JCPA Frequently Asked Questions

What is the deadline for submitting my school’s logo/crest?
The deadline is November 29th. Please email the details as soon as possible to jcpa@education.gov.ie

What is the deadline for recording my assessments?
Assessment outcomes must be recorded before you generate your JCPA. Otherwise it will appear blank.

What is the deadline for generating the JCPA?
It is proposed to allow the JCPA to be generated from the 11th of December until the end of the school term.
Schools will be able to download partial JCPA’s which includes the State Certified Final Exam Results, Classroom-Based Assessment outcomes for English, Short Courses and PLU’s if applicable. Once downloaded, the schools can input the Other Areas of Learning before printing.

Is there training available?
Training is by way of User Guides which are available on https://www.education.ie/en/Schools-Colleges/Services/Returns/Post-Primary-Online-Database-P-POD-Project/P-POD.html. Queries can be directed to jcpa_helpdesk@education.gov.ie together with the schools contact details and we will endeavour to answer your query within 24 hours.

What do I need to do in P-POD in order to generate the JCPA?
You must check to ensure your School Details are correct. The JCPA pulls the Local name and School address if completed P-POD. If left blank it will pull the Official name. The Local Name field is located above the schools telephone no. on the Update Schools Details screen. Ensure that you have sent your Schools Crest/Logo and signatures if applicable to jcpa@education.gov.ie. Check to ensure that your pupils who are due to receive a JCPA have their assessments recorded for English, Short Courses and PLUs. You can view the list of Pupils through the Multi-Assessment screen.

If I omit an assessment in error what do I do:
There is an option to re-generate your JCPA if you discover an error or omission with the details. See User Guide for further details. Any query in relation to the State Certified Results should be directed to the State Exams Commission.

Some of my pupils have left the school since taking the exam:
The pupil will receive their JCPA from the school in which they sat their exams. Therefore, you are responsible for printing the JCPA for all pupils who sat their exams in your school. You should be able to enter assessment outcomes for these pupils using the Multi-Assessment Screen. Similarly, if you have enrolled a pupil who sat their exams elsewhere, they need to be advised that their previous school will issue the JCPA to them.

I have pupils who transferred schools over the three year junior cycle:
If a pupil was enrolled in your school and transfers out prior to sitting their exams, please ensure that all appropriate outcomes are recorded for Subject and Short Course assessments.

It is not clear as to what I do regarding the privacy notice:
The privacy notice needs to issue to all parents/guardians of pupils due to receive a JCPA. If you have pupils taking a Level 2 programme you should get written consent as this information can identify pupils with special needs which is sensitive information. A sample consent form was included in the information which issued to schools from Curriculum and Assessment Policy Division. If any parent notifies a school that they do not want this information recorded on P-POD, they need to be informed by the school that this information will not appear on the JCPA.