



**Coimisiún na Scrúduithe Stáit**  
State Examinations Commission  
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**S18/19**

**To: Principal Teachers of Second-Level Schools**

## **LEAVING CERTIFICATE EXAMINATION, 2019**

### **ASSESSMENT OF COURSEWORK IN ART**

As you are already aware, the closing date in most circumstances for the completion of coursework for Leaving Certificate, Art is **Friday 5<sup>th</sup> April, 2019**.

Enclosed you will find the following:

- Level Stickers
- Work Test Labels
- P2 Form
- Return envelope for P2 form

You will also receive a separate package containing P. Envelope No.3 - transparent Coursework envelope for each candidate - posted on the same day.

#### **1. Checking and securing the coursework**

Immediately on completion of Art Coursework 2019, (that is, on Friday 5<sup>th</sup> April) the following steps should be undertaken by each candidate under the supervision of the Art Teacher.

- Check that the School Roll Number, Candidate Examination Number and Level they are taking has been correctly entered on the front page of the workbook.
- Check that the Theme Choice has been entered and that they have indicated their chosen components for Sections A & B on page 5 of the workbook.
- Certify, by entering their examination number and the date in the relevant space on the back of the booklet, that the work they are submitting is their own unaided work.
- Place the completed Coursework Workbook and the Realised Work(s), if 2D, into the Transparent Coursework Envelope provided **and seal this envelope**. (If, due to block mounting or other such reason, the work will not fit into the envelope, it should be treated in the same way as 3D work as described in the last bullet below.)
- Enter the required information onto the front of the Coursework Envelope.
- Affix the appropriate Level Sticker in the space provided on the Coursework envelope.
- Attach a Work Test Label and 3D work.

**The candidates' coursework envelopes and realised work should be retained in the school under lock and key, until the art teacher or the school authorities lay out the work to be examined in June.**

#### **2. Completing Form P2 to certify completion and authentication of coursework**

- (i) Candidates submitting Coursework must sign the form in the space underneath their printed 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



presented being deemed invalid and any marks being awarded in respect of it being discounted when determining the overall result.

Schools are advised that the examination of Leaving Certificate Art Coursework will take place in schools during the period from the **7<sup>th</sup> to 19<sup>th</sup> June, 2019**. The date of the examiner's visit to your school will be notified to you in due course.

**Please note that the workbooks and realised works must remain in the school and be kept secure until both the marking and appeal processes have finished.**

A further circular will follow with all instructions and paperwork for the invigilated Life Sketching Examination, which will take place during the period **Monday 29 April to Friday 10 May 2019**.

Examination papers for this component will be issued to candidates on **Monday 1 April 2019** and will also be available on the SEC website from 9.00am on the same date.

**Michelle Hanafee  
Higher Executive Officer  
March 2019.**