



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

**LEAVING CERTIFICATE EXAMINATION 2020  
DESIGN AND COMMUNICATION GRAPHICS – PRACTICAL COURSEWORK**

**Instructions for submission of Practical Coursework.**

Schools are advised that the date for completion of the Practical Coursework in Design and Communication Graphics is 17<sup>th</sup> January 2020. Schools must submit the completed Practical Coursework to the State Examinations Commission on or before Friday 28<sup>th</sup> February 2020. To this end the following documentation necessary for the administration of the return of the Practical Coursework for examination, is enclosed:

- (a) Signature Roll (Form P2)
- (b) Large Red plastic transmission envelope
- (c) Individual candidate envelope (grey)
- (d) A supply of higher and ordinary level labels (for attachment to candidate and transmission envelopes)
- (e) Bar Code labels (for attachment to transmission envelopes)
- (f) Record of Posting form
- (g) Unused barcode label form
- (h) An envelope marked “Rolla” for return of the following
  - (i) The top copy of Form P2
  - (ii) The top copy of Form P20 (if any)
  - (iii) Unused barcode label form

**1. Form P2 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 has submitted practical coursework but is absent from school when the signature roll is being signed, the teacher should write in the space provided for the signature **“Student Assignment Presented”**.
- III. Where a candidate listed on Form P.2 does not submit practical coursework for examination **“No Student Assignment Presented”** should be recorded in the space provided for the candidate’s signature on this form.
- 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 D.C.G. teacher(s) and countersigned by the School Principal to confirm all details.
- 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.

**Under no circumstances should a candidate sign Form P2 if coursework is not being submitted for assessment.**

## **2. Inability to Authenticate Practical Coursework**

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

## **3. Return of Practical Coursework**

On completion, each candidate should be instructed to insert their Practical Coursework in the envelope provided and to apply the appropriate level sticker to the outside of the envelope. The Design and Communication Graphics teacher should then collect all candidate envelopes and sort them into higher level and ordinary level. They should then be placed in the main transmission envelope (one for each level) and the appropriate level sticker attached to the outside of the main transmission envelope. It is suggested that no more than 20 candidate envelopes should be placed in one transmission envelope. The number of practical coursework pieces in each transmission envelope should be inscribed in the appropriate space on the transmission envelope(s) and in addition, the number of transmission envelopes used should be shown in the space provided e.g. no. 1 of 2.

The Commission has arranged with AN POST for the transmission of the practical coursework using a specially designed registered bar-code system.

The bar code label should be affixed in the space provided on the transmission envelope. Remove TAB A from the label and fix it to the **Record of Posting Form**.

At the Post Office, complete the remaining details regarding post office and time of posting. Hand the packet to the post office official. The official will remove TAB B and fix it to a post office record sheet. The official will stamp your **Record of Posting Form** opposite the TAB A for the packet handed in. The record of posting form should be retained by the school authorities in case of any follow-up query from the Commission.

Tab A **of all unused bar code labels** should be affixed to the unused bar code labels form. This form should be returned in the envelope marked “Rolla” along with the top copy of the Form P.2, copy of Form P.20 (if any) to Practicals Section, State Examinations Commission, Cornamaddy, Athlone.



## CHUIG ÚDARÁS NA SCOILE ATÁ AINMNITHE SA SEOLADH:

### SCRÚDÚ NA hARDTEISTIMÉIREACHTA, 2020 GRAFAIC DHEARAIDH AGUS CHUMARSÁIDE – OBAIR CHÚRSA PHRAITICIÚIL

#### Treoracha maidir le hObair Chúrsa Phraiticiúil a chur isteach

Meabhraítear do scoileanna gurb é 17 Eanáir 2020 an spriocdháta chun an Obair Chúrsa Phraiticiúil sa Grafaic Dheairidh agus Chumarsáide a chur i gcrích. Ní mór do scoileanna an Obair Chúrsa Phraiticiúil chríochnaithe a chur go dtí Coimisiún na Scrúduithe Stáit ar 28 Feabhra 2020 nó roimhe. Gheobhaidh tú faoi iamh, chun na críche seo, na doiciméid atá riachtanach san obair riaracháin a bhaineann leis an Obair Chúrsa Phraiticiúil a sheoladh ar ais don scrúdú:

- (a) Rolla na Síithe (Foirm P2)
- (b) Clúdach mór plaisteach Dearg i gcomhair seachadta
- (c) Clúdach iarrthóra do gach iarrthóir (liath)
- (d) Soláthar de lipéid ardleibhéil agus ghnáthleibhéil (le greamú de na clúdaigh sheachadta agus de chlúdaigh na n-iarrthóirí)
- (e) Lipéid bharrchóid (le greamú de na clúdaigh sheachadta)
- (f) Foirm Thaifead Postais
- (g) Foirm do lipéid bharrchóid nar úsáideach
- (h) Clúdach agus “Rolla” air chun iad seo a leanas a chur ar ais
  - (i) Barrchóip Fhoirm P2
  - (ii) Barrchóip Fhoirm P20 (más ann di)
  - (iii) Foirm do lipéid bharrchóid nar úsáideach

#### 1. Foirm P2 Socruithe maidir le hObair Chúrsa a Chríochnú agus a Fhíordheimhniú

- I. Ní mór d’iarrthóirí a chuireann isteach obair chúrsa phraiticiúil an fhoirm a shíniú sa spás os comhair a n-ainm. Níl sé inghlactha go gcuirfí Foirm P2 timpeall an ranga le síniú toisc go gcaithfidh an mhúinteoir 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. I gcás go bhfuil obair chúrsa phraiticiúil curtha isteach ag iarrthóir ach go bhfuil sé nó sí as láthair ón scoil agus an rolla á shíniú, ba chóir don mhúinteoir **“Tasc and Dalta Isteach”** a scríobh sa spás don síniú.
- III. I gcás nach gcuireann iarrthóir atá liostaithe ar Fhoirm P2 obair chúrsa phraiticiúil isteach don scrúdú ba chóir **“Gan Tasc an Dalta Isteach”** a thaifeadadh sa spás do shíniú an iarrthóra ar an bhfoirm seo.
- IV. Sa chás go 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 os comhair a (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.

- V. 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.
- VI. Seiceáil go n-aontaíonn an méid den Obair Chúrsa a taifeadadh sa Bhosca Móriomláin ag deireadh Fhoirm P2 le líon iomlán na n-iarrthóirí a chuir isteach an obair chúrsa chríochnaithe. Ba chóir iarrthóirí le **“Gan Aon Obair Curtha Ar Fáil”** a bheith curtha sa mheá san áireamh seo.
- VII. Déan líon na n-iarrthóirí atá ag déanamh an Ardleibhéil agus an Ghnáthleibhéil a thaifeadadh sa bhosca ar an bhfoirm de réir mar is cuí.
- VIII. Ní mór don mhúinteoir/ do na múinteoirí Staidéar Foirgníochta Foirm P2 atá comhlánaithe a shíniú agus ní mór do Phríomhoide na Scoile í a chomhshíniú leis na sonraí uile a dheimhniú.
- IX. In S68/08 agus S69/04 leagtar amach na sonraí maidir leis na socrúithe faoin obair chúrsa a fhíordheimhniú. Féach Cuid 3 thíos mura bhfuil údarás na scoile in ann obair chúrsa a fhíordheimhniú mar obair ar leith an iarrthóra féin.

## **I gcás ar bith níor chóir d’iarrthóirí Foirm P2 a shíniú mura bhfuil obair chúrsa á cur isteach le measúnú a dhéanamh uirthi**

### **2. Gan a bheith in ann Obair Chúrsa Phraiticiúil a Fhíordheimhniú**

In S68/08 agus S69/04 (ar fáil ó [www.examinations.ie](http://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 fhíordheimhniú. Ba chóir an chóip ar an mbarr d’fhoirm P20 a chur ar ais chuig an Rannóg Praiticiúla, Coimisiún na Scrúduithe Stáit, Corn na Madadh, Baile Átha Luain. Ba chóir don scoil an chóip charbóin a choinneáil.

### **3. Obair Chúrsa Phraiticiúil a Sheoladh ar ais**

Agus an obair curtha i gcrích, ba chóir a threorú do gach iarrthóir an Obair Chúrsa Phraiticiúil a chur isteach sa chlúdach atá curtha ar fáil agus an lipéad don leibhéal cuí a ghreamú den taobh amuigh den chlúdach. Ba chóir don mhúinteoir na Grafaice Dearaidh agus Cumarsáide clúdaigh na n-iarrthóirí ar fad a bhailiú ansin agus iad a shórtáil de réir ardleibhéil agus gnáthleibhéil. Ansin, ba chóir iad a chur sa phríomhchlúdach seachadta (ceann do gach leibhéal) agus an lipéad don leibhéal cuí a ghreamú den taobh amuigh den phríomhchlúdach seachadta. Moltar gan níos mó ná 20 clúdach de chuid na n-iarrthóirí a chur san aon chlúdach seachadta amháin. Ba chóir líon na bpíosáí den obair chúrsa phraiticiúil i ngach clúdach seachadta a scríobh sa spás cuí ar an gclúdach nó ar na clúdaigh s(h)eachadta agus ina theannta sin, ba chóir líon na gclúdach seachadta a úsáideadh a thaispeáint sa spás chuige sin, e.g. uimh. 1 de 2.

Tá socrú déanta ag an gCoimisiún leis an bPost leas a bhaint as córas barrachód cláraithe a dearadh go speisialta le haghaidh an obair chúrsa phraiticiúil a sheachadadh.

Ba chóir an lipéad barrachóid a ghreamú sa spás chuige sin ar an gclúdach seachadta. Bain Cluaisín A den lipéad agus greamaigh é den **Fhoirm Thaifead Postais**.

San Oifig Phoist, comhlánaigh na sonraí eile maidir leis an Oifig Phoist agus am na postála. Tabhair an paicéad ar láimh don oifigeach poist. Bainfidh an t-oifigeach Cluaisín B agus greaóidh sé/sí de bhileog thaifid de chuid oifig an phoist é. Stampálfaidh an t-oifigeach d’**Fhoirm Thaifead Postais** os comhair Chluaisín A don phaicéad atá tugtha ar láimh. Ba chóir do na húdaráis scoile an fhoirm thaifead postais a choinneáil ar eagla go mbeadh aon cheist ag an gCoimisiún ar ball faoin seachadadh.

Ba chóir Cluaisín A de na **lipéid bharrachóid ar fad nach n-úsáidtear** a ghreamú d’fhoirm na lipéad barrachóid nach n-úsáidtear. Ba chóir an fhoirm seo a sheoladh ar ais sa chlúdach a bhfuil “Rolla” air mar aon le barrchóip Fhoirm P2 agus cóip d’Fhoirm P20 (más ann di), go dtí Rannóg na dTriallacha Praiticiúla, Coimisiún na Scrúduithe Stáit, Corr na Madadh, Baile Átha Luain.