Coimisiún na Scrúduithe Stáit
State Examinations Commission

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

S59/19

TO: THE SCHOOL AUTHORITY NAMED IN THE ADDRESS.

LEAVING CERTIFICATE 2020

DESIGN AND COMMUNICATION GRAPHICS – STUDENT ASSIGNMENTS

The accompanying **Instructions to Candidates** provides clarification to all candidates of the procedures to be followed in the selection and execution of the student Assignment for Design and Communication Graphics, Leaving Certificate Examination 2020.

The completion date for the Student Assignment is **Friday 17th January 2020.** The detailed arrangements for the completion and submission of the student assignment are set out below.

In the interest of inter-candidate equity, it is required that each candidate submits a separate and distinct project for the purposes of assessment. The assistance of School Authorities and teachers of Design and Communication Graphics in maintaining the integrity of the assessment process is very much appreciated by the State Examinations Commission.

In the case of repeat candidates, a project must be undertaken and presented for assessment.

Arrangements for the completion and submission of the student assignment

The completion date for the DCG student assignment is **17th January 2020**. As examination candidate numbers will not be available at this time, students should use their name and date of birth as a means of identification on their design portfolio and on the main folder contained on the CD/USB. The name of this folder should be in the following format "DCG SA 2020 (Student Name Date of birth)". E.g. "DCG SA 2020 (John Smith 04-07-1999)". Please note the use of dashes in the date of birth format.

The completed assignment should then be securely stored by the school until such time as the documentation for submission of the assignments is received in the school from the State Examinations Commission.

N.B. No further work should be undertaken on the assignment after 17th January 2020 as to do so would render the assignment invalid and could lead to marks being withheld.

The submission date of the DCG student assignment to the SEC will be late February, with a specific date to be confirmed in due course.

On receipt of the submission documentation, the following procedure should be followed under the supervision of the teacher.

1. The class teacher should return the completed work to each student who will confirm that it is their assignment.
2. Each candidate should write their number on the outside of the CD/USB and on the first page of the design portfolio. A permanent marker should be used on the CD and not a label.
3. Candidates should then place their design portfolio and CD/USB inside the grey candidate envelope, write their candidate number, school name and roll number on the outside of the envelope and seal it.
4. The candidate should then hand the sealed envelope to the class teacher for submission to the State Examinations Commission (SEC) for assessment and to sign the form P2.

In the past, a small number of CDs/USB flash drives have been damaged while in transit to the SEC. In these instances it was necessary to contact individual schools during the summer months to retrieve backup copies of candidate files. In order to minimise inconvenience to schools and teachers, the SEC request that schools submit on DVD/USB flash drive(s) a separate master copy for each level, higher and ordinary, containing a copy of the electronic files presented by all candidates at that level in the school. Each master copy should be enclosed in the transmission envelope containing the Student Assignments for the appropriate level.
N.B. Candidates **must** still submit their own work on individual CD/USB flash drives as outlined in the *'Instructions to Candidates'*. Schools are also required to retain a backup copy of all files submitted by the candidates as instructed.

The normal procedure for submission of the assignments to the SEC should then be followed. The submission documentation will issue to schools mid-February.

Please ensure that this notice is brought to the attention of the teachers of Design and Communication Graphics and that **each candidate** obtains a copy of the enclosed **Instructions to Candidates.**

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Executive Officer
August 2019

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CHUIG: ÚDARÁS NA SCOILE ATÁ AINMNITHE SA SEOLADH

SCRÚDÚ NA HARDTEISTIMÉIREACHTA, 2020

GRAFAIC DHEARAIDH AGUS CHUMARSÁIDE – TASC AN DALTA

Sna **Treoracha d'Iarrthóirí** atá leis seo tá soiléiriú do na hiarrthóirí uile ar an nós imeachta atá le leanúint agus Tasc an Dalta á roghnú agus á chur i gcrích don Grafaic Dhearaidh agus Chumarsáide i Scrúdú na hArdteistiméireachta in 2020.

Ní mór Tasc an Dalta a bheith curtha i gcrích faoi **Dé hAoine, 17 Eanáir 2020**. Tá mionchur síos ina dhiaidh seo ar na socruithe i gcomhair chur i gcrích agus sheoladh isteach Thasc an Dalta.

Mar mhaithe le cothromas idir na n-iarrthóirí, ní mór do gach iarrthóir tionscadal ar leith a chur i láthair le haghaidh measúnú. Is mór ag Coimisiún na Scrúduithe Stáit cabhair na nÚdarás Scoile agus mhúinteoirí na Grafaice Dearaidh agus Cumarsáide le próiseas an mheasúnaithe a choinneáil slán.

Ní mór d'iarrthóirí atá ag déanamh na hArdteistiméireachta athuair tionscadal a dhéanamh agus a chur i láthair le haghaidh measúnú.

Socruithe chun Tasc an Dalta a chur i gcrích agus a sheoladh isteach

Ní mór Tasc an Dalta a bheith curtha i gcrích faoi **Dé hAoine, 18 Eanáir 2020**. Ó tharla nach mbeidh scrúduimhreacha na n-iarrthóirí ar fáil an tráth sin, ba chóir do na hiarrthóirí a n-ainm agus a ndáta breithe a úsáid mar mhodh aitheantais ar a bhfillteán dearaidh agus ar an bpríomhfhillteán ar an dlúthdhiosca/USB. Ba chóir go mbeadh teideal an fhillteáin ar an dlúthdhiosca/USB san fhormáid seo a leanas: "DCG SA 2020 (Ainm an Dalta Dáta Breithe)", e.g. "DCG SA 2020 (Seán Mac Gabhann 04-07-1999)". Tugtar faoi deara an úsáid a bhaintear as fleiscíní sa dáta breithe.

Ní mór don scoil an tasc críochnaithe a stóráil go sábháilte ansin go dtí go bhfaigheann an scoil an cháipéisíocht ó Choimisiún na Scrúduithe Stáit chun na tascanna a sheoladh isteach.

N.B. Ní cóir aon obair bhreise a dhéanamh ar an tasc tar éis 17 Eanáir 2020 mar nach mbeadh an tasc bailí dá ndéanfaí agus go bhféadfaí na marcanna a choinneofaí siar dá bharr.

Beidh Tasc an Dalta sa Ghrafaic Dhearaidh agus Chumarsáide le seoladh chuig Coimisiún na Scrúduithe Stáit i dtreo dheireadh mhí Feabhra. Cuirfear an dáta cinnte in iúl in am trátha.

Nuair a bheidh an cháipéisíocht ar fáil chun na tascanna a chur isteach, ní mór an nós imeachta seo a leanas a leanúint faoi mhaoirseacht an mhúinteora.

1. Ní mór don mhúinteoir an obair chríochnaithe a thabhairt ar ais do gach dalta a dheimhneoidh gur leis féin an tasc.
2. Ní mór do gach iarrthóir a uimhir a scríobh ar an taobh amuigh den dlúthdhiosca/USB agus ar an gcéad leathanach den fhillteán dearaidh. Ba chóir marcóir buan a úsáid ar an dlúthdhiosca. Ní cóir lipéad a úsáid.
3. Ní mór do na hiarrthóirí ansin a bhfillteán dearaidh agus a ndlúthdhiosca/USB a chur isteach i gclúdach liath an iarrthóra, a scrúduimhir, ainm na scoile agus uimhir rolla na scoile a scríobh ar an taobh amuigh den chlúdach agus é a shéalú.
4. Ní mór don iarrthóir ansin an clúdach séalaithe a thabhairt don mhúinteoir ranga lena sheoladh chuig Coimisiún na Scrúduithe Stáit i gcomhair measúnú agus an fhoirm P2 a shíniú.

San am a chuaigh thart, rinneadh damáiste do roinnt bheag dlúthdhioscaí/USB agus iad ar a mbealach chuig CSS. B'éigean sna cásanna sin dul i dteagmháil le linn mhíonna an tsamhraidh leis na scoileanna áirithe a bhí i gceist le cóipeanna cúltaca de chomhaid na n-iarrthóirí a fháil. Mar mhaithe le cur isteach a laghad agus is féidir ar na scoileanna agus ar na múinteoirí, tá CSS ag iarraidh ar na scoileanna máistirchóip ar leith a sheoladh isteach ar DVD nó ar USB (níos mo ná ceann amháin más gá) le haghaidh gach leibhéil ar leith, Ardleibhéal agus Gnáthleibhéal, ar a mbeidh cóip de chomhaid leictreonacha na n-iarrthóirí uile ar an leibhéal sin sa scoil. Ba chóir gach máistirchóip ar leith a chur isteach sa chlúdach ina seolfar isteach Tascanna na nDaltaí ar an leibhéal ábhartha. **N.B. Ní mór** do na hiarrthóirí a gcuid oibre a chur isteach ar dhlúthdhiosca/USB ar leith i gcónaí mar a mhínítear sna *Treoracha d'Iarrthóirí*. Ní mór do na scoileanna cóip chúltaca a choinneáil de na comhaid go léir a sheolann na hiarrthóirí isteach, mar a mhínítear sna treoracha.

Ní mór an gnáthnós imeachta maidir le tascanna a chur isteach chuig an gCoimisiún a leanúint ansin. I lár mhí Feabhra a eiseofar chuig na scoileanna an cháipéisíocht a theastaíonn chun tascanna a chur isteach.

Iarrtar oraibh a dheimhniú, le bhur dtoil, go gcuirfear an fógra seo ar a súile do mhúinteoirí na Grafaice Dearaidh agus Cumarsáide agus go bhfaighidh **gach iarrthóir** cóip de na **Treoracha d'Iarrthóirí** atá leis seo**.**

Finbarr Connolly
Oifigeach Feidhmiúcháin
Lúnasa 2019

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