/Still Life and Life Sketching must be strictly adhered to in every detail during the Examination.

See also the attached Appendix which is an extract from the Education Act 1998 and deals with the offences provided for under the Act.

- 1.2** The Design and Craftwork components of the Art examination must be held on the same day with both components commencing at the same time. They should be held in separate rooms where possible.
- 1.3** The Imaginative Composition/Still Life and Life Sketching examinations must be held on the same day, having the Imaginative Composition/Still Life examination s held in the morning and the Life Sketching examination in the afternoon.
- 1.4** Candidates will have been instructed to be present in the examination room not later than half an hour before the examinations commence.
- 1.5** **You may not** bring a mobile phone, camera or any other recording equipment into the Examination Centre.
- 1.6** In order to facilitate candidates in preparing for the examinations, the question papers for all the Art components have already been issued to candidates by the school authorities on the **13th April**.
- 1.7** The Instructions to Schools (**S11/15**) will have been issued to schools containing instructions for all the components.

- 1.8 The instructions to Superintendents, Art Teachers and candidates for the Life Sketching Examinations are included in the examination paper itself.
- 1.9 On arrival at the school you should obtain the following from the school authorities:
- Attendance Roll
 - Advice Lists (to be completed and returned by you to the SEC)
 - Superintendent's Report Forms (to be completed and returned by you to the SEC).
 - A supply of drawing sheets, tracing paper etc.
 - A supply of adhesive labels marked "**EXAMINATION MATERIAL**" (to be initialled, dated and affixed to each sheet of drawing paper issued to candidates for the Design and Craftwork components), prior to the commencement of the examination in these components.
 - A supply of large white envelopes (candidate envelopes) to hold the work of the candidates .i.e. one only for each candidate into which he/she will put Design, Imaginative Composition or Still Life and Life Sketching as he/she sits each component.
 - A supply of "Higher Level" and "Ordinary Level" adhesive labels to be affixed to the individual candidate white envelope.
 - A supply of green transmission envelopes to return the Design, Imaginative Composition or Still Life and Life Sketching work of candidates to the SEC, Athlone.
 - A supply of "Higher level" and "Ordinary level" adhesive labels to be affixed to the green transmission envelopes.
 - A supply of tie-on labels for candidates taking Craftwork.
 - A supply of transparent craftwork envelopes – one for each candidate sitting craftwork.

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2. DESIGN

The following instructions relate to the examination in Design only.

Candidates are required to produce a design on paper as specified in the examination paper.

2.1. Preparatory sheet

Candidates are allowed to bring **one** A2 Preparatory Sheet into the examination centre on the day of the examination as a visual aid. Work should be on one side of the Preparatory sheet only. If a candidate uses collage, cut out images, photographs or traced images for his/her Preparatory Sheet, all such work **must** be stuck flat on to the A2 preparatory sheet. *(please note that a small minority of candidates may not choose to avail of the opportunity to use a Preparatory Sheet)*

The Preparatory Sheet must be signed and dated by the art teacher or principal before the examination commences verifying that it is the candidate's individual unaided work.

The only visual aid allowed is the Preparatory sheet. Therefore candidates are **not allowed** to bring any additional visual aids (e.g. photographs, traced images or ready-to-use artwork) into the examination for copying purposes or for use in their final design proposals.

The use of perishable organic materials is not allowed.

Candidates are allowed to use any suitable art media and tools to fulfil the requirements of the examination e.g. pencils, paint, coloured papers, card, tracing paper, materials for collage or mixed media, ruler, T-square, knife, scissors, glue etc.

At the end of the examination the candidate should be instructed to put his/her preparatory sheet into his/her white envelope along with the work done in the examination.

Each candidate is required to write his/her examination number, level and the number of the question on each sheet.

2.2 Attendance Roll.

When you arrive at the school you should seek the Attendance Roll from the school authorities.

Where you are the only superintendent of Design in the school, you will be provided by the school with the Attendance Roll. Where there is more than one superintendent, one will be provided with the Roll by the school authority and he/she will liaise with the other superintendent in having the Roll completed.

The Examination Numbers, Names and Dates of Birth of the candidates are pre-printed on the Roll.

Before the Roll is given to the superintendent the school principal will check, in consultation with the Art Teacher, that the information printed on the Roll is correct.

The Roll is on 2-part stationery. You should receive **BOTH PARTS** from the school. The parts should not be separated until after the examination is over. The top copy of the Roll should be returned to the State Examinations Commission at the end of the last examination i.e. Life Sketching. The bottom copy is to be retained by the school.

2.3 Advice List(s)

Refer to paragraph 1.9, Instructions for completion of Advice Lists.

2.4 Preparations

Schools have been informed that the Art Teacher in the school should assist in preparing the room for the examination and in providing any tools or materials required.

2.5 Examination Procedure

N.B. The following instructions are based on the examination starting at 9.30 a.m. Where the school selects a different starting time, the times stated below must be adjusted accordingly.

In schools where both Design and Craftwork are being taken, the Design examination must start at the same time as the morning session of the Craftwork examination and finish at the same time as the morning session of the Craftwork examination. The Imaginative Composition/Still Life and the Life Sketching examinations must take place on the same day.

At 9.10 a.m. you should check that, where a Preparatory Sheet has been brought into the examination centre by any candidate, it has been identified as a Preparatory Sheet, that it bears the Examination Number of the candidate and has been signed and dated by the Art Teacher or Principal.

NB. A candidate should not be permitted to bring in a Preparatory Sheet which has not been signed and dated by the Art Teacher or Principal.

At 9.15 a.m. you should request each candidate to sign the Attendance Roll.

If a candidate does not attend for the examination the word 'ABSENT' should be written in the space provided for the candidate's signature on the Attendance Roll.

You should then sign the Attendance Roll in the space provided. (The Attendance Roll will have more than one page in schools with more than twenty candidates.)

At 9.20 a.m. you should place the adhesive label "EXAMINATION MATERIAL", initialled and dated by you, on each sheet of drawing paper issued to candidates.

If a candidate wishes to use art paper other than that supplied by the SEC, you should place the adhesive label "EXAMINATION MATERIAL", initialled and dated by you on any such sheet before the examination begins to verify that it is blank.

At 9.30 a.m. candidates should be instructed to commence work.

Conversation or any communication between candidates is not permitted during the examination.

N.B. The art teacher is not allowed in the room during the examination.

At 11.45 a.m. candidates should be reminded that work must cease at 12 noon.

At 12 noon candidates should be instructed to cease work and to mark clearly on their work:

- the title of the examination on each sheet used (i.e. Design)
- their examination number
- the level of paper taken (Higher or Ordinary)
- the number of the question answered.

You should instruct each candidate to place the following in his/her white candidate envelope:

sheet of preparatory sketches (A2) (if candidates have brought same into the examination)

sheet of preliminary sketches (A2)

final design proposal (A2)

Each candidate must confirm the inclusion of his/her work in the envelope by placing a tick (✓) in Column 1 of the grid included for this purpose on the envelope. You must then satisfy yourself that the candidate's work has been included in the envelope and endorse this by initialling Column 2 of the grid. The candidate should also be instructed to place the subject level adhesive label in the space provided on the candidate envelope.

A specimen candidate envelope, with grid, is shown in the attached Appendix.

N.B. The candidates' envelopes must not be sealed at this point and must be retained in a secure place.

The **Superintendent's Report form, together with the Advice List(s)** (having first been placed in the blue advice list envelope) and **top copy** of the Attendance Roll for Design, Imaginative Composition/Still Life and Life Sketching, should be posted **at the end of the Life Sketching examination** to the State Examinations Commission by letter post in the envelope provided marked "Rolla".

The school authority should retain the remaining copy of the Attendance Roll.

3. Craftwork

The following instructions relate to the examination in Craftwork only.

Candidates are required to design and make an item of craftwork as specified in the examination paper.

3.1. Preparatory sheet

Candidates are allowed to bring **one** A2 Preparatory Sheet into the examination centre as a visual aid on the day of the examination. Work should be on one side of the preparatory sheet only. If a candidate uses collage, cut out images, photographs or traced images for his/her Preparatory Sheet, all such work **must** be stuck flat on to the A2 preparatory sheet. *(please note that a small minority of candidates may not choose to avail of the opportunity to use a Preparatory Sheet)*

The only visual aid allowed is the Preparatory sheet. Therefore, candidates are **not allowed** to bring any additional visual aids (e.g. photographs, traced images or ready-to-use artwork) into the examination for copying purposes.

NB. A candidate should not be permitted to bring in a Preparatory Sheet which has not been signed and dated by the Art Teacher or Principal.

The use of perishable organic materials is not allowed.

Candidates are allowed to use any appropriate craft materials and tools to fulfil the requirements of the examination according to the instructions for each individual craft.

Each candidate is required to write his/her examination number and level on each sheet and on the craft label supplied.

Each candidate is required to write the number of the question you have chosen and its title on each sheet and on the craft label supplied.

The Candidate's Preparatory sheet must be put into the candidate's **transparent Craftwork envelope** at the end of the examination with the work done in the examination if two-dimensional. (three-dimensional work must be put on top of the envelope).

3.2 Attendance Roll

When you arrive at the school you should seek the Attendance Roll from the school authorities.

Where you are the only superintendent of Craftwork in the school, you will be provided by the school authority with the Attendance Roll. Where there is more than one superintendent, one will be provided with the Roll by the school and he/she will liaise with the other superintendent in having the Roll completed.

The Examination Numbers, Names and Dates of Birth of the candidates are pre-printed on the Roll. The number of candidates listed on EACH PAGE of the Roll is shown in the appropriate box at the foot of each page. Before the Roll is given to you the school principal will check, in consultation with the Art Teacher, that the information printed on the Roll is correct.

The Roll is on 2-part stationery. The Superintendent should receive BOTH PARTS from the school. The parts should not be separated until after the examination is over. The top copy of the Roll is then to be returned to the Commission in the separate envelope marked "**Craftwork Rolla**" the bottom copy is to be retained by the school. The candidates will sign the Roll in the **morning** and again in the **evening**.

A completed specimen of the Attendance Roll is attached.

You must confirm, before each candidate leaves the examination room in the evening, that the candidate has produced a piece and that the piece bears the Examination Number of the candidate.

Each page of the Roll contains a declaration, to be signed by the superintendent and countersigned by the school principal, that a piece (2D or 3D) is present for each candidate who has signed the Roll. At the end of the examination you should present the Roll to the principal for signature. Where a piece is not present you should record the particulars on your Report Form and notify the school principal immediately so that the matter can be taken up with the candidate. After resolving any discrepancies, the school principal will complete the Declaration.

3.3 Advice List(s)

Refer to paragraph 1.9, Instructions for completion of Advice Lists.

3.4 During the Examination

The Art teacher in the school will have assisted in preparing the room for the Craftwork examination and in providing the tools and materials required.

While the Craftwork examination is in progress the Art teacher **should be present in the room throughout** to issue tools and materials, deal with the replacement of damaged tools or materials, assist you, the Superintendent, if required, in storing the finished work and deal generally with other matters as requested by you.

NB In the interest of inter-candidate equity, the art teacher is not permitted to give any direction or assistance to candidates and must not communicate with candidates in a manner that could confer advantage.

Conversation or any communication between candidates is not permitted during the examination.

Candidates should be allowed some freedom as regards movement in the examination hall since the tests are of a practical nature and the candidates will possibly need access to equipment and materials of various kinds.

A candidate may be given a replacement for material spoiled. In any such case the spoiled materials must be retained with the candidate's finished work.

3.5 Examination Procedure (Morning Session)

N.B. The following instructions are based on the examination starting at 9.30 a.m. Where the school selects a different starting time the times stated below must be adjusted accordingly. As craftwork is a five hour examination it must start in the morning, i.e. a two and half hour session in the morning and a two and a half hour session after lunch.

At 9.10 a.m. you should check that, where a Preparatory Sheet has been brought into the examination centre by a candidate, it has been identified as a Preparatory Sheet, that it bears the Examination Number of the candidate and has been signed and dated by the Art Teacher or Principal.

NB. No candidate should be permitted to bring in a Preparatory Sheet which has not been signed and dated by the Art Teacher or Principal.

At 9.15 a.m. you should request each candidate to sign the Attendance Roll.

If a candidate does not attend for examination the word 'ABSENT' should be written in the space provided for the candidate's signature on the Attendance Roll. You should then sign the Attendance Roll in the space provided. (The Attendance Roll will have more than one page in schools with more than twenty candidates.)

At 9.20 a.m. you should place the adhesive label "**EXAMINATION MATERIAL**", initialled and dated, on each sheet of drawing paper issued to candidates. If a candidate wishes to use art paper other than that supplied by the SEC, you should place the adhesive label "**EXAMINATION MATERIAL**", initialled and dated by you on any such sheet before the examination begins to verify that it is blank.

At 9.25 a.m. the Art teacher should distribute the appropriate materials to candidates.

At 9.30 a.m. candidates should be instructed to commence work.

N.B. The art teacher is allowed in the room during the examination.

At 11.45 a.m. candidates should be reminded that work must be suspended at **12 noon**.

At 12 noon candidates should be instructed to suspend work and informed that they must not remove any question paper, drawings (including the Preparatory Sheet) or any portion of the worked test or test materials from the examination room. Candidates should be requested to be present again at **1.50 p.m.** **Ensure that the examination room is locked and that no person has access to it during the lunch interval.**

3.6 Examination Procedure (Afternoon Session)

At 1.50 p.m. you should request each candidate to sign the Attendance Roll in the space provided for the afternoon session. The candidate should also insert, in the spaces provided on the Attendance Roll, the **Question Number and Description of the craft attempted.** If a candidate is not present the word 'ABSENT' should be written in the space provided for the candidate's signature on the Attendance Roll.

At 2.00 p.m. the examination is resumed.

At 4.15 p.m. candidates should be reminded that work must cease at 4.30 p.m.

At 4.30 p.m. candidates should be instructed to cease work and to mark clearly on their work:

- examination number
- the title of the examination on each sheet used (i.e. Craftwork)
- the level of paper taken (Higher or Ordinary)
- the number of the question answered.

Tie on labels (supply enclosed) should be used where appropriate for this purpose.

You should instruct each candidate to place the following in his/her **transparent** candidate Craftwork envelope:

- • sheet of preparatory sketches (A2) (if candidates have brought same into the examination)
- • sheet of preliminary sketches (A2)
- • finished craft item (if two-dimensional)

Where a candidate's craft item is three-dimensional it should be placed on top of the candidate's sealed transparent craft envelope with the appropriate label attached.

A specimen transparent craftwork envelope is shown in the attached Appendix

The transparent craftwork envelope must then be sealed. All 3D items should be placed on top of the sealed craftwork envelope. The candidates' work should be stored in a secure place in the school.

The Superintendent should assist the school authority with these arrangements if required.

At the end of the examination, the Superintendent and the school principal should complete the Declaration on each page of the Attendance Roll, (The Attendance Roll will have more than one page in schools with more than twenty candidates).

NB: Craftwork (2D and 3D) will be examined in the school. In no circumstances should it be included in the candidates white envelope or the green transmission bag.

The top copy of the Attendance Roll for Craftwork should be posted to the State Examinations Commission, Cornamaddy, Athlone, in the envelope marked 'Craftwork Rolla'.

The school authority should retain the remaining copy of the Attendance Roll.

4. IMAGINATIVE COMPOSITION and STILL LIFE

The following instructions relate to the examination in Imaginative Composition and Still Life only.

Candidates are required to make an Imaginative Composition or a Still Life work as specified in the examination paper.

4.1 Preparations

Schools have been informed that the Art Teacher in the school should assist in preparing the room for the examination and in providing any tools or materials required by candidates as specified in the examination paper.

You must ensure that each candidate who is taking the Still Life option has sufficient space to arrange his/her own individual group of objects. Boxes, stools or chairs should be made available for this purpose. Candidates may, if they so wish, place their groups of objects on the floor.

NB: Candidates are not allowed to bring aids such as stencils, templates, traced images, preparatory artwork or photographic images into the examination for either Imaginative Composition or Still Life.

Candidates may work in colour, monochrome, mixed media, collage or any other suitable medium. However, the use of oil paints or perishable organic material is not allowed.

If a candidate wishes to work on a coloured sheet instead of the sheet issues by the SEC, you, **the superintendent, must sign this sheet before the examination commences** stating that it is blank. Maximum size of sheet: A2.

4.2 Attendance Roll

When you arrive at the school you should seek the Attendance Roll from the school authorities.

Where you are the only superintendent of Life Sketching in the school, the school will provide you with the Attendance Roll. Where there is more than one superintendent, one will be provided with the Roll by the school and he/she will liaise with the other superintendent in having the Roll completed.

The Examination Numbers, Names and Dates of Birth of the candidates are pre-printed on the Roll. Before the Roll is given to the superintendent the school principal will check, in consultation with the Art Teacher, that the information printed on the Roll is correct.

The Roll is on 2-part stationery. The superintendent should receive **BOTH PARTS** from the school. The parts should not be separated until after the examination is over. The top copy of the Roll is then to be returned to the Commission; the bottom copy is to be retained by the school.

4.3 Advice List(s)

Refer to paragraph 1.9, Instructions for completion of Advice Lists.

4.4 Examination Procedure

N.B. The following instructions are based on the examination starting at 9.30 a.m. Where the school alters the starting time the times stated below must be adjusted accordingly.

At 9.15 a.m. you should request each candidate to sign the Attendance Roll. If a candidate does not attend for examination the word 'ABSENT' should be written in the space provided for the candidate's signature on the Attendance Roll.

You should then sign the Attendance Roll in the space provided. (The Attendance Roll will have more than one page in schools with more than twenty candidates).

At 9.30 a.m. candidates should be instructed to commence work. Conversation or any communication between candidates is not permitted during the examination.

N.B. The art teacher is not allowed in the room during the examination.

At 11.45 a.m. candidates should be reminded that work must cease at 12 noon.

At 12 noon candidates should be instructed to cease work and to mark clearly on their work:

- • examination number to be written clearly in the space provided on the candidate's A2 sheet.
- • the title of the examination on each sheet used 'Imaginative Composition or Still Life' immediately below the Examination Number.
- • the level of paper taken, i.e. Higher or Ordinary

You should distribute the individual white envelopes containing their **Design** examination to candidates and instruct them to place their Imaginative Composition/Still Life examination in the envelope also. (This instruction will only apply to candidates who have taken the Design option). The envelope should not be sealed at this point as the Life Sketching Exam must still be done.

N.B. The candidate's white envelope must not be sealed.

In the case of candidates who have taken the **Craftwork** option a candidate white envelope should now be distributed to each such candidate in order for those candidates to place their Imaginative Composition/Still Life paper in the envelope. Such candidates should be instructed to place the subject level adhesive label in the space provided on the candidate envelope.

N.B. The candidate's white envelope must not be sealed.

Candidates must confirm the inclusion of their work in the envelope by placing a tick (✓) in Column 1 of the grid included for this purpose on the envelope. You must then satisfy yourself that the candidate's work has been included in the envelope and endorse this by initialling Column 2 of the grid. A specimen candidate envelope, with grid, is shown in the attached Appendix.

The Superintendent must ensure that the candidate envelope is retained in a safe place.

5. LIFE SKETCHING

NB: The Life Sketching examination must be held on the same day as the Imaginative Composition/Still Life examination.

The following instructions relate specifically to the examination in Life Sketching

The examination consists of two sketches of a model. The first sketch is of a fifteen-minute pose of the complete figure. The second is a more fully worked drawing of a thirty-minute pose **of either** the complete figure **or** the head and shoulders. The specific instructions relating to the poses are contained in the examination paper.

NB: Candidates are not allowed to bring aids such as stencils, templates, traced images, preparatory artwork or photographic images into the examination for the Life Sketching examination.

Candidates may work in colour, monochrome, mixed media or any other suitable medium. However, the use of oil paints or perishable organic material is not allowed.

If a candidate wishes to work on a coloured sheet instead of the sheet issues by the SEC, you, **the superintendent, must sign any such sheets before the examination commences** stating that they are blank. Maximum size of sheet: A2.

Candidates may continue to work on their drawings during the model's rest periods.

5.1 Attendance Roll

When you arrive at the school you should seek a copy of the examination paper (which contains instructions for Superintendents) and the Attendance Roll from the school authorities.

Where you are the only superintendent of Life Sketching in the school, you will be provided by the school with the Attendance Roll. Where there is more than one superintendent, one will be provided with the Roll by the school and he/she will liaise with the other superintendent in having the Roll completed.

The Examination Numbers, Names and Dates of Birth of the candidates are pre-printed on the Roll. Before the Roll is given to the superintendent the school principal will check, in consultation with the Art Teacher, that the information printed on the Roll is correct.

The Roll is on 2-part stationery. The superintendent should receive BOTH PARTS from the school. The parts should not be separated until after the examination is over. The top copy of the Roll is then to be returned to the Commission; the bottom copy is to be retained by the school.

5.2 Advice List(s)

Refer to paragraph 1.9, Instructions for completion of Advice Lists.

5.3 Preparations

Schools have been informed that the Art Teacher in the school may assist as follows prior to the commencement of the examination:

- the preparation of the room for the examination
- providing any tools or materials required by candidates
- providing any props specified in the examination paper
- advising the model(s) as to the correct pose prior to the commencement of the examination.

NB: The art teacher is not allowed in the examination room during the examination.

5.4. Model(s)

For each level of the paper a separate model/s should be employed as follows: one model for every ten candidates or less, i.e. one model for 1-10 candidates, 2 models for 11-20 candidates, 3 models for 21-30 candidates, etc. This means that not more than ten candidates will be drawing from the same model. Candidates must draw from direct observation of the model and, therefore, must have an unrestricted view. If desired, candidates may sit nearer the model for the second pose.

No special dress for the model or special props are required unless specifically stated in the examination paper.

During the examination the model is allowed from ten to fifteen minutes of rest periods, to be arranged as desired. Candidates may continue to work on their sketches during the model's rest periods and during the period between the two poses.

5.5 Examination Procedure

N.B. The following instructions are based on the examination starting at 2 p.m. Where the school alters the starting time the times stated below must be adjusted accordingly.

At **1.45 p.m.** you shall request each candidate to sign the Attendance Roll. If a candidate does not attend for examination the word '**ABSENT**' must be written in the space provided for the candidate's signature on the Attendance Roll.

You shall then sign the Attendance Roll in the space provided. (The Attendance Roll will have more than one page in schools with more than twenty candidates).

At **1.55.p.m** you should read the description of the two poses to the model directly from the examination paper and ensure that he /she is familiar with each pose.

At 1.59 pm instruct the model to take up the first pose in readiness for the commencement of the examination at 2.00 pm.

At 2.00 pm instruct candidates to commence work. **N.B. The art teacher is not allowed in the room during the examination.** Conversation or any communication between candidates is not permitted during the examination.

First pose: The model must adopt the first pose for a total of 15 minutes duration but is allowed to take break/s as desired.

Second Pose: The model must adopt the second pose for a total of 30 minutes duration but is allowed to take break/s as desired. Candidates are allowed to sit nearer the model for the second pose.

NB: Both poses must be concluded in the total time of one hour allowed for the examination. Candidates may continue to work on their drawings during the model's rest periods.

At 2.45 p.m. you shall remind candidates that work must cease at **3.00 p.m.**

At 3.00 p.m. you shall instruct candidates to cease drawing and to mark clearly on their work:

- • the title of the examination on each sheet used (i.e. Life Sketching)
- • examination number
- • the level of paper taken (Higher or Ordinary)

You shall then instruct each candidate to place his/her work into the candidate envelope provided along with the Design, (if taken), and Imaginative Composition or Still Life examination paper. The candidate must confirm the inclusion of his/her work in the envelope by placing a tick (✓) in Column 1 of the grid included for this purpose on the envelope. You must then satisfy yourself that the candidate's work has been included in the envelope and endorse this by initialling Column 2 of the grid. A specimen candidate envelope, with grid, is shown in the attached Appendix.

N.B. The candidate envelope must then be sealed.

- The Superintendent's Report Forms together with the Advice Lists (*having first been placed in the blue advice list envelope*) and **top copy** of the attendance Rolls for Design, Imaginative Composition/Still Life and Life Sketching must then be posted without delay to the State Examinations Commission by letter post in the envelope provided, marked "**Rolla**". (The top copy of the craftwork attendance roll will already have been posted immediately after the Craftwork examination). The remaining copy of the attendance Rolls should be retained by the school authority.

6. FINAL PROCEDURE

- sort all the candidates' white envelopes into Examination Number order
- separate the candidates' white envelopes into Higher Level and Ordinary Level
- place each bundle of sorted level envelopes into a separate green transmission envelope
- bring the green transmission envelopes, unsealed, to the school principal.
- (reminder: the craftwork component stays in the school)

After confirming with the Principal that a white candidate envelope is present for each candidate who has attended for examination, the Superintendent shall complete and sign the green transmission envelope.

The green transmission envelope must then be sealed and given to the Principal to be retained in a secure place in the school while awaiting collection by the SEC.

The Education Act 1998, introduces new criminal offences which relate to the certificate examinations. A copy of the relevant provisions is reproduced here for your information.

Education Act, 1998. Part VIII, Offences.

52. – (1) A person who-

- (a) knowingly and without lawful authority publishes an examination paper or part of such paper to any other person prior to the holding of the examination concerned,
 - (b) has in his or her possession without lawful authority an examination paper or part of such paper prior to the holding of the examination concerned,
 - (c) carries out any duties relating to the preparation of examination papers and knowingly and without lawful authority provides a candidate for an examination or any other person with information concerning the material prepared by him or her in the course of those duties with the intention of conferring an advantage upon a candidate over other candidates,
 - (d) knowingly and wilfully credits a candidate with higher marks than the marks to which that candidate was entitled with the intention of conferring an advantage on that candidate over other candidates,
 - (e) knowingly and maliciously credits a candidate with lower marks than the marks to which that candidate was entitled,
 - (f) personates a candidate at an examination or knowingly allows or assists a person to personate a candidate at an examination,
 - (g) knowingly and maliciously destroys or damages any material relating to an examination,
 - (h) knowingly and maliciously obstructs any candidate or a person engaged in the conduct of examination or otherwise interferes with the general conduct of an examination,
 - (i) knowingly and without lawful authority alters any certificate or any other record, including a record in machine-readable form, containing the results of an examination or,
 - (j) knowingly issues or makes use of any certificate or other document which purports to be a document issued by the person or body under whose authority the examination was conducted and to contain the results of an examination knowing that those results are false, shall be guilty of an offence.
- (2) A person who knowingly aids, abets, counsels or procures another person to commit any offence under subsection (1) or conspires with another person for the commission of any such offence shall be guilty of an offence.
- (3) A person who is guilty of an offence under this section shall be liable-
- (a) on summary conviction, to a fine not exceeding £1,500 (€1904.610) or (at the discretion of the court) to imprisonment of a term not exceeding six months, or to both such a fine and such imprisonment, or
 - (b) on conviction on indictment, to a fine not exceeding £5,000 (€6348.69) or (at the discretion of the court) to imprisonment for a term not exceeding two years, or to both such a fine and such imprisonment.
- (4) No action shall lie against an examiner in respect of anything done by him or her in good faith and in pursuance of his or her functions as an examiner.

AN KOINN OIDEACHAIS - BRAINSE NA SCRÚDUITHE - ÁTH LUAIN

Scrúdú na hArdteistiméireachta - Ealaín (Obair Cheardaíochta)

69320Y
ST. MARY'S SECONDARY SCHOOL
BALLYBOGE
01 - 999999

Leaving Certificate - Art (Craftwork)

The declaration at the bottom of EACH page must be signed by the Superintendent AND the school Principal
Ní mór an deilbhín ag bun gach leathanaigh bheith sínithe ag an bhFéitheoir agus ag Phríomhoide na scoile

Le comhlánú ag an scrúdaitheoir/
To be completed by the examiner

69320Y

Bund/
Bunk

Page 1 of 1 (16)

Scrúdúimhír/ Exam No.	Ainm/ Name	Dáta Breithe/ Date of Birth	Le comhlánú ag an iarrthóir/To be completed by the candidate			A nd G Level/ Leibhéal	Scrúdúimhír/ Exam No.
			Síniú/Signature	Tráthnóir/Morning	Obair Cheardaíochta/Craftwork Unit/No.		
999991	MELLY CHRISTINA MARIA	13-FEB-79	Maria Healy	Maria Healy	Potters	A	999991
999992	BEYB PAULA DEIRDRE	31-JAN-78	Paula Beys	Paula Beys	Engraving	A	999992
999993	FALMER JESSICA CHRISTINA	06-JUL-79	Jessica Falmer	Jessica Falmer	Puppetry	G	999993
999994	ROBERTS KATHY SIOBHAN	04-OCT-78	Kathy Roberts	Kathy Roberts	Potters	A	999994
999995	KRAYNOR JEMMA MARIE	22-AUG-78	ABSENT	ABSENT			999995
999996	FARROLL ELIZABETH R	27-MAR-78	Elizabeth Farrell	Elizabeth Farrell	Calligraphy	A	999996
999997	SULLEN DENISE MARY KATHERINE	03-JUN-78	Denise Sullen	Denise Sullen	Potters	A	999997
999998	PARLAND CLAIRE *	11-APR-79	Clarke Parland	ASSENT	PRINCIPAL CERTIFIED NO PIECE PRESENT		999998
999999	FOUCHER LISA PATRICIA	15-SEP-78	Lisa Foucher	Lisa Foucher	School Printing	G	999999
999910	KENNEDY KATHERINE	14-SEP-78	Kathleen Kennedy	Kathleen Kennedy	Calligraphy	G	999910
999911	HUTCHESON MARY	27-JUN-78	Wendy Hutcheson	Wendy Hutcheson	Potters	A	999911
999912	KEANE LAURA LOUISE	23-JUL-78	Laura Keane	Laura Keane	Puppetry	A	999912
999913	MELLY TARA ANNE	30-JUN-79	Tara Healy	Tara Healy	Potters	A	999913
999914	MC INTYRE JUNICE MARY	23-JUN-79	ABSENT	ABSENT			999914
999915	O'MARA DERVULA ANNE	19-FEB-78	Dervula O'Hara	Dervula O'Hara	Potters	A	999915
999916	BEERY TERRI ANNABELLE	30-MAR-79	Terri Beery	Terri Beery	Calligraphy	A	999916
999904	FRANCIS KELLY	26-FEB-79	Francis Kelly	Francis Kelly	Potters	G	
* Candidate withdrawn from Art							
B. Kelly							

Le comhlánú ag an bhFéitheoir agus ag Phríomhoide na scoile/To be completed by the Superintendent and the school Principal

Líon na n-entrées (Number of Entries) 16

Líon na neamhláithrigh/Number of Absentees (Maidin agus tráthnóir araon)/(Both Morning and Evening)

Líon na n-entrées deiríneacha/relates Number of late/additional Entries 1

Líon iomlán na n-iarrthóirí i láthair (le haghaidh seisiún amháin ar a laghad) Number of total candidates presenting (at least for one session) 15

Deilbhín go bhfuil an t-eolas atá thuas cruinn agus go bhfuil píosa Cheardaíochta luatha agus ag gach eon iarrthóir a shíniú an rólá sinléidhín. I certify that the above information is accurate and that a craftwork piece has been presented by each candidate who signed the separate roll.

Síniú an Fhéitheora/Signature of Superintendent: E. Kelly

Síniú an Phríomhoide/Signature of Principal: E. Kelly

Dáta/Date 13/5/99

Síniú/Signature

Dáta/Date

Le comhlánú ag an scrúdaitheoir/To be completed by the examiner.

Deilbhín go bhfuil na marcanna atá thuas bronnta de réir na scéimhe marcála. I certify that the above marks have been awarded in accordance with the marking scheme.

Síniú/Signature

Dáta/Date

CRAFTWORK

Ardteistiméarachta Ealaíne Leaving Certificate Art

NÁ CUIR SA PHOST

DO NOT POST

1. Place your preparatory and preliminary sheets in this envelope.
 2. Place your 2D Craftwork (Flat work where applicable) in this envelope.
(Your 3D piece, where applicable, must not be included in this envelope – this piece should be laid out on top of the envelope when the examiner visits your school in June).
 3. This envelope must be sealed and retained in a secure place by the Principal of the School.
1. Cuir do bhilleoga ullmhúcháin agus do réamh-bhilleoga sa chlúdach seo.
 2. Cuir do Shaothar Ceardaíochta 2Th. (obair phlánach nuair is cuí) sa chlúdach seo.
(Níor chóir do phíosa 3Th., nuair is é atá i gceist, a chur sa chlúdach seo – ba chóir an píosa seo a leagadh amach ós cionn an chlúdaigh nuair a thugann an Scrúdaitheoir cuairt ar do scoil i mí an Mheithimh.)
 3. Ní mór an clúdach seo a shéalú agus ní mór do Phríomhoide na Scoile é a thalsceadh in ionad sábháilte.

1. **Uimhir Rolla Scoile:** _____
1. School Roll No: _____
2. **Uimh. Iarrthóra:** _____
2. Candidate No: _____
3. **Uimh. Cheiste Ceardaíochta:** _____
3. Craft Question No: _____
4. **Teideal na Ceirde:** _____
4. Craft Title: _____
5. **Leibhéal:** _____
5. Level: _____
6. **Líon iomlán na mbilleog iniata:** _____
6. Total number of sheets enclosed: _____

D'ÚSÁID SCRÚDAITHEOIRÍ AMHÁIN FOR EXAMINER USE ONLY

Scrúdaithe _____ **Dáta:** _____
Examined _____ **Date:** _____

Seiceála _____ **Dáta:** _____
Checked _____ **Date:** _____

ARDTEISTIMÉIREACHT AMHÁIN

EALAÍN (ART)

(A) SCRÚD UIMHIR (Exam No.)

(B) LEIBHÉAL (LEVEL)

Cuir an lipéad do leibhéal an
ábhair anseo

(Please affix subject level
label here)

(C) FREAGRAÍODH TRÍ
(Answered Through) *Gaeilge nó Béarla (Irish or English)

TREORACHA

1. Léigh na treoracha seo agus ansin líon na bearnaí ag A, B, C, thuas.
2. Ná scríobh aon rud ar imeall deas na duilleoige. Is don Scrúdaitheoir amháin an t-imeall sin.
3. Cuir do Ghréaschóiriú, do Chumadóireacht Shamhláíoch/Ábhair Neamhbheo agus do Sceitseáil Bheo-ábhair sa chlúdach seo.
Ná cuir Obair Cheardaíochta ar bith sa chlúdach seo.
4. Ní ceadmhach ar chúinse ar bith do ainm a scríobh ar an chlúdach seo.

DIRECTIONS

1. Read these directions and fill up the blanks at A, B, C, above.
2. The right-hand margin is for the Examiner's use only and should not be written on.
3. Place your Design, Imaginative Composition/Still Life and Life Sketching in this envelope.
Do not include any Craftwork in this envelope.
4. Under no circumstances should you write your name on this envelope.

Ealain - Art	1	2
Bealtaine - May		
Gréaschóiriú - (Design)	✓	AB.
Cumadóireacht Shamhláíoch (Imaginative Composition)	✓	AB.
Nó / Or		
Ábhair Neamhbheo (Still Life)	✓	AB.
Sceitseáil Bheo-ábhair (Life Sketching)		

*Colún 1 - don iarrthóir
(Column 1 - for use by candidate)
Colún 2 - don tfeitheoir
(Column 2 - for superintendent)

Comhábhar	Marc
Life Sketching Sceitseáil Bheo-ábhair	
Imaginative Composition Cumadóireacht Shamhláíoch	
Still Life Ábhair Neamhbheo	
Design Gréaschóiriú	