



Leaving Certificate Examination 2019 Engineering - Practical Examination

SPECIAL INSTRUCTIONS TO SUPERINTENDENTS

1. These instructions must be strictly adhered to in every detail during the examination, and Superintendents are expected to study them carefully and to make themselves thoroughly familiar with them before the examination begins. **In particular please note paragraph 7.**

The Education Act 1998, introduces new criminal offences which relate to the certificate examinations. Please see appendix 1 for details.

2. On your arrival at the school you should obtain the following from the school authorities:
 - (a) Question papers. (**Day 1 – 8th May; Day 2 – 9th May; Day 3 – 10th May**)
 - (b) Rolla Met/Eng (Attendance Roll).
 - (c) Superintendent's Report Form.
 - (d) A supply of plastic bags for **each candidate's finished work and examination paper**.
 - (e) A supply of L1 bar code labels, one per candidate (for attachment to the plastic bag).
 - (f) A supply of L1 bar code labels, for emergency use only (for candidates who may in error not be listed for the subject).
 - (g) A supply of large clear plastic bags to hold **all** candidate's finished work at the end of each exam day.
 - (h) A supply of "Engineering" labels for school and subject identification, (to be attached to the box in which the test pieces will be returned to the Commission in Athlone).
 - (i) An envelope marked "Rolla" for returning:
 - (i) The Superintendents Report.
 - (ii) The top copy of the Rolla Met/Eng.
 - (iii) The sheets signed by candidates on receipt of the L1 bar code labels.
 - (iv) All unused labels.
3. An engineering teacher must be present in the examination room throughout the examination to:
 - (a) Issue tools and materials.
 - (b) Prevent damage to equipment.
 - (c) Arrange that the special equipment necessary is available to candidates as required.
 - (d) Stamp Examination Numbers on the candidates test-pieces.
 - (e) Ensure, as far as possible, the safety of the candidates.
4. The teacher is not permitted to give any direction or assistance to candidates in regard to the marking-out or execution of the test, but must ensure proper co-ordination of candidates requirements in regard to the specialised equipment.
5. Conversation or any communication between candidates is not permitted.

6. A candidate may be given a replacement for material spoiled if it is considered by the teacher to be to the candidates advantage. In any such case, the spoiled material should be enclosed in the candidates plastic bag and forwarded with the candidates finished work.
7. **The Superintendent must ensure that:**
- each candidate writes their examination number in the space provided on the examination paper
 - on completion of the examination each candidate puts their examination paper and test-piece into the candidate envelope that is supplied
 - candidates are not permitted to take the examination paper from the examination room at any time
 - all undistributed examination papers are collected at the end of each examination and returned each day to the school Authorities and held in safe custody until 5th June 2019.
8. The examination will be held between the 8th May and 10th May, 2019. If it is not possible to accommodate all candidates on Day 1 – 8th May - further sessions may be held.
9. The examination is comprised of a six hour test to be worked in two three hour sessions in one day:
- Session I: 10.00 a.m. to 1.00 p.m.**
Session II: 2.00 p.m. to 5.00 p.m.
- Schools may change the starting time of the examination to facilitate the needs of the school. However the duration of the exam must be two three hour sessions.

N.B. The following instructions are based on the examination starting at 10.00am. Where the school alters the starting time the times stated below must be adjusted accordingly.

10. Candidates will be instructed to be present in the examination room not later than 9.30 a.m.
11. At 9.30 a.m. the Superintendents should:
- (a) Request each candidate to sign the attendance roll (Rolla Met/Eng). Where a candidate is not listed on the roll the candidate details should be entered. The candidate should then sign the roll in the space provided.
If a candidate does not attend for examination the word “absent” must be written in the space provided for the candidates signature on the Rolla Met/Eng.
 - (b) Distribute the plastic bags, one per candidate.
 - (c) Request each candidate to sign for their L1 bar code label and ensure the label is attached by the candidate to the plastic bag in the space provided.
 - (d) Where no pre-printed label has been supplied a blank L1 label should be used.
The examination number of the candidate should be clearly inserted on the label and on the sheet and the candidate should sign in the space provided.
12. From 9.30 a.m. the engineering teacher should assign a base bench position to each candidate. The Engineering teacher should also:
- (a) Distribute the appropriate materials to the candidates.
 - (b) Inform each candidate of the location of the equipment required.
13. From 9.40 a.m. on the first day of the examination the Superintendent should open the examination packet and distribute one complete copy of the question paper to each candidate. At 9.40 a.m. on each subsequent day, where the examination lasts for more than one day, the Superintendent should distribute one complete copy of the question paper to each candidate from the correct packet which has been kept in safe custody.

14. At 9.45 a.m. the candidates should carefully study the drawings on the examination paper and check the examination materials against the drawings. **Each candidate should write their examination number in the space provided on the examination paper.**

15. At 9.55 a.m. the Superintendent and the teacher should check that each candidate has the correct materials together with a complete copy of the question paper.

16. At 10.00 a.m. the examination commences.

<p style="text-align: center;">Note: No actual work on the examination test piece is permitted during the period 9.40 a.m. - 10.00 a.m.</p>
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17. A plan of the room, indicating the base bench position of each candidate by examination number should be completed (Superintendent's Report) and signed by the Superintendent.

18. At 12.45 p.m. candidates should be reminded that work must cease at 1.00 p.m.

19. At 1.00 p.m. candidates should be instructed to cease work and informed that ***THEY MUST NOT REMOVE ANY QUESTION PAPER, DRAWINGS, OR ANY PORTION OF THE WORKED TEST OR TEST MATERIALS FROM THE EXAMINATION ROOM.***

20. The Superintendent must ensure that the examination room is locked and that no person whatsoever has access to the examination room during the lunch interval.

21. At 2.00 p.m. the examination is resumed. Candidates should be reminded that examination numbers must be stamped by the teacher on the test-pieces, in the position indicated on the drawing, before they are finally assembled. The teacher should be available as and when required to stamp examination numbers.

22. At 4.45 p.m. the candidates should be reminded that work must cease at 5.00 p.m.

23. At 5.00 pm. the candidates should be instructed to cease work. **Candidates should be instructed to enclose the test-pieces and the examination papers in the plastic bag already provided to them for this purpose.** The Superintendent should check that the examination numbers on the plastic bag and the test-piece are the same and correct.

24. **The undistributed examination papers must be returned to the School Authority and held in safe custody until 5th June 2019.**

25. At the conclusion of each day all the candidates work should be placed in the large clear plastic envelope and **must be sealed by you.** The sealed envelope must be signed and returned to the school authority where it will be stored securely in the school until the collection day. Where the examination is held over a number of days a separate large bag must be used for each day.

26. The sheets signed by the candidates, all unused labels, the Superintendents Report and the top copy of the "Rolla Met/Eng" should be forwarded to the State Examinations Commission by letter post in the envelope marked Rolla provided. The other copy of the "Rolla Met/Eng" should be given to the School Principal to be retained in the School.

27. "Engineering" labels for identification of school and subject are supplied and one should be affixed, fully completed, to each box. The label should be completed to show:

School: _____

School No: _____

APPENDIX 1

The Education Act 1998, introduces new criminal offences which relate to the certificate examinations. A copy of the relevant provisions is reproduced here for your information.

Education Act, 1998. Part VIII, Offences.

52.- (1) A person who-

- (a) knowingly and without lawful authority publishes an examination paper or part of such paper to any other person prior to the holding of the examination concerned,
- (b) has in his or her possession without lawful authority an examination paper or part of such paper prior to the holding of the examination concerned,
- (c) carries out any duties relating to the preparation of examination papers and knowingly and without lawful authority provides a candidate for an examination or any other person with information concerning the material prepared by him or her in the course of those duties with the intention of conferring an advantage upon a candidate over other candidates,
- (d) knowingly and wilfully credits a candidate with higher marks than the marks to which that candidate was entitled with the intention of conferring an advantage on that candidate over other candidates,
- (e) knowingly and maliciously credits a candidate with lower marks than the marks to which that candidate was entitled,
- (f) personates a candidate at an examination or knowingly allows or assists a person to personate a candidate at an examination,
- (g) knowingly and maliciously destroys or damages any material relating to an examination,
- (h) knowingly and maliciously obstructs any candidate or a person engaged in the conduct of an examination or otherwise interferes with the general conduct of an examination,
- (i) knowingly and without lawful authority alters any certificate or any other record, including a record in machine-readable form, containing the results of an examination or,
- (j) knowingly issues or makes use of any certificate or other document which purports to be a document issued by the person or body under whose authority the examination was conducted and to contain the results of an examination knowing that those results are false, shall be guilty of an offence.

(2) A person who knowingly aids, abets, counsels or procures another person to commit any offence under subsection (1) or conspires with another person for the commission of any such offence shall be guilty of an offence.

(3) A person who is guilty of an offence under this section shall be liable-

- (a) on summary conviction, to a fine not exceeding €1904.61 or (at the discretion of the court) to imprisonment for a term not exceeding six months, or to both such fine and such imprisonment, or
- (b) on conviction on indictment, to a fine not exceeding €348.69 or (at the discretion of the court) to imprisonment for a term not exceeding two years, or to both such a fine and such imprisonment.

(4) No action shall lie against an examiner in respect of anything done by him or her in good faith and in pursuance of his or her functions as an examiner.