



Coimisiún na Scrúduithe Stáit

State Examinations Commission

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

S09/09

JUNIOR CERTIFICATE EXAMINATION 2009 **CONFIRMATION OF ENTRIES**

TO THE AUTHORITIES OF POST PRIMARY SCHOOLS

Please find enclosed forms E8 for confirmation by candidates of their year 2009 Junior Certificate Examination subject entries and details.

The completed documentation should be returned to Entries Section, State Examinations Commission, Cornamaddy, Athlone as quickly as possible but in any event not later than

Tuesday 31st March, 2009

Candidates should be reminded that, unless there are exceptional circumstances e.g. illness, it will not be possible to change levels after the closing date for return of completed documentation. **The Commission will not process any changes notified after return of E8 forms.** Accordingly in the event of exceptional circumstances arising which necessitate a change of level, this change should be brought to the Superintendent's attention on the day prior to the commencement of the examinations. Correspondence should not be sent to the State Examinations Commission.

Please note that candidates entered by a particular school must take their examinations in an examination centre in that school.

Before providing the forms to candidates for completion:

1. Please check that a Form E8A has been received for each Junior Certificate candidate. These forms, which are candidate specific, have been printed in the order submitted by you in the OCTOBER RETURNS.
2. For a candidate who has left school or transferred to another school, Section E should be completed and the form returned with the rest of the completed candidate forms.

3. Form E8B should be completed by any candidate for whom a Form E8A has not been received.
4. When completing any of this documentation, candidates and school staff should use black ball point pens. Do not use any other colour ink, or pencils or highlighter pens as these are incompatible with the technology used to scan the forms.
5. Schools are requested to distribute the forms to the candidates under supervision in a classroom setting. **In no circumstances should candidates be permitted to take the forms out of the school for completion at home as this is likely to lead to loss of some forms and/or lead to delay in the return of the forms.**

Telephone: +353-90-6442700. Fax: +353-90-6442744. Web: www.examinations.ie. E-mail: info@examinations.ie

Instructions to candidates

1. **USE A BLACK BALL POINT PEN WHEN WRITING ON FORM** - use of any other colour inks, or pencils or highlighter pens are incompatible with the technology in use.
2. Check that the name spelling and date of birth details are correct. If an amendment is required, the amended details should be written clearly in the spaces provided using **BLOCK CAPITALS**.
3. Check carefully the subjects listed in Section B. For each subject listed that you are **not** sitting, an 'X' should be inserted in the "WITHDRAWN" box.
4. (a) If you wish to change the level you will be sitting from that shown under "current", please place 'X' under the appropriate level.
(b) If you require an Irish version of the question paper, please place 'X' in the appropriate box.
5. If an 'X' has been inserted in error, draw a circle around it thus ⊗ and insert 'X' in the correct box.
6. Complete SECTION D in respect of any subject(s) not listed in Section B. Remember to indicate "Level Option" and "Paper Version".
7. Note that the details provided on the Form E8 are the details that will appear on all Certification.
8. Sign and date the form at Section D, having carefully checked that all details are correct.

9. Having signed the form, hand it back to a member of the school staff.

For the convenience of School Authorities, three copies of the above instructions to candidates are being enclosed for use by Staff charged with supervision of completion of the Forms by candidates

Follow-on action by the School

1. E8A forms are provided in single part stationary. Should School Authorities so wish, they may retain a photocopy of the completed Forms for their own records. In any event, a candidate specific letter of confirmation of entries including Personal Identification Number (PIN) and Centre Number, together with a School Roll (listing Candidates, Examination No's and their subject entries) and Centre Rolls will be issued to Schools in early May.
2. For the convenience of schools and candidates, a set of self-adhesive labels, showing each **Candidate's Name, Date of Birth and Examination Number** is enclosed. Candidates may wish to place the label in a suitable location e.g. school journal.
3. The completed Forms E8A, and E8B if any, should be collated and returned to the Commission with Form E8COV also enclosed.

Form E8B

In the case of each candidate for whom no pre-printed form has been supplied it is necessary to complete form E8B as follows:

- i) Record the personal and subject details of the candidate concerned from the school records.
- ii) Request the candidate to verify the accuracy of the details and to sign the form.
- iii) If the candidate transferred from another school in this school year, state Name, Roll Number and Address of previous school.
- iv) Record the number of forms in the space provided on the covering document, Form E8COV.

Completion of Form E8COV by School Principal

Form E8COV acts as a covering letter from the school in relation to the return of the completed forms E8A and E8B. The Commission will be using Intelligent Character Reader (ICR) technology to reconcile the number of forms returned with the information supplied on this form. **Schools should therefore ensure that the number of forms declared in each category is accurate and reconciles with the total number of candidates.** Time and care taken at this stage will be repaid through the elimination of any need for follow-up contact and queries to the school. The use of individual candidate forms facilitates schools in making an incomplete return initially. This may prove useful where it is not possible to have Form E8 completed in respect of one or two candidates (e.g. candidates absent from school due to illness). Space is provided at the foot of Form E8COV for recording the examination number and reason for delay in the case of any candidate whose Form E8 is not being returned with the other forms from the school. The number of forms withheld should be recorded in the appropriate box and reconciled with the total. This should enable all schools to comply with the deadline for the return of forms. Outstanding forms should be transmitted as soon as possible thereafter under a covering letter from the school and in an envelope which is addressed to "Entries Section, State Examinations Commission". This facility may not be used, however, in relation to change in subject level.

Additional notes

a) Science

Candidates entered for Science (Revised Syllabus) are shown under Code 057.

b) Typewriting

An exception to the general position regarding final choice of level arises in the case of

Typewriting. As this examination is basically a test of speed and accuracy, provision will be made for candidates to make their final choice of level on the day of the examination.

c) Leaving Certificate candidates taking Junior Certificate modern continental languages.

A candidate for the Leaving Certificate who is engaged in the study of a modern language and will be sitting the Junior Certificate Examination in that language will be allocated both a Leaving and Junior Certificate Examination Number and should complete an E8 Form.

d) Civic, Social and Political Education

This subject is taken at Common level only. It is not necessary to indicate a level in this subject.

Rose Buckley
Higher Executive Officer
February 2009.