



ART, CRAFT, DESIGN - DRAWING EXAMINATION 2018
SPECIAL INSTRUCTIONS TO SUPERINTENDENTS

1. These instructions must be strictly adhered to in every detail during the Examination and Superintendents are expected to study them carefully and to make themselves thoroughly familiar with them before the Examination begins.

The Education Act 1998 introduces new criminal offences which relate to the certificate examinations. Please see Appendix for details.

2. On your arrival at the school you should obtain the following from the school authorities:
(A) Superintendent's Report Form.
(B) Rolla (Computerised Attendance Roll in duplicate).
(C) Advice List (to be completed and returned to the State Examinations Commission)
(D) A supply of drawing sheets.
(E) Envelopes containing the 2D practical coursework of each candidate (this element of the Art examination has already been completed).
3. Schools have also been informed that the Art Teacher in the school should assist in preparing the room for the examination and in providing the materials required for the tests, (school managers have been advised of the materials to be provided.)
4. Conversation or any communication between candidates is not permitted during the examination. **You may not** bring a mobile phone, camera or any other recording equipment into the Examination Centre.
5. Candidates should be allowed a good deal of freedom as regards movement in the examination hall since the tests are of a practical nature and the candidates will possibly need access to equipment and materials of various kinds.
6. The above examination will take place between 9.30 a.m. and 12.30 p.m. on **1st May 2018** or on any day selected by the school between the **30th April and 11th May 2018.**

Schools may change the starting time of the examination to facilitate the needs of the school. However the duration of the exam must not be changed.

N.B. The following instructions are based on the examination starting at 9.30am. Where the school alters the starting time, the times stated below must be adjusted accordingly.

Completion of Rolla (JCA Drawing)

7. **At 9.15 a.m.** the Superintendent should request that
 - (i) Each candidate taking the Drawing examination must sign the form in the space provided for the candidate's signature.
 - (ii) Each candidate must enter the level at which he/she is taking the exam in the appropriate space provided on the form.
 - (iii) Where a candidate listed on the form does not attend the examination "Absent" should be entered by the superintendent in the space provided for the candidate's signature.
 - (iv) Where a candidate attends the Drawing examination and is not listed on the form, the details of the candidate (name, examination number etc.) should be entered on the appropriate spare copy of the form provided.

(v) The number of candidates who sat the Drawing exam at each level should be clearly entered in the space provided on each page of the form.

8. **At 9.20 a.m.** the Superintendent should distribute two drawing sheets to each candidate.
9. **At 9.25 a.m.** the Superintendent should make sure that each candidate has a copy of the examination paper.
10. **At 9.30 a.m.** candidates should be instructed to commence work.
11. **At 10.30 - 11.00 a.m.** interval.
12. **At 11 a.m.** recommence work. The time allowed for this part of this examination includes all rest periods of the model.
13. **At 12.15 p.m.** candidates should be reminded that work must cease at 12.30 p.m.
14. **At 12.30 p.m.** candidates should be instructed to cease work. The envelope containing each candidate's 2D Practical coursework should be returned to each candidate who should place his/her drawing sheet in the envelope and seal it. In order to seal the envelope the candidate should be instructed to remove the transparent strip from the inside of the flap - it will peel away readily – to fold the flap down over the front cover and press down. Candidates should be reminded that their examination number should be inserted on the drawing sheet and on the envelope. Each envelope should already bear a sticker indicating Higher Level or Ordinary Level.
15. You should complete a plan of the room, (Superintendent's Report Form), indicating by examination number the position of each candidate.
16. **You should complete the advice list (see instructions)**
17. Superintendents should carefully check against the signatures on the attendance rolls that each candidate has handed up his/her envelope.
18. **The Superintendent's Report Form and the top copy of the completed Attendance Roll (Rolla JCA Drawing) should be put into the brown envelope marked "Rolla" and returned to the State Examinations Commission. The bottom copy of the Rolla should be returned to the Principal to be retained in the school.**
19. **The completed Advice List should be put into the white Advice List envelope provided. The envelope should be posted directly to the State Examinations Commission**

April, 2018.

The Education Act 1998, introduces new criminal offences which relate to the certificate examinations. A copy of the relevant provisions is reproduced here for your information.

Education Act, 1998. Part VIII, Offences.

52. – (1) A person who-

- (a) knowingly and without lawful authority publishes an examination paper or part of such paper to any other person prior to the holding of the examination concerned,
 - (b) has in his or her possession without lawful authority an examination paper or part of such paper prior to the holding of the examination concerned,
 - (c) carries out any duties relating to the preparation of examination papers and knowingly and without lawful authority provides a candidate for an examination or any other person with information concerning the material prepared by him or her in the course of those duties with the intention of conferring an advantage upon a candidate over other candidates,
 - (d) knowingly and willfully credits a candidate with higher marks than the marks to which that candidate was entitled with the intention of conferring an advantage on that candidate over other candidates,
 - (e) knowingly and maliciously credits a candidate with lower marks than the marks to which that candidate was entitled,
 - (f) personates a candidate at an examination or knowingly allows or assists a person to personate a candidate at an examination,
 - (g) knowingly and maliciously destroys or damages any material relating to an examination,
 - (h) knowingly and maliciously obstructs any candidate or a person engaged in the conduct of an examination or otherwise interferes with the general conduct of an examination,
 - (i) knowingly and without lawful authority alters any certificate or any other record, including a record in machine-readable form, containing the results of an examination or,
 - (ii) knowingly issues or makes use of any certificate or other document which purports to be a document issued by the person or body under whose authority the examination was conducted and to contain the results of an examination knowing that those results are false, shall be guilty of an offence.
- (2) A person who knowingly aids, abets, counsels or procures another person to commit any offence under subsection (1) or conspires with another person for the commission of any such offence shall be guilty of an offence.
- (3) A person who is guilty of an offence under this section shall be liable-
- (a) on summary conviction, to a fine not exceeding € 1905 or (at the discretion of the court) to imprisonment for a term not exceeding six months, or to both such a fine and such imprisonment, or
 - (b) on conviction on indictment, to a fine not exceeding € 6349 or (at the discretion of the court) to imprisonment for a term not exceeding two years, or to both such a fine and such imprisonment.
- (4) No action shall lie against an examiner in respect of anything done by him or her in good faith and in pursuance of his or her functions as an examiner.