



**Coimisiún na Scrúduithe Stáit
State Examinations Commission**

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

S70/16

**EARLY ISSUE OF 2017 JUNIOR CERTIFICATE EXAMINATION NUMBERS TO FACILITATE COMPLETION
OF THE ASSESSMENT TASK
DEADLINE 28TH OCTOBER 2016
RETURNED ON P-POD, DEPARTMENT OF EDUCATION & SKILLS.**

**TO THE BOARDS OF MANAGEMENT/AUTHORITIES OF SECOND-LEVEL SCHOOLS AND CHIEF
EXECUTIVES ETB'S**

As schools are aware the new Assessment Task in Junior Cycle English, which will form part of the final examination result, is due for completion in schools between Monday 5th and Friday 9th December next.

In advance, the State Examinations Commission (SEC) will be issuing completion booklets in which students will complete the Assessment Task. After completion, the booklets will be stored securely in schools and will be returned to the SEC for marking as part of the final examination. Both the Assessment Task and the final examination will need the correct examination number recorded in order that the SEC can correctly match the Assessment Task to the final examination for each student.

The SEC does not usually issue Junior Certificate examination numbers to schools until February in the year of examination. However, this year in order to facilitate schools in recording the examination number on the Assessment Task at the point of completion, the SEC will make a special arrangement for an early issue of examination numbers to schools which return their candidate data via October Returns generated from P-POD in a timely manner.

The Department of Education and Skills has advised schools previously than October Returns should be submitted by 7th October, 2016. The SEC will commit to issuing the 2017 Junior Certificate examination numbers to any school which has submitted complete October return data to the Department of Education and Skills via P-POD no later than **Friday 28th October**. Schools that have submitted their completed October returns by this date will receive from the SEC their file of Junior Certificate examination numbers in the week commencing the 28th November. These schools will

then be able to provide students with their 2017 Examination Number which they can then record in the space provided on the cover of the Assessment Task booklet.

Any school that does not meet this deadline will have their examination numbers issued to them in accordance with the usual timelines which is February in the case of the Junior Certificate. Schools that do not have their examination numbers at the time of completion of the Assessment Task will need to record sufficient identification details on each Assessment Task booklet to enable them to correctly record the Examination Number on the Booklet when they receive the Examination Numbers from the SEC in the normal way in February 2017. The SEC will not accept Assessment Tasks from schools for marking without the examination number.

Schools should be aware that the data returned should be as clean as possible as the SEC will not be able to make additional amendments that are subsequently returned via P-POD after the October Returns have been generated. The E8 form returned to your school will replicate the data returned in your October Returns by you. Any additional information returned after this date will need to be amended on the E8 form issued to your school in February.

Note that this process is simply to facilitate the orderly completion of the Assessment Task and is not a replacement for the confirmation of Junior Certificate entries which will happen as usual with the issue of the E8 examination entry turnaround forms in February 2017.

Due to the nature of the data exchange process between the SEC and the DES there will be no exceptions to these arrangements. For this reason, all schools are strongly urged to ensure that their October returns are fully and accurately completed by **28th October**.

Please ensure that this important information is brought to the attention of the relevant personnel.

Andrea Feeney
Director
State Examinations Commission.
October 2016.