



Coimisiún na Scrúduithe Stáit
State Examinations Commission

Corr na Madadh, Baile Átha Luain, Co. na hIarmhí, N37 TP65
Cornamaddy, Athlone, Co. Westmeath, N37 TP65

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S16/19

TO THE SCHOOL AUTHORITY NAMED IN THE ADDRESS

New Arrangements for the Submission of the Leaving Certificate Vocational Programme, Link Modules – Practical Coursework (Portfolio), for 2019 and onwards

Note: Schools are advised that the arrangements for the submission of the LCVP Link Modules, Portfolio of Coursework are changed for the 2019 examinations and onwards.

The Portfolio of Coursework must be completed on or before 6th March and must be submitted to the State Examinations Commission (SEC) on or before 13th March, 2019.

The written examination will take place on 1st May 2019 from 10.00 a.m. to 12.30 p.m.

Correspondence (if any) should be posted directly to Practical's Section, State Examinations Commission, Cornamaddy, Athlone, Co. Westmeath, N37 TP65.

The following documentation, necessary for the administration of the return of the Portfolio of coursework for examination, is enclosed:-

- (a) Signature Roll (Form P2)
- (b) Large GREEN transmission envelope
- (c) Barcode labels (for attachment to the GREEN transmission envelope(s))
- (d) Record of Posting Form
- (e) An envelope for return of the following:-
 - (i) The top copy of Form P2
 - (ii) The top copy of Form P20 (if any)
 - (iii) Completed "Unused Barcode Label" Form

In addition to the above, you will receive a separate package, containing BROWN envelopes for each Portfolio of coursework and a BLACK envelope for the return of DVD / CD / USB Flash Drives, posted in the week commencing 25th February 2019.

The instructions provided below, for the collection and submission of the Portfolio of coursework and the completion of the Form P2, should assist schools and the SEC in avoiding the common problems which arise.

FORM P.2 (enclosed)

Form P.2 is a computerised list of candidates entered from your school for LCVP Link Modules. Schools are requested to exercise great care when completing this form using the following guidelines:-

1. Arrangements for Completion and Authentication of Coursework

- (i) All candidates submitting a Portfolio of coursework must sign the form in the space opposite their name. It is not acceptable for the Form P2 to be handed around the class for signing as the class teacher must ensure

the candidates only sign the form at the point of handing up their finished coursework. The signing of the form and submission of completed coursework must be witnessed by the class teacher.

- (ii) Where a candidate sat the Link Modules previously, **“Repeat Candidate”** should be entered in the space provided for the candidate’s signature on this form.
- (iii) Where a candidate listed on Form P2 does not present a Portfolio of coursework for examination, enter a record of **“No Work Presented”** in the space provided for the candidate’s signature.
- (iv) Where a candidate not listed on Form P2 submits a Portfolio of coursework for examination, enter the details of the candidate manually on the Form P2 and arrange for the candidate to sign opposite his/her name. In this case, contact the Entries Section of the SEC to correct the entry record. If this is not followed up, the candidate may not be correctly entered for his/her examination.
- (v) Record the number of candidates submitting Portfolios of coursework in the space provided on each page of the Form P2. This number should be reconciled against a count of the physical number of items of coursework that have been handed up.
- (vi) Check that the quantity of Portfolios of coursework recorded in the Total Box on the end of the Form P2 agrees with the total number of candidates that have submitted completed Portfolios of coursework. Candidates with **“No Work Presented”** should be taken into consideration in this count.
- (vii) The completed Form P2 must be signed by the LCVP Link Modules teacher(s) and countersigned by the School Principal to confirm all details.
- (viii) Return the top copy of the Form P2 to the SEC in the envelope provided as soon as the coursework is completed. The school authority should retain the bottom copy of the Form P2 for its own records.
- (ix) Circulars S68/08 and S69/04 set out details of the arrangements for authentication of coursework. See Section 3 below if the school authority is unable to authenticate coursework as being the candidate’s own individual work.

1.1. Return of Portfolio of Coursework

On or before 6th March, each candidate should be instructed to place his/her completed Portfolio of coursework into the **BROWN** envelope provided by the SEC for each candidate. The candidate will be required to put his/her examination number on the cover of this envelope. The **BROWN** envelope, when sealed by the candidate, should be handed to the class teacher.

All the candidates’ Portfolios of coursework for your school should be inserted and sealed in the **GREEN** transmission envelope(s) provided and returned to SEC to arrive no later than 13th March 2019. More than one green transmission envelope may be required.

1.2. Return of DVD / CD / USB Flash Drives

Please ensure that **all** DVDs/ CDs / USB flash drives are placed in protective sleeves/cases and padded envelopes with the sequence sheets included. These should then be enclosed in the dedicated **BLACK** envelope which in turn should be placed in the large **GREEN** return transmission envelope(s) provided.

The number of Portfolios of coursework in each transmission envelope should be confirmed in the space provided on the front of the transmission envelope(s). The number of transmission envelopes used should also be confirmed e.g. 1 of 1 or 1 of 2 etc.

1.3. Barcode Labels

The SEC has arranged with AN POST for the transmission of the candidates’ Portfolios of coursework using a specially designed registered bar-code system.

The bar code label should be affixed in the space provided on the transmission envelope(s). Remove TAB A from the label and fix it to the **Record of Posting Form**.

At the Post Office, complete the remaining details regarding post office and time of posting. Hand the transmission envelope(s) to the post office official. The official will remove TAB B and fix it to a post office record sheet. The official will stamp your **Record of Posting Form** opposite the TAB A for the envelope(s) handed in. The record of posting form should be retained by the school authorities in case of any follow-up query from the SEC.

Tab A of all unused bar code labels should be affixed to the Un-used Barcode Labels form. This form should be returned in the enclosed envelope, along with the top copy of the Form P2, copy of Form P20 (if any), to Practical's Section, State Examinations Commission, Cornamaddy, Athlone, Co. Westmeath, N37 TP65.

2. Integrity Issues

Please note that Portfolios of coursework presented for assessment **must** be the candidate's own individual work.

Particular care must be taken to ensure that the integrity of the examination process is protected where candidates work jointly on the preparation of some aspect of a Portfolio e.g. the Summary Report. It is essential that the material included in the portfolio represents that candidate's individual effort. In this regard, exemplar material in the Assessment Guidelines and elsewhere should be regarded as a guide to style but not to content.

During the marking process in 2018, examiners identified a number of centres where the work presented was so similar as to give rise to suspicions of copying. After investigation the results of a number of students were withheld. In most of these instances, candidates produced answers that were similar to one, some, or all of the others in the centre, sometimes duplicating spelling and grammatical errors. In some cases material presented in the portfolio was too closely based on exemplars published in the Assessment Guidelines.

3. Inability to Authenticate Practical Coursework (Form P20)

Circulars S68/08 and S69/04 (available from www.examinations.ie) set out the arrangements for authentication of coursework. Where the practical coursework cannot be authenticated by a teacher as being the candidate's own individual work, a separate report form (Form P20) must be completed and returned to the SEC. A supply of P20s in booklet form has already issued to schools and additional copies are available on request. Schools are requested to provide as much detail as possible in providing their reason for not being able to authenticate the work. The SEC may follow-up with schools if the reason for non-authentication is considered insufficiently detailed. The top copy of the form P20 should be returned to Practical's Section, State Examinations Commission, Cornamaddy, Athlone, Co. Westmeath, N37 TP65. The carbon copy should be retained in the school.

Phil Mulvihill
Executive Officer,
February 2019



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S16/19

CHUIG ÚDARÁS NA SCOILE ATÁ AINMNITHE SA SEOLADH

**SOCRUITHE NUA CHUN NA NASCMHODÚIL – OBAIR CHÚRSA
PHRAITICIÚIL (FILLTEÁN) GHAIRMCHLÁR NA hARDTEISTIMÉIREACHTA
A CHUR ISTEACH IN
2019 AGUS AR AGHAIDH**

Nóta: Moltar do scoileanna go bhfuil athrú ar na socrúithe chun na Nascmhodúil, Ghairmchlár na hArdteistiméireachta, GCAT, Fillteán d’Obair Chúrsa a chur isteach i gcomhair scrúduithe 2019 agus ar aghaidh.

Ní mór An Fillteán d’Obair Chúrsa a bheith críochnaithe ar nó roimh 6 Márta agus ní mór é a chur isteach chuig Coimisiún na Scrúduithe Stáit (CSS) ar nó roimh 13 Márta 2019.

Beidh an scrúdú scríofa ar siúl ar an 1 Bealtaine 2019 ó 10.00 a.m. go dtí 12.30 p.m.

Is cóir Comhfhreagras (más ann dó) a sheoladh sa phost díreach chuig Rannóg na Scrúduithe Praiticiúla, Coimisiún na Scrúduithe Stáit, Corr na Madadh, Baile Átha Luain, Co. na hIarmhí, N37 TP65.

Tá na cáipéisí seo a leanas, a theastaíonn chun aiscur an Fhillteáin d’Obair Chúrsa a riar, faoi iamh anseo:

- (a) Rolla Síniúcháin (Foirm P2)
- (b) Clúdach tarchuir mór GLAS
- (c) Lipéid bharrachódaithe (le ceangal le clúdach/aigh GLAS tarchuir)
- (d) Taifead d’Fhoirm Phostála
- (e) Clúdach ina gcuirfear an méid a leanas ar ais:-
 - (i) Barrchóip d’Fhoirm P2
 - (ii) Barrchóip d’Fhoirm P20 (más ann dó)
 - (iii) Foirm chomhlánaithe “Lipéad Barrachódaithe Neamhúsáidte”

Chomh maith leis an méid thuas, gheobhaidh tú beart ar leith, a bhfuil clúdaigh DONN ann do gach Fillteán d’obair chúrsa agus clúdach DUBH chun na físeáin DVD / CD / Flaistiomántáin USB a sheoladh ar ais. Cuireadh sa phost é sa tseachtain dar tús 25 Feabhra 2019.

Is cóir go bhfaigheadh na scoileanna agus an CSS cúnamh chun na fadhbanna coitianta a thagann chun cinn a sheachaint, sna treoracha a chuirtear ar fáil thíos faoin bhFillteán d’Obair Chúrsa a chur isteach agus Foirm P2 a chomhlánú.

FOIRM P.2 (faoi iamh)

Ríomhliosta de na hiarrthóirí ó do scoilse a rinne iarratas ar Nascmhodúil Ghairmchlár na hArdteistiméireachta (GCAT) a dhéanamh is ea Foirm P.2. Iarrtar ar scoileanna a bheith an-chúramach le linn dóibh an fhoirm a chomhlánú agus iarrtar oraibh í a chomhlánú de réir na dtreoirilínite seo a leanas:

1. Socruithe maidir le hObair Chúrsa a Chríochnú agus a Fhíordheimhniú

- (i) Ní mór do gach iarrthóir a chuireann Fillteán d'Obair Chúrsa ar aghaidh an fhoirm a shíniú sa spás os comhair a (h)ainm. Níl sé inghlactha go gcuirfí Foirm P.2 ó dhuine go duine sa rang le síniú de bhrí nach foláir don mhúinteoir ranga a chinntiú nach síníonn na hiarrthóirí an fhoirm go dtí an tráth a thugann siad an obair chúrsa chríochnaithe don mhúinteoir de láimh. Ní mór don mhúinteoir ranga a bheith i láthair mar fhinné nuair a dhéantar an fhoirm a shíniú agus nuair a chuirtear ar aghaidh an obair chúrsa chríochnaithe.
- (ii) I gcás go bhfuil iarrthóir tar éis na Nascmhodúil a dhéanamh roimhe sin ba chóir **“Iarrthóir Athuaire”** a thaifeadadh sa spás atá ar an bhfoirm do shíniú an iarrthóra.
- (iii) Maidir le hiarrthóir a bhfuil a (h)ainm ar an liosta ar Fhoirm P.2 agus nach gcuireann Fillteán d'obair chúrsa ar fáil i gcomhair a scrúdaithe, cuir isteach **“Gan Aon Obair Curtha Ar Fáil”** mar thaifead sa spás atá ar fáil do shíniú an iarrthóra.
- (iv) Maidir le hiarrthóir nach bhfuil a (h)ainm ar an liosta ar Fhoirm P.2 agus a chuireann Fillteán d'obair chúrsa ar fáil i gcomhair a scrúdaithe, déan sonraí an iarrthóra a chur isteach de láimh ar Fhoirm P.2 agus iarr ar an iarrthóir a s(h)íniú a chur os comhair a (h)ainm. I gcás dá leithéid, déan teagmháil le Rannóg Iontrálacha CSS chun an taifead iontrála a cheartú. Mura ndéantar é seo, is féidir nach mbeidh an t-iarrthóir curtha isteach i gceart sa chóras dá c(h)uid scrúduithe.
- (v) Sa spás cuí atá ar fáil ar gach leathanach Fhoirm P.2 déan taifead ar líon na n-iarrthóirí a bhfuil Fillteáin d'obair chúrsa á chur ar aghaidh acu. Is cóir go mbeidh an uimhir seo comhionann leis an gcomhaireamh a dhéanfar ar líon na bpíosáí oibre cúrsa a bheidh faigthe.
- (vi) Seiceáil gurb ionann líon na bhFillteáin d'Obair Chúrsa atá taifeadta sa Bhosca Móriomláin ag bun Fhoirm P.2 agus líon iomlán na n-iarrthóirí atá tar éis Fillteáin d'obair chúrsa críochnaithe a chur ar aghaidh. Is cóir iarrthóirí a bhfuil **“Gan Aon Obair Curtha Ar Fáil”** mar thaifead acu a bheith ar áireamh sa chomhaireamh seo.
- (vii) Ní mór do mhúinteoir nó do mhúinteoirí na n-ábhar Nascmhodúil GCAT an Fhoirm P.2 chomhlánaithe a shíniú agus ní mór do Phríomhoide na Scoile í a chomhshíniú chun na sonraí uile a dheimhniú.
- (viii) Déan an bharrchóip d'Fhoirm P.2 a chur ar ais chuig an CSS sa chlúdach litreach a chuirtear ar fáil a luaithe is atá an obair chúrsa críochnaithe. Is cóir d'údarás na scoile an bhunchóip d'Fhoirm P.2. a choinneáil i gcomhair a gcuid taifead féin.
- (ix) Sna Ciorcláin S68/08 agus S69/04 leagtar amach sonraí na socruithe maidir le hObair Chúrsa a fhíordheimhniú. Féach Cuid 3 thíos i gcás nach bhfuil údarás na scoile in ann obair chúrsa a fhíordheimhniú mar obair a rinne an t-iarrthóir é nó í féin.

1.1 Aiscur an Fhillteáin d'Obair Chúrsa

Is cóir treoracha a thabhairt do gach iarrthóir ar nó roimh 6 Márta, a F(h)illteán críochnaithe d'obair chúrsa a chur isteach sa chlúdach **DONN** a sholáthraigh an CSS do gach iarrthóir. Ní mór don iarrthóir a scrúduimhir a scríobh ar an taobh amuigh den chlúdach seo. Is cóir an clúdach **DONN** a thabhairt de láimh don mhúinteoir ranga nuair a chuireann an t-iarrthóir faoi shéala é.

Is cóir Fillteáin d'Obair Chúrsa na n-iarrthóirí **go léir** i do scoil a chur isteach agus a chur faoi shéala sa chlúdach / sna clúdaigh **GLAS** tarchuir ar fáil agus is cóir iad a aiscur chuig CSS le bheith istigh roimh 13 Márta 2019. D'fhéadfadh sé go mbeadh gá le níos mó ná clúdach tarchuir glas amháin.

1.2 Aiscur DVD / CD / Flaistiomántán USB

Cinntigh, le do thoil, go gcuirtear **gach** DVD / CD / Flaistiomántán USB isteach i muinchillí / cásanna cosanta agus cludaigh stuáilte agus go bhfuil na bileoga seichimh iniata. Is cóir iad a chur faoi iamh sa chlúdach **DUBH** speisialta. Is cóir é sin a aiscur sa chlúdach mór/ sna clúdaigh móra **GLAS** tarchuir a cuireadh ar fáil.

Is cóir líon na bhFillteán d'Obair Chúrsa i ngach clúdach tarchuir a dheimhniú sa spás ar fáil ar thosach an chládaigh / na gclúdach tarchuir. Is cóir líon na gclúdach tarchuir a úsáideadh a dheimhniú freisin, m.sh 1 as 1 nó 2 as 2 srl.

1.3 Lipéid Bharrachódaithe

Ta socruithe déanta ag an CSS leis AN POST chun Fillteáin d'Obair Chúrsa na n-iarrthóirí a sheachadadh agus feidhm á baint as córas barrachódaithe cláraithe a bhí ceaptha go speisialta.

Is cóir an lipéad barrachódaithe a ghreamú sa spás ar fáil ar an gclúdach / na clúdaigh tarchuir. Bain TAB. A ón lipéad agus greamaigh é ar an bhFoirm de **Thaifead Postála**.

In Oifig an Phoist comhlánaigh na sonraí atá fágtha maidir le hoifig an phoist agus am postála. Tabhair an clúdach / na clúdaigh tarchuir de lámh don oifigeach in oifig an phoist. Bainfidh an t-oifigeach TAB B de agus déanfaidh sé/í é a ghreamú do bhileog taifid oifig an phoist. Cuirfidh an t-oifigeach stampa ar d' **Fhoirm de Thaifead Postála** os comhair TAB A ar an gclúdach / na clúdaigh a tugadh isteach. Is cóir do údaráis na scoile an fhoirm de thaifead postála a choimeád ar eagla go dtiocfadh aon cheist a leanann uaidh ón CSS.

Is cóir Tab A de **gach lipéad barrachódaithe neamhúsáidte** a ghreamú d'fhoirm na Lipeád Barrachódaithe Neamhúsáidte. Is cóir an fhoirm sin a aischur sa chlúdach iniata, i dteanna leis an mbarrchóip d'Fhoirm P2, cóip d'Fhoirm 20 (más ann dó) chuig Rannóg na Scrúduithe Praiticiúla, Coimisiún na Scrúduithe Stait, Corr na Madadh, Baile Átha Luain, Co. na hIarmhí, N37 TP65

2. Saincheisteanna Ionracais

Tabhair do d'aire, le do thoil, **nach féidir ach** obair a rinne an t-iarrthóir é féin nó í féin a bheith sna fillteáin a chuirtear ar fáil lena measúnú.

Ní mór an-aire go deo a tabhairt chun go ndéanfar ionracas an phróisis scrúdaithe a chosaint i gcás go mbíonn iarrthóirí ag obair le chéile ar ghné áirithe dá bhfillteán a ullmhú m.sh. an Tuarascáil Achomair. Is den riachtanas é gur léiriú é an t-ábhar a chuirtear isteach san fhilleán ar iarrachtaí an iarrthóra ar leith sin. Sa chomhthéacs sin, is cóir breathnú ar an ábhar eiseamláireach atá ar fáil sna Treoracha Measúnaithe mar threoir i dtaca le stíl ach ní i dtaca lena mbeidh san fillteáin.

Le linn an phróisis marcála in 2018, bhí na scrúdaitheoirí den tuairim, mar gheall ar phíosáí oibre a cuireadh ar fáil i roinnt ionad scrúdaithe a bheith chomh cosúil lena chéile, go bhféadfadh drochamhras a bheith ar dhuine gur cóipeáladh obair. Tar éis an scéal a fhiosrú coinníodh siar torthaí líon áirithe mac léinn. Sa chuid is mó de na cásanna seo bhí iarrthóirí tar éis freagraí a sholáthar a bhí cosúil le freagra amháin, le roinnt freagraí nó leis na freagraí uile a fuarthas san ionad scrúdaithe sin, agus uaireanta rinneadh earráidí litrithe agus gramadaí a chóipeáil. I roinnt cásanna bhí an obair a cuireadh ar fáil san fhilleán bunaithe ró-dhlúth ar an ábhar eiseamláireach a foilsíodh sna Treoracha Measúnaithe.

3. Nuair nach féidir Obair Chúrsa Phraiticiúil a Fhíordheimhniú (Foirm P20)

Sna ciorcláin S68/08 agus S69/04 (ar fáil ó www.examinations.ie) leagtar amach na socruithe maidir le hobair chúrsa a fhíordheimhniú. I gcás nach féidir le múinteoir obair chúrsa phraiticiúil a fhíordheimhniú mar obair a rinne an t-iarrthóir é féin nó í féin, ní mór foirm thuairiscithe ar leith (Foirm P.20) a chomhlánú agus a chur ar ais chuig an CSS. Dáileadh soláthar d'fhoirmeacha P.20 i bhfoirm leabhráin cheana féin ar scoileanna agus tá cóipeanna breise ar fáil ach iad a iarraidh. Iarrtar ar scoileanna an oiread sonraí agus is féidir a chur ar fáil le linn dóibh na cúiseanna nach raibh siad in ann an obair a fhíordheimhniú a sholáthar. D'fhéadfadh an CSS teagmháil a dhéanamh le scoileanna ina dhiaidh sin más dóigh leis nár cuireadh dóthain sonraí ar fáil maidir leis na cúiseanna gan an obair a fhíordheimhniú. Is cóir an barrchóip d'fhoirm P.20 a chur ar ais chuig Rannóg na Scrúduithe Praiticiúla, Coimisiún na Scrúduithe Stáit, Corn na Madadh, Baile Átha Luain, Co. na hIarmhí. N37 TP65 Is cóir don scoil an chóip charbóin a choinneáil.

Philoméin Ní Mhaoilmhichíl
Oifigeach Feidhmiúcháin,
Feabhra 2019