Coimisiún na Scrúduithe Stáit
State Examinations Commission

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

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TO THE SCHOOL AUTHORITY NAMED IN THE ADDRESS **S 44/18**

JUNIOR CERTIFICATE EXAMINATIONS, 2018
ART, CRAFT, DESIGN – PRACTICAL COURSEWORK

A Chara
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1. Please note the following in connection with the Art, Craft & Design Practical coursework which will be corrected in schools during **June 2018.**

2. **Arrangements for Completion and Authentication of Coursework**

(i) Candidates submitting practical coursework must sign the form in the space below their name on or before **1st May 2018**. 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) Each candidate submitting practical coursework must enter the level at which he/she is taking the practical coursework in the appropriate space provided on the form.

(vii) The completed Form P2 must be signed by the Art teacher(s) and countersigned by the School Principal to confirm all details.

(viii) The completed form **should not be returned to the Commission**, it should be given to the Junior Certificate Art, Craft and Design **examiner** on his/her arrival at the school.

(ix) S68/08 and S69/04 set out details of the arrangements for authentication of coursework. Please refer to **Inability to Authenticate Practical Coursework** below if the school authority is unable to authenticate coursework as being the candidate's own individual work.

3. **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. The carbon copy should be retained in the school.

4. **The following are being forwarded to you under separate cover:-**

(a) A supply of grey plastic envelopes, one envelope for each candidate. The envelope will be used to contain the 2D work of the candidate, i.e. 2D practical coursework and, later, the drawings from the Drawing Examination. The front cover of the envelope is a form which should be completed by each candidate and which will be a record, for the candidate and the examiner, of all the work to be marked, including the 3D work.

(b) A supply of adhesive labels, to indicate the Levels taken by the candidates, "Higher Level" or "Ordinary Level". The candidate should affix the appropriate label in the box at the top of the plastic envelope.

(c) A supply of Identification Labels required in connection with identifying 3D work. All 3D work, (3D Studies and 3D Options), must be labelled with the labels supplied and should state on the label whether the work is 3D studies or an option in 3D, e.g. (3D studies - Modelling), (3D option - Construction).

(d) A set of gummed labels (Higher and Ordinary) for candidates to affix to each sheet submitted. All sheets must be labelled on the top left hand corner with the candidate's examination number on the top right hand corner of the page.

Practical coursework sheets must be placed in the envelope on May 1st and the finished, labelled and numbered drawing sheets placed in the envelope immediately after the drawing examination.

5. Pottery, Ceramics, Metalwork: Modelled, carved or constructed pieces (in addition to the securely attached or affixed completed identification label required) must have the candidate's Examination Number clearly **written, incised** or **engraved** as appropriate on the base or other suitable part of an individual piece or on each of the component parts of any piece which will be required to be assembled for examination.

6. At the completion of the practical coursework on **1st May** the candidates should be instructed to place all 2D work in the plastic envelope. **The envelope must not be sealed.** The envelopes should be retained by the school in a safe place until they are returned to candidates for the Drawing examination.

Mise le meas,
Rose Ward
Executive Officer.

April, 2018.

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CHUIG ÚDARÁS NA SCOILE ATÁ AINMNITHE SA SEOLADH **S 44/18**

SCRÚDUITHE AN TEASTAIS SHÓISEARAIGH, 2018
EALAÍN, CEARDAÍOCHT, DEARADH – OBAIR CHÚRSA PHRAITICIÚIL

A Chara,

1. Tabhair do d'aire, le do thoil, an t-eolas seo a leanas i dtaca leis an **Obair Chúrsa Phraiticiúil – Ealaín, Ceardaíocht agus Dearadh** a bheidh le ceartú sna scoileanna le linn **Mheitheamh 2018.**

2. Socruithe maidir leis an Obair Chúrsa a Chríochnú agus a Fhíordheimhniú

(i) Ní mór d'iarrthóirí a chuireann obair chúrsa ar aghaidh an fhoirm a shíniú sa spás os comhair a (h)ainm **ar an 1 Bealtaine 2018 nó roimhe sin**. Níl sé inghlactha go gcuirfí Foirm P.2 ó dhuine go duine sa rang le síniú de bhrí nach foláir don mhúinteoir ranga a chinntiú nach síníonn na hiarrthóirí an fhoirm go dtí an tráth a thugann siad an obair chúrsa chríochnaithe don mhúinteoir de láimh. Ní mór don mhúinteoir ranga a bheith i láthair mar fhinné nuair a dhéantar an fhoirm a shíniú agus nuair a chuirtear ar aghaidh an obair chúrsa chríochnaithe.

(ii) Maidir le hiarrthóir a bhfuil a (h)ainm ar an liosta ar Fhoirm P.2 agus nach gcuireann obair chúrsa phraiticiúil ar fáil i gcomhair a scrúdaithe, cuir isteach "**Gan Aon Obair Curtha Ar Fáil**" mar thaifead sa spás atá ar fáil do shíniú an iarrthóra.

(iii) Maidir le hiarrthóir nach bhfuil a (h)ainm ar an liosta ar Fhoirm P.2 agus a chuireann obair chúrsa phraiticiúil ar fáil i gcomhair a scrúdaithe, déan sonraí an iarrthóra a chur isteach de láimh ar Fhoirm P.2 agus iarr ar an iarrthóir a s(h)íniú a chur os comhair a (h)ainm. I gcás dá leithéid, déan teagmháil le Rannóg Iontrálacha CSS chun an taifead iontrála a cheartú. Mura ndéantar é seo, is féidir nach mbeidh an t-iarrthóir curtha isteach i gceart sa chóras dá c(h)uid scrúduithe.

(iv) Sa spás cuí atá ar fáil ar gach leathanach ar Fhoirm P.2 déan taifead ar líon na n-iarrthóirí a bhfuil obair chúrsa phraiticiúil á cur ar aghaidh acu. Is cóir go mbeidh an uimhir seo comhionann leis an gcomhaireamh a dhéanfar ar líon na bpíosaí oibre cúrsa a bheidh faigthe.

(v) Seiceáil gurb ionann líon na Leabhrán Oibre Cúrsa atá taifeadta sa Bhosca Móriomláin ag bun Fhoirm P.2 agus líon iomlán na n-iarrthóirí atá tar éis leabhrán oibre cúrsa críochnaithe a chur ar aghaidh. Is cóir iarrthóirí a bhfuil "**Gan Aon Obair Curtha Ar Fáil**" mar thaifead acu a bheith ar áireamh sa chomhaireamh seo.

(vi) Maidir le gach iarrthóir a chuireann obair chúrsa phraiticiúil ar aghaidh, ní mór dó nó di an leibhéal ag a bhfuil an obair chúrsa phraiticiúil á déanamh a chur isteach sa spás atá ar fáil ar an bhfoirm.

(vii) Ní mór don mhúinteoir Ealaíne (nó do na múinteoirí Ealaíne) an Fhoirm P.2 chomhlánaithe a shíniú agus ní mór do Phríomhoide na Scoile í a chomhshíniú chun na sonraí uile a dheimhniú.

(viii) **Ní ceart an fhoirm chomhlánaithe a chur ar ais chuig an gCoimisiúin**, is ceart í a thabhairt do **scrúdaitheoir** an ábhair "Ealaín, Ceardaíocht, Dearadh an Teastais Shóisearaigh" ar theacht go dtí an scoil dó nó di.

(ix) In S68/08 agus S69/04 leagtar amach sonraí na socruithe maidir le hObair Chúrsa a fhíordheimhniú. Féach Cuid 3 thíos "**Nuair nach féidir Obair Chúrsa Phraiticiúil a Fhíordheimhniú**" i gcás nach bhfuil údarás na scoile in ann obair chúrsa a fhíordheimhniú mar obair a rinne an t-iarrthóir é nó í féin.

3. Nuair nach féidir Obair Chúrsa Phraiticiúil a Fhíordheimhniú

In S68/08 agus S69/04 (ar fáil ó www.examinations.ie) leagtar amach na socruithe maidir le hobair chúrsa a fhíordheimhniú. I gcás nach féidir le múinteoir obair chúrsa phraiticiúil a fhíordheimhniú mar obair a rinne an t-iarrthóir é féin nó í féin, ní mór foirm thuairiscithe ar leith (Foirm P.20) a chomhlánú agus a chur ar ais chuig an CSS. Dáileadh soláthar d'fhoirmeacha P.20 i bhfoirm leabhráin cheana féin ar scoileanna agus tá cóipeanna breise ar fáil ach iad a iarraidh. Iarrtar ar scoileanna an oiread sonraí agus is féidir a chur ar fáil le linn dóibh na cúiseanna nach raibh siad in ann an obair a fhíordheimhniú a sholáthar. D'fhéadfadh an CSS teagmháil a dhéanamh le scoileanna ina dhiaidh sin más dóigh leis nár cuireadh dóthain sonraí ar fáil maidir leis na cúiseanna gan an obair a fhíordheimhniú. Is cóir an chóip d'fhoirm P.20 ar an mbarr a chur ar ais chuig Rannóg na hOibre Praiticiúla, Coimisiún na Scrúduithe Stáit, Corn na Madadh, Baile Átha Luain. Is cóir don scoil an chóip charbóin a choinneáil.

4. Cuirfear na nithe seo a leanas ar aghaidh chugaibh faoi chlúdach litreach ar leith:-

(a) Clúdaigh litreach liatha phlaisteacha, ceann an duine do gach iarrthóir. Is sa chlúdach litreach seo a chuirfear obair 2T an iarrthóra, .i. obair chúrsa phraiticiúil 2T agus, lá níos faide anonn, na líníochtaí ón Scrúdú Líoníochta. Foirm is ea cumhdach tosaigh an chlúdaigh litreach agus is ceart go gach iarrthóir an fhoirm seo a chomhlánú, agus beidh an fhoirm seo ina taifead, don iarrthóir agus don scrúdaitheoir ar an obair ar fad atá le marcáil, an obair 3T san áireamh.

(b) Lipéid ghreamaitheacha, chun na Leibhéil a rinne na hiarrthóirí a léiriú - "Ardleibhéal" nó "Gnáthleibhéal". Is ceart don iarrthóir an lipéad cuí a ghreamú den fhoirm sa bhosca ar bharr an clúdaigh litreach plaistigh.

(c) Lipéid Aitheantais a bheidh ag teastáil i dtaca leis an obair 3T a shainaithint. Ní mór ceann de na lipéid a soláthraíodh a chur ar gach píosa oibre 3D, (Staidéir 3T agus Roghanna 3T) agus caithfear a lua ar an lipéad cé acu a bhaineann an obair le Staidéir 3T nó le ceann de na roghanna 3T, e.g. (Staidéir 3T - Múnlú), (Rogha 3T - Foirgníocht).

(d) Lipéid ghumaithe (Ardleibhéal agus Gnáthleibhéal) a ghreamóidh iarrthóirí de gach bileog a chuirfear ar aghaidh. Ní mór lipéad a bheith ar bharr gach bileoige ar thaobh na láimhe clé agus beidh scrúduimhir an iarrthóra ar bharr an leathanaigh ar thaobh na láimhe deise.

Ní foláir bileoga na hoibre cúrsa praiticiúla a chur isteach sa chlúdach litreach an 1 Bealtaine agus ní foláir na bileoga líníochta lipéadaithe agus uimhrithe a chur isteach sa chlúdach litreach láithreach bonn tar éis an scrúdaithe Líníochta.

5. Potaireacht, Ceirmeacht, Miotalóireacht: Ní mór scrúduimhir an iarrthóra (chomh maith leis an lipéad aitheantais comhlánaithe a bheidh ceangailte nó greamaithe go daingean) a bheith ar phíosaí oibre múnlaithe, snoite nó foirgnithe, agus beidh an scrúduimhir sin **scríofa**, **gearrtha** nó **greanta** go soiléir, de réir mar is cuí, ar bhun, nó ar chuid oiriúnach eile, de phíosa aonair nó ar gach comhpháirt ar leith d'aon mhórphíosa nach foláir a chur i dtoll a chéile i gcomhair an scrúdaithe.

6. Ar chríochnú na hoibre cúrsa praiticiúla an **1 Bealtaine** is ceart a threorú d'iarrthóirí an obair 2T go léir a chur isteach sa chlúdach litreach plaisteach. **Ní foláir GAN séala a chur ar an gclúdach litreach.** Is ceart don scoil na clúdaigh litreach a choimeád in áit shábháilte go dtí go dtabharfar ar ais iad do na hiarrthóirí le haghaidh an scrúdaithe Líníochta.

Is mise le meas,
Rose Ward
Oifigeach Feidhmiúcháin.
Aibreán 2018.