Junior Cycle
Profile of Achievement

A Guide for PPOD users
Junior Cycle Profile of Achievement

PPOD User Guide

Purpose of this guide

The purpose of this guide is to demonstrate to the PPOD data entry user how to input assessments to PPOD for Junior Cycle students in relation to their Class-Based Assessments, Short Courses and Priority Learning Units.

This guide has been developed by the Department’s PLDS Database Section and should be read in conjunction with the user guide issued by the Department’s Curriculum & Assessment Policy Unit (CAP).

A certain level of existing knowledge of PPOD processes is assumed – it is expected that the user already knows how to do the following on PPOD:

- Add a new entrant
- Transfer a pupil in via the Inter-School Transfer facility
- Set up the school’s subject lists
- Allocate subjects to students
- Set up the school’s short course list
- Allocate short courses to students
- Allocate PLUs to students

The above topics are covered in other PPOD user guides which are available on the department’s website.

Topics covered in this guide

1. Classroom-Based Assessments (CBAs)
2. Short Course Assessments
3. PLU Assessments
4. Inputting historic assessments
5. Assessments and pupil transfers
6. Assessments for pupils who are repeating a year
7. Generating the JCPA

It is imperative that all assessment outcomes, grades achieved or result descriptors for classroom based assessments in subjects, short courses and PLUs, along with all Other Areas of Learning, are recorded accurately as these outcomes will appear on the student’s final Junior Cycle Profile of Achievement (JCPA).

Schools should ensure that the personal data of Junior Cycle students enrolled in the school is processed fairly and in compliance with the Data Protection Acts 1988 and 2003.
1. **Classroom-Based Assessments (CBAs)**

The first CBA takes place in Junior Cycle year 2 and the second in Junior Cycle year 3. For JC exam candidates taking exams in 2016/17 and 2017/18 they will be held in English only. CBAs in other subjects are being introduced on a phased basis over a number of years as per Circular 15/2017.

The facility for JCPA 2019 will be made available in early 2018.

A Multi-Assessment facility is provided on PPOD to enable the input of assessments for a number of pupils at once. It is also possible to update pupils’ assessments on an individual basis.

**Inputting CBAs using the Multi-Assessment facility**

To input CBAs for pupils, click on JCPA link under the ‘Junior Cycle Award’ heading on the PPOD Landing Page menu. JCPA: 2017 will return pupils who sat exams in June 2017. JCPA: 2018 will return pupils who are due to sit exams in June 2018.

The list of pupils presented are pupils who were enrolled or previously enrolled in your school during the relevant period and their CBA status in the relevant subjects. The list is presented in alphabetical order by surname.

In the example below, the student has only an English CBA.
If you are recording their first CBA, click on the arrow beside ‘Assessment 1’ to access the dropdown menu, as below.

Select the relevant option and click the ‘Save’ button on the bottom left.

Confirmation that the change has been accepted is signalled by a) displaying the word ‘SAVED!’ b) the background changing from grey to white and c) a border appearing around the record.
You can then move to the next pupil and repeat the process.

The process is similar for recording Assessment 2.

**NOTE:** If you want to input an assessment for one pupil only, you can access their PPOD record in the normal way via Pupil Search and click on the ‘Assessments’ tab (see below).
2. Short Course Assessments

The process of inputting Short Course Assessments is similar to inputting CBAs. Again you click on ‘JCPA: 2017’ or ‘JCPA: 2018’ as relevant.

You will again be presented with a list of relevant pupils from your school. Those who have short courses assigned to them will have their Short Course Assessment fields displayed. As with CBAs, the list is presented in alphabetical order by surname.

In the example below, this year 2 student is completing three short courses.

In this instance, we want to input assessments for two of his short courses only, STEM and Coding. Click on the arrow beside ‘Grade Achieved’ and select the relevant option. (Please note that the options shown below pertain to level 3 courses. Level 2 courses have different options, which are ‘Achieved’ and ‘Not Achieved’).

Complete the relevant assessments and click ‘Save’. As with CBAs, confirmation that the change has been accepted is signalled by a) displaying the word ‘SAVED!’ b) the background changing from grey to white and c) a border appearing around the record.
Note that once an assessment has been saved it can be amended but it cannot be removed.

You can then move to the next pupil and repeat the process.

**NOTE:** if you just want to input assessments for one pupil only, you can access their PPOD record in the normal way via Pupil Search and click on the ‘Assessments’ tab (see below).
3. **PLU Assessments**

The process of inputting PLU Assessments is similar to inputting CBAs and Short Course Assessments. Once again you click on ‘JCPA: 2018’ or ‘JCPA: 2017’ as relevant.

You will again be presented with a list of pupils from your school. Those Junior Cycle students who are completing PLU’s will have their PLU Assessment fields displayed. As with Short Course Assessments, the list is presented in alphabetical order by surname.

In the example below, the student is doing all five PLUs.

![Example Image]

In this instance, we want to input assessments for three of the PLUs only - *Numeracy*, *Living in Community* and *Preparing for Work*. Click on the arrow beside ‘Result Descriptor’ and select the relevant option.

![Example Image]

Complete the relevant assessment fields and click ‘Save’. As with Short Course Assessments, confirmation that the change has been accepted is signalled by

a) Displaying the word ‘SAVED!’

b) the background changing from grey to white and
c) a border appearing around the record.
Note that once an assessment has been saved it can be amended **but it cannot be removed**.

You can then move to the next pupil and repeat the process.

**NOTE:** if you just want to input assessments for one pupil only, you can access their PPOD record in the normal way via Pupil Search and click on the ‘Assessments’ tab (see below).
4. Inputting historic assessments

From time to time it may become necessary to input a CBA, Short Course Assessment or PLU Assessment onto a pupil’s PPOD record for a previous year. This can only be done on an individual basis. In order to do this you must access the pupil’s enrolment history record by clicking on the ‘History’ tab as shown below.

Select the relevant year and click on ‘View Enrolment Details’.
As can be seen in point 5 under Assessment History Details, this pupil has outstanding assessments from the previous year which you can complete in the usual manner and save.
5. **Assessments and pupil transfers**

When a pupil is leaving your school and you are marking them as an early leaver on PPOD you may see a message informing you that assessments are outstanding for that pupil. It is important that all outstanding assessments are completed before the pupil is marked as an early leaver.

If a pupil transfers into your school with incomplete assessments you should contact the transferring school and ask them to input the assessments immediately, as the ability to access the record will only be available to the old school for a limited period.

6. **Assessments for pupils who are repeating a year**

A pupil who is repeating Junior Cycle year 2 will complete Assessment 1 twice. The assessment which is recorded on PPOD and therefore on the pupil’s JCPA is the second one, i.e. the assessment completed during the repeated year.

A pupil who is repeating Junior Cycle year 3 will complete Assessment 2 twice. The assessment which is recorded on PPOD and therefore on the pupil’s JCPA is the second one, i.e. the assessment completed during the repeated year.
7. Generating the JCPA

To generate the JCPAs for your pupils, click on the ‘Download JCPA’ link under the ‘Junior Cycle Award’ heading on the PPOD Landing Page menu. This will return a list of pupils who sat their exams in June in your school only. Pupils enrolled in your school for the current year who sat their exams elsewhere will have to go back to their exam centre to obtain their JCPA. (Some details are greyed out in the following example in the interests of data protection).

Prior to downloading the JCPA please check the following:

1. The school’s name is correct in PPOD. Where the Local name is completed this is the name that will display on the JCPA (‘Update School Details’ screen).
2. The school’s address is correct in PPOD (‘Update School Details’ screen).
3. You have submitted the school crest/logos and signatures to jcpa@education.gov.ie. If there is a second signature please ensure that the YearHead field is completed in PPOD (‘Update School Details’ screen).
4. You have completed the Assessment outcomes for pupils using the Multi-Assessment screen (JCPA: 2017).

Downloading the JCPA

In order to download click on the PDF icon. This will either download directly to your download folder on your computer or it will ask you if you want to open/save the pdf (depending on which browser you are using). It will automatically rename the file to match the Pupil ID of the pupil you have selected.
Regenerating the JCPA

If you have made an error or omission regarding assessment outcomes, you can regenerate the JCPA by selecting ‘Yes’ from the dropdown menu on the ‘Re-Generate JCPA’ panel.

Once selected you will see the following message to remind you to click on the ‘Save’ button:

When you click on the ‘Save’ button this JCPA will be put into a queue to regenerate overnight and the screen will change to show that the changes were saved (as below).

Generation of the JCPA in Irish

You can chose to generate the JCPA in English or Irish. If your school is classified as "all pupils being taught all subjects through Irish" the default option in the ‘Generate JCPA in Irish’ panel will be set to ‘Yes’ in the dropdown menu. All other schools will be set to ‘No’. If you wish to change the language, you must remember to also reset the ‘Re-generate’ button to Yes. The revised JCPA will be available for download the next day.
Completing the Other Areas of Learning

Below is an example of the Multi-Assessment screen showing a pupil who has recorded outcomes.

Below is an example of the partially-completed JCPA which shows the certified exam results and the recorded assessment outcomes. Where the assessments have not been completed they will display as blank outcomes.

The school user can enter the Other Areas of Learning in the text box within the pdf – the capacity is up to 150 words or 760 characters (including spaces) depending on the font used. When you exit you will be asked if you want to lock the file for editing.
By clicking the Yes button you are preventing any further amendments and this will be the final version.

Best practice is to create a new folder on your local drive called JCPA 2017 and save the JCPA pdf’s there for future reference.

Completed PDF’s can be printed and presented to pupils.