



Coimisiún na Scrúduithe Stáit  
State Examinations Commission

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

Telephone: +353-90-64 42861/ 63. Fax: +353-90-647 3080. Web: [www.examinations.ie](http://www.examinations.ie). E-mail: [info@examinations.ie](mailto:info@examinations.ie)

*S.18/08*

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

**JUNIOR CERTIFICATE EXAMINATION 2008  
ART, CRAFT, DESIGN - DRAWING EXAMINATION  
HIGHER LEVEL AND ORDINARY LEVEL**

A Chara,

The above examination consists of 2 Drawing tests which will take place between 9.30 a.m. and 12.30 p.m. on **6<sup>th</sup> May 2008 or on any day selected by the school between the 6<sup>th</sup> May and 16<sup>th</sup> May 2008.**

**In order to facilitate candidates in preparing for this examination the question papers should be distributed to candidates one week in advance of the examination date.**

These tests are:-

- (1) Drawing from Natural Forms or  
Drawing from Man-made Forms.  
This will take place from 9.30 to 10.30 a.m.
- (2) Drawing from Human Forms.  
This will take place from 11.00 a.m. to 12.30 p.m.

**N.B. Schools may change the starting time of the examination to facilitate the needs of the school. However, the duration of the exam must not change.**

**(1) DRAWING FROM NATURAL FORMS OR FROM MAN-MADE FORMS**

All the objects used as visual stimuli which are required for this part of the examination must be collected in advance of the examination and secured in the centre on the day prior to the examination day.

In consultation with his/her teacher, each individual candidate must now decide whether s/he wishes to attempt a drawing from Natural Forms or from Man-made Forms and then obtain and secure his/her own drawing object(s).

**(2) DRAWINGS FROM HUMAN FORMS**

- (i) The model should be seated in accordance with the examination paper.
- (ii) Model(s) may be male or female and should be as near as possible to the same age level as the candidates.
- (iii) Special clothing is not required for the model(s).
- (iv) Candidates to be arranged in semi-circles facing the model from a distance of 2 to 3 meters.
- (v) The number of candidates working from each model must **not be more than ten.**
- (vi) All of the models facial features must be clearly visible to the candidates.

You are requested to appoint a suitable person who is not a member of the school staff, to superintend this examination, i.e. both tests. **A fee of €112.31 (per day)** may be paid to the Superintendent by the school and a refund claimed from the Commission. Model(s) should also be employed for the drawing from Human Forms part of the Examination from 11.00 – 12.30. **A fee of €12.35** should be paid to each model(s) by the school and a refund claimed from the Commission. Other necessary expenses incurred (postage, employers P. R.S.I. etc.) may also be claimed. A summary claim form for this purpose has already issued to schools and this should be completed and forwarded to the State Examinations Commission. It should be noted that fees paid to Superintendents are subject to income tax and social insurance (P.R.S.I.) deductions. **N.B.** In the case of V.E.C. Schools, refunds must be claimed from the relevant V.E.C.

The Art teacher in the school should assist in preparing the room for the examination. The teacher should also be available in the school to deal generally with matters not within the competence of the Superintendent.

Candidates should be instructed to be present in the examination room not later than fifteen minutes prior to the examination starting time.

Where a candidate is absent through illness, the candidate must be afforded the opportunity to take the drawing examination at the earliest opportunity in the period up to the commencement of the written examinations i.e. 4<sup>th</sup> June 2008. Circular S26/08 and form JCA7 for this purpose issued to schools recently.

**In order to facilitate candidates in preparing for a late drawing examination, the question papers should be distributed to candidates, one week in advance of the examination date.**

Two copies of the Special Instructions for Superintendents are attached. One copy should be sent to the Superintendent as soon as s/he is appointed; the other copy should be retained in the school.

A Superintendent's Report Form and Rolla (Attendance Roll) are also enclosed. They should be given to the Superintendent on his/her arrival for the examination in the school.

The unsealed envelopes containing each candidate's 2D Practical coursework should be made available to the Superintendent who will require them for the candidates' drawings.

**The Advice List must be completed by the Superintendent after each session, please ensure that the level taken (by candidate) is marked on the advice list. 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.**

**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**

A supply of drawing sheets, two per candidate, has been forwarded to the school.

As above, at the end of the examination, the Superintendent will return the top copy of the Rolla to the Examinations Commission and the other copy will be returned to you. Your copy should be retained in a safe place in the school until the results of the Junior Certificate Examination are issued or, in the case of an appeal, until the outcome of the appeal is notified to the school.

Mise, le meas,

Liz Murray,  
Staff Officer  
April 2008

