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A G U S S C I L E A N N A | A N D S K I L L S

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 screenshot shows the PPOD Landing Page interface. On the left, there is a sidebar menu with the following sections:

- Your Options**
 - Online Submissions - Post Primary Online Data
- PPOD**
 - Landing Page
- School**
 - Update School Details
 - School Subject Lists
 - School Short Course List
 - School Reports
- Pupil**
 - Add New Entrants
 - Pupil Search
 - Pupil Batch Update
 - Duplicate Pupil: Case Review Form
 - PLC Data Entry
- Rollover**
 - Progressions
- October Returns**
 - Rules Report
 - Submit Returns to DES
- Settings**
 - Family And Medical Details
- Junior Cycle Award**
 - JCPA: 2018
 - JCPA: 2017

The main content area of the page includes:

- A navigation bar with links: Home | About Us | Contact Us | Help | Logout
- Breadcrumbs: Home > Post Primary Online Data > Landing Page
- Header: **Welcome to the Post Primary Online Data Landing Page**
- Welcome message: Welcome to the PPOD Landing Page.
- Description: The PPOD application supports the exchange of post primary pupil data between the school and the Department of Education, automated interface for existing school software to synchronise, and support for the October returns process.
- Notification: Transfers are pending for your school -> [Interschool Transfers...](#)

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.

DPIN: 12114810

KEVIN DOYLE JUNIOR CYCLE - YEAR 2 CURRENT SCHOOL RECORD - 2016

SUBJECT ASSESSMENTS

ENGLISH

ASSESSMENT 1

ASSESSMENT 2

PLEASE CLICK THE 'SAVE' BUTTON BELOW THIS MESSAGE FOR EACH INDIVIDUAL PUPIL IF THERE ANY CHANGES MADE TO AN ASSESSMENT GRADE ACHIEVED/RESULT DESCRIPTOR.

Save

DPIN: 12154161

ROZ DUNNE JUNIOR CYCLE - YEAR 2 CURRENT SCHOOL RECORD - 2016

SUBJECT ASSESSMENTS

If you are recording their first CBA, click on the arrow beside 'Assessment 1' to access the dropdown menu, as below.

Save

DPIN: 12114810

KEVIN DOYLE JUNIOR CYCLE - YEAR 2 CURRENT SCHOOL RECORD - 2016

SUBJECT ASSESSMENTS

ENGLISH

ASSESSMENT 1

ASSESSMENT 2

PLEASE CLICK THE 'SAVE' BUTTON BELOW THIS MESSAGE FOR EACH INDIVIDUAL PUPIL IF THERE ANY CHANGES MADE TO AN ASSESSMENT GRADE ACHIEVED/RESULT DESCRIPTOR.

Above Expectation
Exceptional
In Line with Expectation
Not Reported
Yet to Meet Expectation

Save

DPIN: 12154161

ROZ DUNNE JUNIOR CYCLE - YEAR 2 CURRENT SCHOOL RECORD - 2016

SUBJECT ASSESSMENTS

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.

DPIN: 12114810

KEVIN DOYLE JUNIOR CYCLE - YEAR 2 CURRENT SCHOOL RECORD - 2016

SUBJECT ASSESSMENTS

ENGLISH

ASSESSMENT 1 Above Expectation

ASSESSMENT 2

PLEASE CLICK THE 'SAVE' BUTTON BELOW THIS MESSAGE FOR EACH INDIVIDUAL PUPIL IF THERE ANY CHANGES MADE TO AN ASSESSMENT GRADE ACHIEVED/RESULT DESCRIPTOR.

SAVED ! Save

DPIN: 12154161

ROZ DUNNE JUNIOR CYCLE - YEAR 2 CURRENT SCHOOL RECORD - 2016

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).

* Indicates required information

Personal Enrolment Subjects Short Courses PLU **Assessments** History Exemptions

DPIN: 12114810

KEVIN DOYLE JUNIOR CYCLE - YEAR 2 CURRENT SCHOOL RECORD - 2016

SUBJECT ASSESSMENTS

ENGLISH

ASSESSMENT 1 Above Expectations

ASSESSMENT 2

SHORT COURSE ASSESSMENTS

STEM (SCIENCE, TECHNOLOGY, ENGINEERING, MATHS) 1: LEVEL 3

GRADE ACHIEVED Above Expectations

SPHE (SOCIAL, PERSONAL, HEALTH EDUCATION): LEVEL 3

GRADE ACHIEVED

CODING: LEVEL 3

GRADE ACHIEVED In Line with Expectations

PLU ASSESSMENTS

NUMERACY

RESULT DESCRIPTOR

PERSONAL CARE

RESULT DESCRIPTOR

PREPARING FOR WORK

RESULT DESCRIPTOR

COMMUNICATING AND LITERACY

RESULT DESCRIPTOR

LIVING IN COMMUNITY

RESULT DESCRIPTOR

PLEASE CLICK THE 'SAVE' BUTTON BELOW THIS MESSAGE IF THERE ANY CHANGES MADE TO AN ASSESSMENT GRADE ACHIEVED/RESULT DESCRIPTOR.

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.

DPIN: 12114810

KEVIN DOYLE JUNIOR CYCLE - YEAR 2 CURRENT SCHOOL RECORD - 2016

SUBJECT ASSESSMENTS

ENGLISH

ASSESSMENT 1 Above Expectation

ASSESSMENT 2

SHORT COURSE ASSESSMENTS

STEM (SCIENCE, TECHNOLOGY, ENGINEERING, MATHS) 1: LEVEL 3

GRADE ACHIEVED

SPHE (SOCIAL, PERSONAL, HEALTH EDUCATION): LEVEL 3

GRADE ACHIEVED

CODING: LEVEL 3

GRADE ACHIEVED

PLEASE CLICK THE 'SAVE' BUTTON BELOW THIS MESSAGE FOR EACH INDIVIDUAL PUPIL IF THERE ANY CHANGES MADE TO AN ASSESSMENT GRADE ACHIEVED/RESULT DESCRIPTOR.

Save

DPIN: 12154161

ROZ DUNNE JUNIOR CYCLE - YEAR 2 CURRENT SCHOOL RECORD - 2016

SUBJECT ASSESSMENTS

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').

DPIN: 12114810

KEVIN DOYLE JUNIOR CYCLE - YEAR 2 CURRENT SCHOOL RECORD - 2016

SUBJECT ASSESSMENTS

ENGLISH

ASSESSMENT 1 Above Expectation

ASSESSMENT 2

SHORT COURSE ASSESSMENTS

STEM (SCIENCE, TECHNOLOGY, ENGINEERING, MATHS) 1: LEVEL 3

GRADE ACHIEVED Above Expectation

SPHE (SOCIAL, PERSONAL, HEALTH EDUCATION): LEVEL 3

GRADE ACHIEVED

CODING: LEVEL 3

GRADE ACHIEVED

PLEASE CLICK THE 'SAVE' BUTTON BELOW THIS MESSAGE FOR EACH INDIVIDUAL PUPIL IF THERE ANY CHANGES MADE TO AN ASSESSMENT GRADE ACHIEVED/RESULT DESCRIPTOR.

Save

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.

DPIN: 12114810

KEVIN DOYLE JUNIOR CYCLE - YEAR 2 CURRENT SCHOOL RECORD - 2016

SUBJECT ASSESSMENTS	SHORT COURSE ASSESSMENTS
ENGLISH ASSESSMENT 1: Above Expectation ASSESSMENT 2:	STEM (SCIENCE, TECHNOLOGY, ENGINEERING, MATHS) 1: LEVEL 3 GRADE ACHIEVED: Above Expectation SPHE (SOCIAL, PERSONAL, HEALTH EDUCATION): LEVEL 3 GRADE ACHIEVED: CODING: LEVEL 3 GRADE ACHIEVED: In Line with Expectation

PLEASE CLICK THE 'SAVE' BUTTON BELOW THIS MESSAGE FOR EACH INDIVIDUAL PUPIL IF THERE ANY CHANGES MADE TO AN ASSESSMENT GRADE ACHIEVED/RESULT DESCRIPTOR.

SAVED !

DPIN: 12154161

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).

* Indicates required information

Personal Enrolment Subjects Short Courses PLU **Assessments** History Exemptions

DPIN: 12114810

KEVIN DOYLE JUNIOR CYCLE - YEAR 2 CURRENT SCHOOL RECORD - 2016

SUBJECT ASSESSMENTS	SHORT COURSE ASSESSMENTS	PLU ASSESSMENTS
ENGLISH ASSESSMENT 1: Above Expectations ASSESSMENT 2:	STEM (SCIENCE, TECHNOLOGY, ENGINEERING, MATHS) 1: LEVEL 3 GRADE ACHIEVED: Above Expectations SPHE (SOCIAL, PERSONAL, HEALTH EDUCATION): LEVEL 3 GRADE ACHIEVED: CODING: LEVEL 3 GRADE ACHIEVED: In Line with Expectations	NUMERACY RESULT DESCRIPTOR: PERSONAL CARE RESULT DESCRIPTOR: PREPARING FOR WORK RESULT DESCRIPTOR: COMMUNICATING AND LITERACY RESULT DESCRIPTOR: LIVING IN COMMUNITY RESULT DESCRIPTOR:

PLEASE CLICK THE 'SAVE' BUTTON BELOW THIS MESSAGE IF THERE ANY CHANGES MADE TO AN ASSESSMENT GRADE ACHIEVED/RESULT DESCRIPTOR.

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.

DPIN: 12154161

ROZ DUNNE JUNIOR CYCLE - YEAR 2 CURRENT SCHOOL RECORD - 2016

SUBJECT ASSESSMENTS

ENGLISH

ASSESSMENT 1

ASSESSMENT 2

SHORT COURSE ASSESSMENTS

SPHE (SOCIAL, PERSONAL, HEALTH EDUCATION): LEVEL 3

GRADE ACHIEVED

PLU ASSESSMENTS

NUMERACY

RESULT DESCRIPTOR

COMMUNICATING AND LITERACY

RESULT DESCRIPTOR

LIVING IN COMMUNITY

RESULT DESCRIPTOR

PERSONAL CARE

RESULT DESCRIPTOR

PREPARING FOR WORK

RESULT DESCRIPTOR

PLEASE CLICK THE 'SAVE' BUTTON BELOW THIS MESSAGE FOR EACH INDIVIDUAL PUPIL IF THERE ANY CHANGES MADE TO AN ASSESSMENT GRADE ACHIEVED/RESULT DESCRIPTOR.

Save

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.

DPIN: 12154161

ROZ DUNNE JUNIOR CYCLE - YEAR 2 CURRENT SCHOOL RECORD - 2016

SUBJECT ASSESSMENTS

ENGLISH

ASSESSMENT 1

ASSESSMENT 2

SHORT COURSE ASSESSMENTS

SPHE (SOCIAL, PERSONAL, HEALTH EDUCATION): LEVEL 3

GRADE ACHIEVED

PLU ASSESSMENTS

NUMERACY

RESULT DESCRIPTOR

COMMUNICATING AND LITERACY

RESULT DESCRIPTOR

LIVING IN COMMUNITY

RESULT DESCRIPTOR

PERSONAL CARE

RESULT DESCRIPTOR

PREPARING FOR WORK

RESULT DESCRIPTOR

PLEASE CLICK THE 'SAVE' BUTTON BELOW THIS MESSAGE FOR EACH INDIVIDUAL PUPIL IF THERE ANY CHANGES MADE TO AN ASSESSMENT GRADE ACHIEVED/RESULT DESCRIPTOR.

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

- Displaying the word 'SAVED!'
- the background changing from grey to white and
- a border appearing around the record.

Save

DPIN: 12154161

ROZ DUNNE JUNIOR CYCLE - YEAR 2 CURRENT SCHOOL RECORD - 2016

SUBJECT ASSESSMENTS	SHORT COURSE ASSESSMENTS	PLU ASSESSMENTS
ENGLISH ASSESSMENT 1 <input type="text"/> ASSESSMENT 2 <input type="text"/>	SPHE (SOCIAL, PERSONAL, HEALTH EDUCATION): LEVEL 3 GRADE ACHIEVED <input type="text"/>	NUMERACY RESULT DESCRIPTOR Achieved <input type="text"/>
		COMMUNICATING AND LITERACY RESULT DESCRIPTOR <input type="text"/>
		LIVING IN COMMUNITY RESULT DESCRIPTOR Achieved <input type="text"/>
		PERSONAL CARE RESULT DESCRIPTOR <input type="text"/>
		PREPARING FOR WORK RESULT DESCRIPTOR Not Yet Achieved <input type="text"/>

PLEASE CLICK THE 'SAVE' BUTTON BELOW THIS MESSAGE FOR EACH INDIVIDUAL PUPIL IF THERE ANY CHANGES MADE TO AN ASSESSMENT GRADE ACHIEVED/RESULT DESCRIPTOR.

SAVED ! Save

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).

* Indicates required information

Personal Enrolment Subjects Short Courses PLU **Assessments** History Exemptions

DPIN: 12154161

ROZ DUNNE JUNIOR CYCLE - YEAR 2 CURRENT SCHOOL RECORD - 2016

SUBJECT ASSESSMENTS	SHORT COURSE ASSESSMENTS	PLU ASSESSMENTS
ENGLISH ASSESSMENT 1 <input type="text"/> ASSESSMENT 2 <input type="text"/>	SPHE (SOCIAL, PERSONAL, HEALTH EDUCATION): LEVEL 3 GRADE ACHIEVED <input type="text"/>	NUMERACY RESULT DESCRIPTOR Achieved <input type="text"/>
		COMMUNICATING AND LITERACY RESULT DESCRIPTOR <input type="text"/>
		LIVING IN COMMUNITY RESULT DESCRIPTOR Achieved <input type="text"/>
		PERSONAL CARE RESULT DESCRIPTOR <input type="text"/>
		PREPARING FOR WORK RESULT DESCRIPTOR Not Yet Achieved <input type="text"/>

PLEASE CLICK THE 'SAVE' BUTTON BELOW THIS MESSAGE IF THERE ANY CHANGES MADE TO AN ASSESSMENT GRADE ACHIEVED/RESULT DESCRIPTOR.

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.

Academic Year: 2016/2017
School Roll No 10000X, PPOD
* Indicates required information

Forename Surname Pupil ID

[Personal](#)
[Enrolment](#)
[Subjects](#)
[Short Courses](#)
[PLU](#)
[Assessments](#)
[History](#)
[Exemptions](#)

1 Programme Details

Academic Year

Enrolment Date Enrolment Record Status Roll Class*

Programme Programme Year Exam Entrant

Repeat of Year Indicator

Boarder Indicator Boarder Days

Short Term Pupil No of Weeks

Academic Year: 2016/2017
School Roll No 10000X, PPOD

Forename* Surname* Pupil ID

[Personal](#)
[Enrolment](#)
[Subjects](#)
[Short Courses](#)
[PLU](#)
[Assessments](#)
[History](#)
[Exemptions](#)

1 Enrolment History

View	Academic Year	Roll No	Programme	Programme Year	Enrolment Date	Early Leaving Date	Recognised Ind	Repeat of Year Indicator
<input checked="" type="checkbox"/>	2015	10000X	JUNIOR CYCLE	Year 2	25-08-2013		N	N
<input type="checkbox"/>	2014	10000X	JUNIOR CYCLE	Year 1	25-08-2013		N	N

View Enrolment Details *To View an Enrolment Record, tick the check box provided and click the View Enrolment Details Button.

Select the relevant year and click on 'View Enrolment Details'.

1 Enrolment History Details

Pupil Enrolment Id Academic Year

Pupil Source

Short Term Pupil No of Weeks

Boarder Indicator Exam Entrant Medical Card Traveller Status

Recognised Ind

2 Subject History Details

Code	Subject	Level	Medium	Abilities	Sub Programme Subject	Sub Programme Programme
1	Irish	Ordinary Level (Grath)	ENGLISH	N	N	
2	English	Ordinary Level (Grath)	ENGLISH	N	N	
3	Mathematics	Ordinary Level (Grath)	ENGLISH	N	N	
8	Classical Studies	Ordinary Level (Grath)	ENGLISH	N	N	
13	Italian	Higher Level (Ard)	ENGLISH	N	N	
46	Music	Foundation (Bonn)	ENGLISH	N	N	
48	Technical Graphics	Higher Level (Ard)	ENGLISH	N	N	
65	Technology	Foundation (Bonn)	ENGLISH	N	N	
218	Civic, Social and Political Education	Ordinary Level (Grath)	ENGLISH	N	N	

3 Short Course History Details

Course Code	Course Name	Level	Medium	Delete
905	Artistic Performance	Level 3	ENGLISH	<input type="button" value="⊘"/>

4 PLU History Details

Priority Learning Unit

Communicating and Literacy

Living in Community

5 Assessment History Details

DPIN: 12082084

SHORT COURSE ASSESSMENTS

ARTISTIC PERFORMANCE: LEVEL 3
GRADE ACHIEVED

PHILOSOPHY (NCCA AND COGG): LEVEL 3
GRADE ACHIEVED

LANGUAGE 1: LEVEL 2
GRADE ACHIEVED

STEM (SCIENCE, TECHNOLOGY, ENGINEERING, MATHS) 1: LEVEL 3
GRADE ACHIEVED

PLU ASSESSMENTS

LIVING IN COMMUNITY
RESULT DESCRIPTOR

COMMUNICATING AND LITERACY
RESULT DESCRIPTOR

PLEASE CLICK THE 'SAVE' BUTTON BELOW THIS MESSAGE IF THERE ANY CHANGES MADE TO AN ASSESSMENT GRADE ACHIEVED/RESULT DESCRIPTOR.

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.

The screenshot shows the PPOD system interface for a pupil named Douglas McDonald (Pupil ID: 12067554). The 'Enrolment' tab is active, displaying the following details:

- Academic Year:** 2016
- Enrolment Date:** 01/09/2014
- Enrolment Record Status:** Current school record
- Roll Class*:** ZZ
- Programme:** JUNIOR CYCLE
- Programme Year:** Year 3
- Exam Entrant:**
- Repeat of Year Indicator:**
- Boarder Indicator:** **Boarder Days:** [dropdown]
- Short Term Pupil:** **No of Weeks:** [input]
- Other Details:**
 - Medical Card:** **Traveller Status:**
 - Repeat LC Fees Payable:** No
- Pupil Leaving Details:**
 - Early Leaving Indicator:** **Early Leaving Date:** [input]
 - Early Leaving Reason:** [dropdown]

A red-bordered box highlights a warning message: "Assessments for this pupil are incomplete. If transferring to another school, please complete assessments before doing so."

At the bottom, there are buttons for "Save Enrolment Record" and "Cancel".

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

RE-GENERATE JCPA: PLEASE SELECT A VALUE: No ▼	GENERATE JCPA IN IRISH: PLEASE SELECT A VALUE: No ▼	JCPA DOWNLOAD: PLEASE CLICK  TO DOWNLOAD:
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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:


RE-GENERATE JCPA: PLEASE SELECT A VALUE: Yes ▼	GENERATE JCPA IN IRISH: PLEASE SELECT A VALUE: No ▼	JCPA DOWNLOAD: PLEASE CLICK  TO DOWNLOAD:
<small>PLEASE CLICK THE 'SAVE' BUTTON BELOW THIS MESSAGE FOR EACH INDIVIDUAL PUPIL AFTER YOU HAVE SELECTED A VALUE IN EITHER/BOTH DROP-DOWN LISTS. THE UPDATED AWARD WILL BE AVAILABLE ON THIS PAGE FOR DOWNLOAD THE FOLLOWING DAY.</small>		
<input type="button" value="Save"/>	<div style="border: 1px solid red; padding: 5px; background-color: yellow;"> You have changed at least one value for this pupil. Please click the Save button </div>	

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).

<input type="button" value="Save"/>	<div style="background-color: green; color: white; padding: 5px; display: inline-block;"> SAVED ! </div>
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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.

RE-GENERATE JCPA: PLEASE SELECT A VALUE: Yes ▼	GENERATE JCPA IN IRISH: PLEASE SELECT A VALUE: Yes ▼	JCPA DOWNLOAD: PLEASE CLICK  TO DOWNLOAD:
<small>PLEASE CLICK THE 'SAVE' BUTTON BELOW THIS MESSAGE FOR EACH INDIVIDUAL PUPIL AFTER YOU HAVE SELECTED A VALUE IN EITHER/BOTH DROP-DOWN LISTS. THE UPDATED AWARD WILL BE AVAILABLE ON THIS PAGE FOR DOWNLOAD THE FOLLOWING DAY.</small>		

Completing the Other Areas of Learning

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

SUBJECT ASSESSMENTS		SHORT COURSE ASSESSMENTS	
ENGLISH		WELLBEING 1: LEVEL 3	
ASSESSMENT 1	Exceptional	GRADE ACHIEVED	Above Expectations
ASSESSMENT 2	Exceptional	LANGUAGE 1: LEVEL 3	GRADE ACHIEVED


PLEASE CLICK THE 'SAVE' BUTTON BELOW THIS MESSAGE FOR EACH INDIVIDUAL PUPIL IF THERE ARE ANY CHANGES MADE TO AN ASSESSMENT GRADE ACHIEVED/RESULT DESCRIPTOR.

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.

STATE CERTIFIED FINAL EXAMINATIONS		Classroom-Based Assessments - English	
Examination number: [REDACTED]			
English (O)	Higher Merit	Oral Communications	Exceptional
		Collection of Texts	Exceptional
Irish (O)	D	Classroom-Based Assessments - Short Courses	
Mathematics (H)	D	Portugese	
History (O)	D	Yoga	Above Expectations
Geography (H)	D		
French (H)	D		
Art, Craft, Design (O)	D		
Home Economics (H)	C		
Science (JC - Revised Syllabus) (H)	D		
Civic, Social and Political Education (C)	C		
Religious Education (JC Exam) (O)	B		
		Other Areas of Learning ?	

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.

Warning: JavaScript Window -

 Do you want to lock Other Areas of Learning field so no further changes can be made?

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.