



TO THE SCHOOL AUTHORITY NAMED IN THE ADDRESS

LEAVING CERTIFICATE EXAMINATION 2018

ASSESSMENT OF PRACTICAL COURSEWORK IN AGRICULTURAL SCIENCE AND

AGRICULTURAL ECONOMICS

Schools are advised that the monitoring of the school assessment in Agricultural Science and Agricultural Economics will take place in schools during the period **30th April – 11th May**.

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 Practicals Section, State Examinations Commission, Cornamaddy, Athlone in advance of the commencement of monitoring. The carbon copy should be retained in the school. The teacher should not award marks for candidates listed on form P20.

In the case of a P20, the practical coursework should be retained until the outcome of the P20 appeal (if any) has been advised to the school.

Documents for use in connection with the teacher(s) assessment and monitoring of this assessment in your school are enclosed. Please bring them to the attention of the teacher(s), retain them in a safe place and provide them to the Commission's monitor on the day of his/her visit.

The documents are:

FORM A

Form A (in duplicate) contains a list of headings under which the practical coursework done by the candidate during the course of study should be assessed. Detailed guidelines have been prepared to facilitate this assessment process and a copy of these is enclosed.

A copy of Form A should be completed for each candidate. The top copy of Form A will be returned to the school by the monitor at the end of his/her visit and the other copy will be retained by the monitor.

FORM B

Form B, which is a computerised form, contains a list of all candidates taking practical coursework in your school for the relevant subject.

The total assessment mark for each candidate as given on Form A should be transferred to "School Assessment" column of Form B. Form B should be signed and dated by the teacher and countersigned by the School Principal.

FORM P.2

Form P.2 is a computerised list of candidates taking practical coursework in your school for Agricultural Science and Agricultural Economics. Schools are requested to exercise great care when completing this form using the following guidelines:-

Arrangements for Completion and Authentication of Coursework

- (i) Candidates submitting practical coursework must sign the form in the space below 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 below 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 practical coursework recorded in the Total Box at the end of the Form P2 agrees with the total number of candidates that have submitted completed practical coursework. Candidates with **“No Work Presented”** should be taken into consideration in this count.
- (vi) The completed Form P2 must be signed by the subject teacher(s) and countersigned by the School Principal to confirm all details.
- (vii) The completed Form P.2 should be retained in a safe place in the school and made available to the monitor on his/her arrival at the school. Please ensure that all sections of the form are completed.
- (viii) On completion of the monitoring the monitor will retain the top copy of the Form P.2 and the other copy will be returned to the school. This copy should be retained in a safe place in the school until the results of all the Leaving Certificate Examination appeals are issued to schools.
- (ix) S68/08 and S69/04 set out details of the arrangements for authentication of coursework. Please refer to **Inability to Authenticate Practical Coursework** on previous page if the school authority is unable to authenticate coursework as being the candidate’s own individual work.

In the case of candidates who have carried out practical coursework in a school other than the school where they are entered, the practical coursework should be retained in the school in which it was completed. The candidate should also be present in the school in which the practical coursework was completed on the date of the monitor’s visit.

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

R.Ward.
Executive Officer
April 2018.



CHUIG: ÚDARÁS NA SCOILE ATÁ AINMNITHE SA SEOLADH

SCRÚDÚ NA hARDTEISTIMÉIREACHTA 2018

BREITHMHEAS AR OBAIR CHÚRSA PHRAITICIÚIL IN EOLAÍOCHT TALMHAÍOCHTA

AGUS EACNAMAÍOCHT TALMHAÍOCHTA

Meabhraítear do scoileanna go ndéanfar monatóireacht ar an mbreithmheas scoile san Eolaíocht Talmhaíochta agus Eacnamaíocht Talmhaíochta i scoileanna i rith na tréimhse: **30 Aibreán – 11 Bealtaine**

Gan a bheith in ann Obair Chúrsa Phraiticiúil a Fhíordheimhniú

In S68/08 agus S69/04 (ar fáil ó www.examinations.ie) leagtar amach na socrúithe maidir le hobair chúrsa a fhíordheimhniú. Áit nach féidir le múinteoir obair chúrsa phraiticiúil a fhíordheimhniú mar obair ar leith an iarrthóra féin, ní mór foirm tuairiscithe ar leith (Foirm P20) a chomhlánú agus a chur ar ais chuig an CSS. Eisíodh soláthar d'fhoirmeacha P20 i bhfoirm leabhráin cheana féin chuig scoileanna agus tá cóipeanna breise ar fáil ach iad a iarraidh. Iarrtar ar scoileanna an méid is mó sonraí agus is féidir a chur ar fáil nuair a thugtar cúis nach féidir leo an obair a fhíordheimhniú. D'fhéadfadh an CSS teagmháil a dhéanamh le scoileanna ina dhiaidh sin má cheapann siad nach bhfuil dóthain sonraí ann maidir leis an gcúis nach ndearnadh an fíordheimhniú. Ba chóir an chóip ar an mbarr d'fhoirm P20 a chur ar ais chuig Rannóg na Scrúduithe Praiticiúla, Coimisiún na Scrúduithe Stáit, Corr na Madadh, Baile Átha Luain sula dtosaíonn an mhonatóireacht. Ba chóir don scoil an chóip charbóin a choinneáil. Níor chóir don mhúinteoir marcanna a bhronnadh i gcás iarrthóirí atá liostaithe ar fhoirm P.20.

I gcás foirm P.20, ba chóir an obair chúrsa phraiticiúil a choinneáil go dtí go gcuirfear an toradh ar an achomharc P.20 (más ann dó), in iúl don scoil.

Tá leis seo doiciméid a bhaineann le breithmheas an mhúinteora agus le monatóireacht ar an mbreithmheas seo i do scoil. Ba chóir aird an mhúinteora a thabhairt orthu seo, iad a choimeád in áit shábháilte agus iad a thabhairt do mhonatóir na gCoimisiúin ar theacht chun na scoile dó/di.

Is iad na foirmeacha atá i gceist ná:

FOIRM A

Tá ar Fhoirm A (i ndúblach) liosta de na ceannteidil faoin ar féidir breithmheas a dhéanamh ar an obair chúrsa phraiticiúil atá déanta ag an iarrthóir i rith an chúrsa staidéara. Tá mion-treoirínte ullmhaithe chun cúnaimh a thabhairt sa phróiseas measúnaithe seo agus tá cóip díobh seo iniata

Ba cheart cóip de Fhoirm A a líonadh i leith gach iarrthóra. Tabharfaidh an monatóir an bharrchóip den Fhoirm A ar ais don scoil ag deireadh a c(h)uairte agus coimeádfaidh an monatóir an chóip eile.

FOIRM B

Foirm ríomhairithe is ea Foirm B, ar a bhfuil liosta na n-iarrthóirí go léir atá ag déanamh obair chúrsa phraiticiúil san ábhar cuí i do scoil.

Ní mór an marc iomlán breithmheasa do ghach iarrthóir, faoi mar atá sé breacaithe ar Fhoirm A, a aistriú go dtí an colún i leith “Breithmheasa na Scoile” ar Fhoirm B. Ní mór don mhúinteoir Foirm B a shíniú agus an dáta a chur uirthi agus ní mór do Phríomhoide na Scoile í a chomhshíniú.

FOIRM P.2

Liosta ríomhairithe is ea Foirm P.2 de na hiarrthóirí atá ag déanamh obair chúrsa phraiticiúil san Eolaíocht Talmhaíochta agus san Eacnamaíocht Talmhaíochta. Iarrtar ar scoileanna a bheith go rí-aireach nuair atáthar ag comhlánadh na foirme seo agus feidhm a bhaint as na treoirlínte seo a leanas:-

Socruithe maidir le hObair Chúrsa a Chríochnú agus a Fhíordheimhniú

- (i) Ní mór d'iarrthóirí a chuireann isteach obair chúrsa an fhoirm a shíniú sa spás taobh thíos dá n-ainm. Níl sé inghlactha go gcuirfí Foirm P2 timpeall an ranga le síniú toisc go gcaithfidh an múinteoir ranga a chinntiú nach síníonn na hiarrthóirí an fhoirm ach amháin ag an bpointe nuair a thugann siad suas a n-obair chúrsa chríochnaithe. Ní mór don mhúinteoir ranga a bheith mar fhinné nuair atá an fhoirm á síniú agus nuair a chuirtear isteach an obair chúrsa chríochnaithe.
- (ii) Áit nach gcuireann iarrthóir atá ar an liosta ar Fhoirm P2 obair chúrsa phraiticiúil ar fáil le haghaidh scrúdaithe, cuir isteach taifead de **“Gan Aon Obair Curtha Ar Fáil”** sa spás atá curtha ar fáil do shíniú an iarrthóra.
- (iii) Áit a gcuireann iarrthóir nach bhfuil ar an liosta ar Fhoirm P2 obair chúrsa phraiticiúil isteach le haghaidh scrúdaithe, cuir isteach sonraí an iarrthóra de lámh ar Fhoirm P2 agus iarr ar an iarrthóir síniú taobh thíos dá (h)ainm. Sa chás seo, déan teagmháil leis an Rannóg Iontrálacha den CSS chun an taifead iontrála a cheartú. Mura ndéantar é seo, b'fhéidir nach mbeidh an t-iarrthóir curtha isteach i gceart dá c(h)uid scrúduithe.
- (iv) Déan taifeadadh ar líon na n-iarrthóirí a bhfuil obair chúrsa phraiticiúil á cur isteach acu sa spás atá curtha ar fáil ar gach leathanach d'Fhoirm P2. Ba chóir go ndéanfaí an uimhir seo a thabhairt chun réitigh i gcoinne an áirimh de líon fisiceacha na bpíosáí den obair chúrsa a tugadh suas.
- (v) Seiceáil go n-aontaíonn méid na hoibre cúrsa praiticiúla a taifeadadh sa Bhosca Móriomlán ag deireadh Fhoirm P2 le líon iomlán na n-iarrthóirí a chuir isteach obair chúrsa phraiticiúil chríochnaithe. Ba chóir iarrthóirí le **“Gan Aon Obair Curtha Ar Fáil”** a bheith curtha sa mheá san áireamh seo.
- (vi) Ní mór don mhúinteoir/ do na múinteoirí ábhair Foirm P2 atá comhlánaithe a shíniú agus ní mór do Phríomhoide na Scoile í a chomhshíniú leis na sonraí uile a dheimhniú.
- (vii) Ní mór an Fhoirm P.2 chomhlánta a choinneáil in áit shábháilte agus í a chur ar fáil don mhonatóir nuair a thiofadh sé/sí chun na scoile. Deimhnigh le do thoil go bhfuil gach cuid den fhoirm comhlánta.
- (viii) Tráth a bheidh an mhonatóireacht curtha i gcrích coinneoidh an monatóir barrchóip Fhoirm P.2 agus tabharfar an chóip eile ar ais don scoil. Ba chóir an chóip seo a choinneáil in áit shábháilte sa scoil go dtí go n-eiseofar torthaí na n-achomharc ar fad sa Scrúdú Ardeistiméireachta do na scoileanna.
- (ix) In S68/08 agus S69/04 leagtar amach na sonraí maidir leis na socruithe faoi fhíordheimhniú na hOibre Cúrsa. Iarrtar ar údarás na scoile féachaint ar an rannóg dar teideal **Gan a bheith in ann Obair Chúrsa Phraiticiúil a Fhíordheimhniú** atá ar an leathanach roimhe seo mura bhfuil údarás na scoile in ann obair chúrsa a fhíordheimhniú mar obair ar leith an iarrthóra féin.

I gcás iarrthóirí a bhfuil obair chúrsa phraiticiúil curtha i gcrích acu i scoil seachas an scoil inar iontráladh iad, ba choir an obair chúrsa phraiticiúil a choinneáil sa scoil inar cuireadh an obair i gcrích. Ba choir don iarrthóir bheith i láthair freisin sa scoil inar cuireadh an obair i gcrích ar an lá a bhfuil cuairt beartaithe ag an monatóir.

Déarfar leat ar ball cathain a thabharfaidh an monatóir cuairt ar do scoilse.

R. Ward.
Oifigeach Feidhmiúcháin
Aibreán 2018.