

Junior Cycle Checklist for Schools 2017/18

1. Ensure you have the correct pupil records on PPOD

- Have you input all pupil records onto PPOD for the 2017/18 school year?
- Have you accepted all Inter-School Transfer (IST) students transferring from other schools into your school for 2017/18?
- Have you marked on PPOD all IST pupils transferring out of your school?

2. Set up and assign subjects and short courses

- Have you input all subjects onto the School Subject List on PPOD for your Junior Cycle pupils?
- Have you designated all subjects common to all Junior Cycle pupils as core subjects on the School Subject List?
- Have you assigned the correct subjects to each pupil?
- Have you assigned the correct subject levels for each subject for each Junior Cycle exam candidate?

- Does your school offer or has your school offered short courses to your Junior Cycle pupils either currently or at any stage over the past 2 years?
- If so, have you assigned those short courses to the appropriate cohort of Junior Cycle students on PPOD?
- Have you designated all short courses common to all Junior Cycle pupils as core short courses?
- Have you assigned the correct short courses to each pupil?

- Have you decided what subjects/short courses will be included in the Wellbeing Area?

- Have you assigned the correct Priority Learning Units (PLUs) to each qualified Junior Cycle pupil?

3. Classroom-Based Assessments (CBAs) – English 2017/18

- Have all CBAs been completed for your Junior Cycle year 2 pupils?
- If so, have all their assessment grades been recorded on PPOD?
- Have all CBAs been completed for your Junior Cycle year 3 pupils?
- If so, have all their assessment grades been recorded on PPOD?
- Have all CBAs been recorded on PPOD for pupils who may have completed them in another school?
- Have all CBAs been completed and recorded on PPOD for pupils who transferred out of your school during the year?

4. Short Course Assessments

- Have all short course assessments for short courses completed by Junior Cycle Year 1 pupils been recorded on PPOD?
- Have all short course assessments for short courses completed by Junior Cycle Year 2 pupils been recorded on PPOD?
- Have all short course assessments for short courses completed by Junior Cycle Year 3 pupils been recorded on PPOD?
- Have all short course assessments been recorded on PPOD for pupils who may have completed them in another school?
- Have all short course assessments been recorded on PPOD for pupils who left during the year?

5. Priority Learning Unit (PLU) Assessments

- Have all assessments for PLUs been recorded on PPOD for qualified JC year 1 students?
 - Have all assessments for PLUs been recorded on PPOD for qualified JC year 2 students?
 - Have all assessments for PLUs been recorded on PPOD for qualified JC year 3 students?
 - Have all PLU assessments been recorded for pupils who may have done them in another school?
 - Have all PLU assessments been done and recorded on PPOD for pupils who left during the year?
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- NOTE: The school in which the student sits their Junior Cycle state examinations is responsible for the generation and production of the Junior Cycle Profile of Achievement (JCPA) for that student.
 - A Short Courses User Guide is available [here](#).