



**Coimisiún na Scrúduithe Stáit**  
State Examinations Commission

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

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**S31/18**

## **TO THE SCHOOL AUTHORITY NAMED IN THE ADDRESS**

### **LEAVING CERTIFICATE EXAMINATION 2018**

#### **TECHNOLOGY - PRACTICAL COURSEWORK**

Schools are advised that the date for completion of Leaving Certificate Technology practical coursework is the **23<sup>rd</sup> of March, 2018**. The examining will take place in schools during the period **5<sup>th</sup> to 15<sup>th</sup> June 2018**. The work of the examiners will be monitored by advising examiners in the same period.

To facilitate the examiners, school authorities are requested to arrange for candidates to lay out their work, before classes break up, under the supervision of the Technology teacher. The work should be displayed complete with candidate's examination number **and should be arranged in numerical order**.

On completion of the examining the candidate's work should be retained in a safe place under lock and key, until after the closing date for applying for a review of Leaving Certificate results. At that stage the practical 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 projects until the review has been conducted and the outcome advised to the school.

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 Technology 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 candidate(s) 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 for assessment must sign the form in the space provide under his/her 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) Each candidate submitting practical coursework must enter the level at which he/she is taking the practical coursework in the appropriate space on the form.

- (iii) 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.
- (iv) 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.
- (v) 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.
- (vi) 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.
- (vii) Record the number of candidates sitting Higher and Ordinary Level in the box on the form as appropriate.
- (viii) The completed Form P2 must be signed by the Technology teacher(s) and countersigned by the School Principal to confirm all details.
- (ix) The completed Form P2 should be retained in a safe place in the school. It should be made available to the examiner on his/her arrival in the school. Please ensure that all sections of the form are completed and signed. On completion of the examining the examiner will retain the top copy of the Form P2 and the other copy will be returned to you. This copy should be retained in a safe place in the school until the results of the Leaving Certificate Examination are issued or, in the case of an appeal, until the outcome of the appeal is notified to the school
- (x) 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.

## **2. Inability to Authenticate Practical Coursework (Form P20)**

S68/08 and S69/04 (available from [www.examinations.ie](http://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.

Other documents for use in connection with the examining of the work of candidates in your school are enclosed. Please retain them in a safe place and provide them to the Commission’s examiner on the day of his/her visit. Also enclosed is a supply of Work Test Labels for attachment to the candidates’ finished work.

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

Clodagh Carroll  
Higher Executive Officer  
March, 2018