Junior Cycle Checklist for Schools 2018/19

1. **Ensure you have the correct pupil records on PPOD**
   - Have you input all pupil records onto PPOD for the 2018/19 school year?
   - Have you accepted all Inter-School Transfer (IST) students transferring from other schools into your school for 2018/19?
   - 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?

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   - 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 three 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?

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

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   - Have you assigned the correct Priority Learning Units (PLUs) to each qualified Junior Cycle pupil?
3. **Classroom-Based Assessments (CBAs)**

   - 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?

- **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](#).