



**Coimisiún na Scrúduithe Stáit**  
State Examinations Commission

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

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**S44/12**

**To the School Authority named in the address**

**LEAVING CERTIFICATE EXAMINATION 2012**

**ASSESSMENT OF COURSEWORK IN CONSTRUCTION STUDIES**

I wish to confirm that the closing date for the completion of the coursework for the Leaving Certificate, Construction Studies is **Friday 27<sup>th</sup> April 2012**.

Schools are advised that the monitoring of the school assessment in Construction Studies will take place in schools during the period **5<sup>th</sup> to 15<sup>th</sup> June 2012**.

To facilitate the monitors, school authorities are requested to arrange for candidates to lay out their work, before classes break up, under the supervision of the Construction Studies teacher. The work should be displayed complete with candidate's examination number and should be arranged in numerical order.

On completion of the monitoring the candidates' work should be retained in a safe place under lock and key, until after the closing date for applying for a review of Leaving Certificate results. At that stage the coursework may be returned to candidates except in the case of those candidates for whom an appeal has been lodged. In such cases it will be necessary to securely retain the coursework until the review has been conducted and the outcome advised to the school.

Documents for use in connection with the teacher's assessment and monitoring of the work of candidates in your school are:

**Form P.20**

A supply of P20 in booklet form has issued to the schools. Where it is not possible to validate the coursework as being the candidate's own individual work, this form should be duly completed, well in advance of the commencement of examining. The top copy should be returned to Practicals Section, State Examinations Commission, Cornamaddy, Athlone, the carbon copy should be retained in the school and handed to the monitor on arrival. A mark should not be awarded for those candidates listed on Form P.20.

Other documents for use in connection with the teacher's assessment and monitoring of the work of candidates in your school are enclosed. Please retain them in a safe place and provide them to the Commission's monitor on the day of his/her visit.

The documents are:

**Form A**

Form A (in duplicate) contains a list of headings under which the coursework done by the candidate during the course of study should be assessed by the school.

The use of fractions or decimal points in the award of assessment marks should be avoided.

A copy of Form A should be completed for each candidate except in the case where the coursework cannot be verified as being the candidate's own individual work. The top copy of Form A will be returned to you by the monitor at the end of his/her visit and the other copy will be retained by the monitor.

### **Form B**

Form B, which is a computerised form, contains a list of all candidates entered from your school for the relevant subject.

The total assessment mark for each candidate as given on Form A should be transferred to school assessment column of Form B. Form B should be signed and dated by the Construction Studies teacher and the School Principal.

Form B will be retained by the monitor for submission to the Commission.

### **Form P.2**

Form P.2 is a computerised list of candidates entered from your school for Construction Studies. When the work is being laid out the Construction Studies teacher must ensure that each candidate, who submits coursework for examination, signs this form in the space provided below his/her name. **In no circumstances should candidates sign the P2 form if the coursework is not being submitted for examination.**

Where a candidate listed on Form P.2 does not submit practical coursework for assessment **“No Coursework Presented”** should be recorded in the space provided for the candidate's signature on this form.

Where a candidate not listed on Form P.2 submits coursework for examination, the details of the candidate and description of coursework submitted should be entered on Form P.2 and the candidate's signature should be obtained.

The number of candidates submitting coursework should be clearly entered in the space provided on each page of Form P.2.

The completed Form P.2 must be signed by the Construction Studies teacher and countersigned by the School Principal to confirm the information thereon.

The completed Form P.2 should be retained in a safe place in the school. It should be made available to the monitor on his/her arrival at the school. Please ensure that all sections of the form are completed.

On completion of the monitoring the monitor will retain the top copy of the Form P.2 and the other copy will be returned to the school. This copy should be retained in a safe place in the school until the results of the Leaving Certificate Examination are issued or, in the case of an appeal, until the outcome of the appeal is notified to the school.

Also enclosed is a supply of Worked Test Labels for attachment to the candidates' finished work.

**The date of the monitor's visit will be notified to you in due course.**

Patricia Anderson  
Higher Executive Officer  
April 2012.