

## 2012 JCE WORK PLAN

Month	Activity	Start	Finish
<b>January</b>	• Attend to JCE results queries	04/01/2012	29/02/2012
	• Receive request for new examination centres	04/01/ 2012	29/02/2012
	• Remarking JCE scripts	04/01/2012	011/02/2012
	• Advertise registration dates	04/01/2012	31/03/2012
	• Secure marking venues	04/01/2012	31/03/2012
<b>February</b>	• Send out registration forms and JCE regulations to centres	04/01/ 2012	04/02/12
	• Training of JCE Chief Invigilators	013/02/2012	30/03/2012
	• Send JCE Agriculture moderation schedule to centres	13/02/2012	17/03/2012
	• Advertise for appointment of moderators/examiners	01/02/2012	29/02/2012
	• JCE registration	01/02/2012	31/03/2012
<b>March</b>	• Select and invite Agriculture moderators	01/02/2012	28/02/2012
	• Send JCE Art moderation schedules to Centres	13/02/2012	16/02/2012
<b>April</b>	• Send out Principal Examiners reports	02/04/2012	06/04/2012
	• Dispatch JCE registration lists to centres	09/04/2012	13/04/2012
	• Dispatch JCE indent to the Printers	30/04/2012	30/04/2012
	• Finalise Agriculture moderators' lists	02/04/2012	30/04/2012
	• Arrange for transport and accommodation for Agriculture moderators	01/04/12	30/04/12

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<b>May</b>	<ul style="list-style-type: none"> <li>• Agriculture Team Leaders standardization</li> </ul>	14/05/2012	14/05/2012
	<ul style="list-style-type: none"> <li>• Standardisation with examiners</li> </ul>	16/05/2012	18/05/2012
	<ul style="list-style-type: none"> <li>• Agriculture moderation</li> </ul>	21/05/2012	01/06/2012
	<ul style="list-style-type: none"> <li>• Compilation and report writing - Agriculture</li> </ul>	04/06/2012	08/06/2012
<b>June</b>	<ul style="list-style-type: none"> <li>• Receive and effect JCE registration corrections</li> </ul>	04/06/2012	30/06/2012
	<ul style="list-style-type: none"> <li>• Send Home Economics moderation schedules to centres</li> </ul>	11/06/2012	15/06/2012
<b>July</b>	<ul style="list-style-type: none"> <li>• Standardisation of Art paper 2 Team Leaders</li> </ul>	02/07/2012	02/07/2012
	<ul style="list-style-type: none"> <li>• Art standardization</li> </ul>	03/07/2012	06/07/2012
	<ul style="list-style-type: none"> <li>• Art moderation commences</li> </ul>	09/07/2012	20/07/2012
	<ul style="list-style-type: none"> <li>• Compilation of Art 2 marks and report writing</li> </ul>	23/07/2012	27/07/2012
	<ul style="list-style-type: none"> <li>• Dispatch JCE stationery to centres</li> </ul>	02/07/2012	27/07/2012
<b>August</b>	<ul style="list-style-type: none"> <li>• Dispatch of JCE timetable</li> </ul>	06/08/2012	10/08/2012
	<ul style="list-style-type: none"> <li>• Compile examiners lists</li> </ul>	01/08/12	30/08/12
<b>September</b>	<ul style="list-style-type: none"> <li>• Home Economics planning</li> </ul>	04/09/2012	04/09/2012
	<ul style="list-style-type: none"> <li>• Standardization for Chief and Senior Examiners</li> </ul>	11/09/2012	12/09/2012
	<ul style="list-style-type: none"> <li>• Standardization in schools</li> </ul>	13/09/2012	14/09/2012
	<ul style="list-style-type: none"> <li>• HE moderation compilation of marks and report writing</li> </ul>	17/09/2012	28/09/2012
	<ul style="list-style-type: none"> <li>• Music moderation</li> </ul>	24/09/2012	26/10/2012
	<ul style="list-style-type: none"> <li>• Design and Technology moderation</li> </ul>	24/09/2012	26/10/2012

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<b>October</b>	• Dispatch JCE question papers to centres	01/10/2012	05/10/2012
	• Art Paper 3 marking exercise	22/10/2012	16/11/2012
	• Junior Certificate Examinations	22/10/2012	02/11/2012
	• Physical Education moderation	29/10/2012	16/11/2012
	• Inspection of live examinations	01/10/2012	03/11/2012
	• Principal Examiners preparatory meeting	05/10/2012	05/10/2012
<b>November</b>	• Script selection and standardisation exercise	29/10/2012	09/11/2012
	• Prepare for marking	24/11/2012	26/11/2012
	• Compile 2013 work schedules	05/11/2012	30/11/2012
<b>December</b>	• JCE Marking session	26/11/2012	12/12/2012
	• Arrange scripts in the warehouse	13/12/2012	28/12/2012
	• Receive marking reports from Principal Examiners	13/12/2012	28/12/2012
	• Attend to results queries	28/12/2012	29/01/2013