



TO THE SCHOOL AUTHORITY NAMED IN THE ADDRESS:

**LEAVING CERTIFICATE EXAMINATION 2019
ENGINEERING - PRACTICAL COURSEWORK**

The date for completion of the Practical Coursework in Engineering is **8th March 2019**.

The following documentation, necessary for the administration of this examination is now enclosed:

- Candidate Sign off, Authentication and Submission of Coursework Return – Form P2
- Envelope for return of Form P2 to the SEC by **15th March, 2019**
- A supply of Worked Test Labels for attachment to the candidates finished work

The mechanism for the recording of the proper completion of coursework is the enclosed form P2 which is a computerised list of candidates entered for Engineering in your school. If this form is inaccurate, or is incorrectly completed, there can be significant consequences for individual students or the entire class grouping. Every year the State Examinations Commission (SEC) expends considerable effort in pursuing missing, or apparently missing, coursework with schools. In many instances it has transpired that the candidate(s) concerned did not submit any coursework for marking. This activity places an unnecessary burden on the SEC and on schools and potentially delays the issue of correct and accurate results to candidates.

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

1. Arrangements for Completion and Authentication of Coursework

- (i) Candidates submitting practical 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 that 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 listed on Form P2 does not present practical coursework for examination, enter a record of **“No Work Presented”** in the space provided for the candidate’s signature.
- (iii) Where a candidate not listed on Form P2 submits practical coursework for examination, enter the details of the candidate manually on the Form P2 and arrange for the candidate to sign opposite their 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 their examinations
- (iv) Record the number of candidates submitting practical 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.
- (v) Check that the quantity of Coursework Booklets recorded in the Total Box on the end of the Form P2 agrees with the total number of candidates that have submitted completed coursework booklets. Candidates with **“No Work Presented”** should be taken into consideration in this count.

- (vi) Record the number of candidates sitting Higher and Ordinary Level in the box on the form as appropriate.
- (vii) The completed Form P2 must be signed by the Engineering 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 and no later than 15th March 2019. The school authority should retain the bottom copy of the Form P2 for its own records.
- (ix) S68/08 and S69/04 set out details of the arrangements for authentication of coursework. See Section 2 below if the school authority is unable to authenticate coursework as being the candidate's own individual work.

2. Inability to Authenticate Practical Coursework

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 Practicals Section, State Examinations Commission, Cornamaddy, Athlone, Co. Westmeath, N37 PY92. The carbon copy should be retained in the school.

When all practical coursework have been submitted School authorities are requested to ensure the practical coursework are stored in a secure location (e.g. locked press) pending the examiners visit.

On completion of examining, **all candidates'** work should be retained in a safe place under lock and key, until the review of all Leaving Certificate appeals has been conducted and the outcome advised to schools. At that stage, the projects may be returned to candidates.

The period allocated to the examining of the project work is:- **4th June 2019 – 14th June 2019**

Mary O'Donohoe
Executive Officer
Practicals Section
February 2019



CHUIG ÚDARÁS NA SCOILE ATÁ AINMNITHE SA SEOLADH:

SCRÚDÚ NA hARDTEISTIMÉIREACHTA, 2019 INNEALTÓIREACHT – OBAIR CHÚRSA PHRAITICIÚIL

Is é 8 Márta, 2019 an dáta chun an obair chúrsa phraiticiúil san Innealtóireacht a bheith críochnaithe.

Iniata leis seo tá na doiciméid seo a leanas, atá riachtanach le haghaidh dhea-riarachán an scrúdaithe seo:-

- Rolla Sínithe na nIarrthóirí, an Fíordheimhniú agus an Cur Isteach den Tuairisceán Obair Chúrsa – Foirm P2
- Clúdach litreach le Foirm P2 a chur ar ais chuig an CSS faoi 15 Márta, 2019
- Tá soláthar faoi iamh de Lipéid Tástálacha Déanta atá le feistiú de shaothar críochnaithe na n-iarrthóirí.

Is í foirm P2 atá iniata an mheicníocht maidir leis an gcríochnú ceart den obair chúrsa a thaifeadh arb í liosta ríomhairithe de na hiarrthóirí atá curtha isteach don Innealtóireacht i do scoil. Má bhíonn an fhoirm seo míchruinn nó mura ndéantar í a chomhlánú i gceart, d'fhéadfadh iarmhairtí suntasacha a bheith ann do scoláirí ar leith nó don ghrúpa ranga iomlán. Gach bliain déanann Coimisiún na Scrúduithe Stáit (CSS) iarracht mhór **le scoileanna** dul sa tóir ar obair chúrsa atá ar iarraidh, nó de réir cuma atá ar iarraidh. I gcuid mhór cásanna tharla sé nár chuir an t-iarrthóir/ na hiarrthóirí atá i gceist aon obair chúrsa isteach le marcáil a dhéanamh uirthi. Cuireann an ghníomhaíocht seo ualach nach gá ar an CSS agus ar an scoil agus is féidir leis moill a chur ar thorthaí cearta agus cruinne a eisiúint chuig iarrthóirí.

Ba chóir go gcabhródh na treoracha atá curtha ar fáil thíos maidir le hobair chúrsa phraiticiúil a bhailiú agus a stóráil agus maidir leis an bhfoirm, Foirm P2 a chomhlánú, le scoileanna agus leis an CSS chun na fadhbanna coitianta a thagann chun cinn a sheachaint.

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

- (i) Ní mór d'iarrthóirí a chuireann isteach obair chúrsa **phraiticiúil** an fhoirm a shíniú sa spás os comhair a n-ainm. Níl sé inghlactha go gcuirfí Foirm P2 timpeall an ranga le síniú toisc go gcaithfidh an múinteoir ranga a chinntiú nach síníonn na hiarrthóirí an fhoirm ach amháin ag an bpointe nuair a thugann siad suas a n-obair chúrsa chríochnaithe. Ní mór don mhúinteoir ranga a bheith mar fhinné nuair atá an fhoirm á síniú agus nuair a chuirtear isteach an obair chúrsa chríochnaithe.
- (ii) Áit nach gcuireann iarrthóir atá ar an liosta ar Fhoirm P2 obair chúrsa phraiticiúil ar fáil le haghaidh scrúdaithe, cuir isteach taifead de **“Gan Aon Obair Curtha Ar Fáil”** sa spás atá curtha ar fáil do shíniú an iarrthóra.
- (iii) Áit a gcuireann iarrthóir nach bhfuil ar an liosta ar Fhoirm P2 obair chúrsa phraiticiúil isteach le haghaidh scrúdaithe, cuir isteach sonraí an iarrthóra de lámh ar Fhoirm P2 agus iarr ar an iarrthóir síniú os comhair a (h)ainm. Sa chás seo, déan teagmháil leis an Rannóg Iontrálacha den CSS chun an taifead iontrála a cheartú. Mura ndéantar é seo, b'fhéidir nach mbeidh an t-iarrthóir curtha isteach i gceart dá c(h)uid scrúdaithe

- (iv) Déan taifeadadh ar líon na n-iarrthóirí a bhfuil obair chúrsa phraiticiúil á cur isteach acu sa spás atá curtha ar fáil ar gach leathanach d'Fhoirm P2. Ba chóir go ndéanfaí an uimhir seo a thabhairt chun réitigh i gcoinne an áirimh de líon fisiceacha na bpíosáí den obair chúrsa a tugadh suas.
- (v) Seiceáil go n-aontaíonn méid na Leabhrán Obair Chúrsa a taifeadadh sa Bhosca Móriomláin ag deireadh Fhoirm P2 le líon iomlán na n-iarrthóirí a chuir isteach na leabhráin obair chúrsa chríochnaithe. Ba chóir iarrthóirí le **“Níor Cuireadh Aon Obair Ar Fáil”** a bheith curtha sa mheá san áireamh seo.
- (vi) Déan líon na n-iarrthóirí atá ag déanamh an Ardleibhéil agus an Ghnáthleibhéil a thaifeadadh sa bhosca ar an bhfoirm de réir mar is cuí.
- (vii) Ní mór don mhúinteoir/ do na múinteoirí **Innealtóireachta** Foirm P2 atá comhlánaithe a shíniú agus ní mór do Phríomhoide na Scoile í a chomhshíniú leis na sonraí uile a dheimhniú.
- (viii) Cuir an chóip ar an mbarr d'Fhoirm P2 ar ais chuig an CSS sa chlúdach litreach a luaithe is atá an obair chúrsa críochnaithe agus tráth nach déanaí ná 15 Márta 2019. Ba chóir d'údarás na scoile an chóip ar an mbun d'Fhoirm P2 a choinneáil dá gcuid taifead féin.
- (ix) In S68/08 agus S69/04 leagtar amach na sonraí maidir leis na socrúithe faoi fhíordheimhniú na hOibre Cúrsa. Féach Cuid 2 thíos mura bhfuil údarás na scoile in ann obair chúrsa a fhíordheimhniú mar obair ar leith an iarrthóra féin.

2. Gan a bheith in ann Obair Chúrsa Phraiticiúil a Fhíordheimhniú

In S68/08 agus S69/04 (ar fáil ó www.examinations.ie) leagtar amach na socrúithe maidir le hobair chúrsa a fhíordheimhniú. Áit nach féidir le múinteoir obair chúrsa phraiticiúil a fhíordheimhniú mar obair ar leith an iarrthóra féin, ní mór foirm tuairiscithe ar leith (Foirm P20) a chomhlánú agus a chur ar ais chuig an CSS. Eisíodh soláthar d'fhoirmeacha P20 i bhfoirm leabhráin cheana féin chuig scoileanna agus tá cóipeanna breise ar fáil ach iad a iarraidh. Iarrtar ar scoileanna an méid is mó sonraí agus is féidir a chur ar fáil nuair a thugtar cúis nach féidir leo an obair a fhíordheimhniú. D'fhéadfadh an CSS teagmháil a dhéanamh le scoileanna ina dhiaidh sin má cheapann siad **nach** bhfuil dóthain sonraí ann maidir leis an gcúis nach ndearnadh an fíordheimhniú. Ba chóir an chóip ar an mbarr d'fhoirm P20 a chur ar ais chuig Rannóg na Scrúduithe Praiticiúla, Coimisiún na Scrúduithe Stáit, Corn na Madadh, Baile Átha Luain, Co. na hIarmhí, N37 TP65. Ba chóir don scoil an chóip charbóin a choinneáil.

Tarraing aird na múinteoirí agus na scoláirí atá i gceist ar an gclár seo, le do thoil.

Nuair a bheidh an obair chúrsa phraiticiúil go léir curtha isteach, iarrtar ar na húdaráis scoile deimhin a dhéanamh de go stórálfar in áit shábháilte í (**m.sh. cófra faoi ghlas**) go dtí go dtagann an scrúdaitheoir ar cuairt.

Nuair a bheidh an scrúdúchán críochnaithe, ba chóir obair **gach iarrthóra** a choinneáil faoi ghlas in áit shábháilte go dtí go mbeidh na hachomhairc go léir san Ardteistiméireacht athbhreithnithe agus na torthaí curtha in iúl do na scoileanna. Is féidir, an uair sin, na tionscadail a thabhairt ar ais do na hiarrthóirí.

Déanfar **scrúdúchán** ar an obair chúrsa phraiticiúil i rith na tréimhse **4 Meitheamh 2019 – 14 Meitheamh 2019**.

Máire Ní Dhonnchú
Oifigeach Feidhmiúcháin.
Rannóg na Scrúduithe Praiticiúla
Feabhra 2019