Coláiste Bhaile Chláir Senior Cycle - Studying Additional Subjects Outside of School Policy

If a student is considering studying an additional subject outside of school it is essential that they read this policy very carefully.

The following subjects all have a coursework component:

Agricultural Science, Applied Mathematics, Art, Computer Science, Construction Studies, Classical Studies, Design and Communication Graphics, Drama-Film and Theatre Studies, Economics, Engineering, Geography, History, Home Economics, Link Modules (LCVP), Music, Physical Education, Politics and Society, Religious Education, Technology. And now New Additional components in Tranche 1 subjects Arabic, Biology, Physics, Business and Chemistry

In order to maintain the integrity of the examination process and ensure inter-candidate equity, the State Examinations Commission (SEC), in cooperation with school authorities, has procedures in place to determine the authenticity of coursework submitted by candidates for assessment.

The arrangements for the acceptance and authentication of coursework for the state examinations are outlined in Circulars S69/04, S68/08 and S76/22, which are available on the website of the State Examinations Commission (https://www.examinations.ie) and included in this document below.

Candidates must complete coursework under the supervision of the class teacher so that the teacher can monitor progress on a regular basis and be in a position at the coursework completion date to verify that the work is the candidate's own individual work. All coursework must be authenticated by the student, teacher and school management.

Where a student studies any of the subjects, with a coursework component, outside of a normal school setting, either on their own, or with private tuition, ***it may not be possible to meet the authentication requirements and so coursework may not be accepted for assessment from such candidates. As a result they may have to forfeit the coursework marks. It is important that such candidates and their parents make an appointment with the school before looking to study a subject outside of school***

Implications of regulations for CBC students considering studying a subject outside of school

- The subject must be timetabled (with timetable available to SEC personnel).
- The school/centre must be available for monitoring by SEC personnel.
- Coursework must be conducted under the supervision of a class teacher with the work authenticated by the teacher and principal in accordance with this circular. In some subjects ***all*** the coursework must be conducted under supervision by a teacher in the school.

CBC School Management & Teachers cannot authenticate coursework which is not timetabled and completed under their supervision. **As a result any student choosing to undertake this subject outside of school may forfeit the coursework marks.**

Responsibility for complying with examination requirements rests with the exam candidate. If the requirements are not followed, the teacher and school will have no choice but to bring this to the attention of the State Examinations Commission.

Coimisiún na Scrúduithe Stáit
State Examinations Commission
Corr na Madadh, Baile Átha Luain, Co. na hIarmhí Cornamaddy,
Athlone, Co. Westmeath.

S76/22

TO THE MANAGEMENT AUTHORITIES OF POST PRIMARY SCHOOLS AND OTHER ENTITIES RECOGNISED BY THE STATE EXAMINATIONS COMMISSION TO HOLD EXAMINATIONS

Acceptance and Authentication of Coursework for the State Examinations – Updating the list of subjects with coursework and reminder of the obligations on school authorities, teachers and candidates as set out in SEC Circulars 68/08 and 69/04.

Range of subjects with coursework components

The implementation of revised subject specifications in a number of subjects recently has led to the introduction of a coursework component in some subjects that previously had none. Likewise, the specifications in some newly introduced subjects also have coursework components. Accordingly, many teachers may be dealing with coursework for the first time, and it is timely to remind school authorities of the conditions and procedures that apply to the acceptance of properly authenticated coursework for assessment in the state examinations across all subjects with coursework components.

In order to maintain the integrity of the examination process and ensure inter-candidate equity, the State Examinations Commission (SEC), in cooperation with school authorities, has procedures in place to determine the authenticity of coursework submitted by candidates for assessment. The arrangements for the acceptance and authentication of coursework for the state examinations are outlined in Circulars **S69/04** and **S68/08**, which are available on the website of the State Examinations Commission (https://www.examinations.ie). This circular does not replace those two circulars, but updates the list of subjects to which they apply and highlights some of the key information they contain and that must be brought to the attention of all students and in particular any students who may be considering studying additional subjects outside of school.

Coursework components are those that are completed over an extended period of time. They do not include point-in-time written, oral or practical examinations. The following subjects currently have coursework components and are subject to the conditions and procedures set out in circulars **S69/04** and **S68/08**:

Leaving Certificate	**Leaving Certificate Applied**	**Junior Cycle**
Agricultural Science Applied Mathematics Art Computer Science Construction Studies Classical Studies Design and Communication Graphics Economics Engineering Geography History Home Economics (Scientific & Social) Link Modules (LCVP) Music Physical Education Politics and Society Religious Education Technology	**Student Tasks:** Contemporary Issues General Education Personal Reflection Practical Achievement Vocational Education (2) Vocational Preparation **Vocational Specialisms:** Childcare/Community Care Craft and Design Engineering Graphics and Construction Technology	Applied Technology Engineering Graphics Visual Art Wood Technology

Regulations governing the acceptance of coursework for assessment

School authorities are advised to ensure that relevant teachers and candidates (including candidates who may be carrying out coursework in another school or centre) are familiar with the conditions and procedures in Circulars **S69/04** and **S68/08** which apply to the coursework in the table above.

As stated in Circular **S68/08**, the State Examinations Commission will accept coursework for assessment only where it has been completed under the following conditions:

- The subject must be timetabled (with timetable available to SEC personnel).
- The school/centre must be available for monitoring by SEC personnel.
- Coursework must be conducted under the supervision of a class teacher with the work authenticated by the teacher and principal in accordance with this circular.

Furthermore, the management of coursework by the class teacher involves intervention by the teacher, as appropriate, to ensure that each candidate is responsible for his/her own individual

work. Candidates must complete coursework under the supervision of the class teacher so that the teacher can monitor progress on a regular basis and be in a position at the coursework completion date to verify that the work is the candidate's own individual work. The work of each candidate must be completed under the required conditions, as set out for individual subjects. It should be noted that there are some subjects in which *all* of the work on the coursework must be carried out in class under direct teacher supervision, whereas there are other subjects in which some research, some "writing up", or other such work can be done outside of the classroom, provided that the teacher maintains the appropriate level of monitoring and oversight of progress. Consult the coursework briefs or other subject-specific documents for details.

Requirement that the subject must be timetabled

With regard to the requirement that the subject must be timetabled, the State Examinations Commission is conscious of the particular difficulties that schools may have in providing classes for small numbers of students. In order to be as flexible and accommodating as possible, we have in the past accepted that classes organised outside of the normal school day can still be considered to be timetabled activities of the school, provided that they are indeed being provided by the school as distinct from being a solely private tuition arrangement between teachers and students.

Notifying teachers and candidates of their obligations

School authorities are also advised to ensure that relevant teachers and candidates, *including candidates who may be carrying out coursework in another school or centre*, are familiar with instructions and requirements regarding forms for the authentication of coursework (Forms P.2, P.3 and P.20 as defined in the governing circulars) and the consequences of submitting invalid coursework.

Please note that the P.3 form and process is only for use in cases where the school or centre in which the candidate is carrying out the coursework is another recognised school or other entity recognised by the State Examinations Commission to hold examinations. You should not accept P.3 forms from tutors or teachers acting in a private capacity or from entities that are not approved centres for the holding of state examinations.

Submission of coursework carried out in a school other than the candidate's main school

Three separate cases arise, as follows. In all cases, both Section A and Section B of Form P.3 must be completed by the respective schools.

1. Coursework Submitted over the Schools Portal (certain subjects)

In the case of coursework that is submitted over the Schools Portal, it is the candidate's main school (where they are entered for the examinations) that should submit their coursework over the portal. That is, if there is a candidate in your school who has completed their coursework in another school, then it is *your* school that should submit their coursework on the Schools Portal, having received the coursework and completed Form P.3 from the school in which the coursework was completed. Your school submits the Form P.3 and includes the candidate on your copy of Form P.2.

2. Coursework Retained in School for Submission with the Written Paper

In the case of coursework that is retained in schools and submitted along with the written paper in June, this coursework should likewise be submitted by the candidate's main school where they are entered for the examination, and again in this case the main school submits the completed P.3 includes the candidate on their copy of the P.2 form.

3. Coursework Retained in School for Marking in School

In the case of coursework that is retained in schools and marked by SEC-appointed examiners who visit the school, the coursework should be retained in the school in which it was completed. The completed Form P.3 should be submitted by that school, who should also include this candidate on the P.2 form for the subject. The Leaving Certificate subjects to which this applies are: Construction Studies, Engineering, Art, and the Home Economics Textile Elective. The Junior Cycle subjects to which it applies are: Visual Art, Engineering, Wood Technology, and Applied Technology. All other coursework goes to the candidate's main school for submission. (Leaving Certificate Applied candidates will not be carrying out coursework in schools other than their own school).

Implications of regulations for students considering studying a subject outside of school

It is vital to note that, as outlined in Circular **S69/04**, the arrangements for the acceptance and authentication of coursework for the state examinations have significant implications for candidates who may intend to study any of the relevant subjects outside of a normal school setting, either on their own or with private tuition. In these circumstances, it is not possible to meet the authentication requirements and so coursework cannot be accepted for assessment from such candidates. Since they will forfeit the coursework marks, the maximum number of marks that such candidates can achieve is effectively capped at the total of the marks available for the remaining components for that subject.

As there may be students in your school who may be studying – or are planning to study – some of these subjects outside of school without you being aware of it, we remind you of the need each year to alert *all* prospective candidates for future examinations to these implications. In order to avoid situations in which candidates only become aware late in their studies that they cannot submit coursework for a subject to which they have already devoted considerable time, all prospective examination candidates should be made fully aware of these requirements and their implications at the start of the relevant programme of study – for instance, at the start of fifth year in the case of Leaving Certificate students.

Please bring this circular to the attention of all relevant subject teachers and all candidates studying the subjects to which this circular relates.

Thank you for your cooperation. If you have any queries regarding the contents of this circular, please contact Practicals Section, State Examinations Commission, Cornamaddy, Athlone, Co. Westmeath, N37 TP65; telephone 090-6442749 / 090-6442750; email practicals@examinations.ie.

Terry O'Neill
Higher Executive Officer
December 2022

Coimisíun na Scrúdaithe Stáit
State Examinations Commission

Cor na Madadh, Baile Átha Luain, Co. na hIarmhí Cornamaddy,
Athlone, Co. Westmeath.

To: Authorities of Post-Primary Schools. **S68/08**

CERTIFICATE EXAMINATIONS
PRACTICAL COURSEWORK

In order to maintain the integrity of the examinations process and ensure inter-candidate equity, the State Examinations Commission, in co-operation with school authorities has procedures in place to determine the authenticity of Practical Coursework submitted by candidates for assessment.

This circular updates and replaces circular S74/03 and S68/04, regarding Practical Coursework submitted by candidates for assessment.

Practical coursework includes all components of examinations other than written, oral and practical examinations. The following subjects/courses have such components:

Leaving Certificate:
Agricultural Science - Coursework
Agricultural Economics - Project
Construction Studies –Project
Engineering - Project
Home Economics (Scientific & Social) - Coursework
Link Modules (LCVP) - Portfolio
Music - Composing Elective - Portfolio
Religious Education - Journal
History - Coursework
Geography – Coursework
*** Design and Communication Graphics (to be examined from 2009 onwards)**
*** Technology (to be examined from 2009 onwards)**

Leaving Certificate Applied:
Student Tasks
Vocational Education Tasks
General Education Task
Vocational Preparation Task
Contemporary Issue Task
Practical Achievement Task
Personal Reflection Task

Junior Certificate:
Art, Craft, Design – Project
Home Economics- Project
Materials Technology (Wood) - Project
Metalwork – Project
Religious Education – Journal
Science – Coursework Journal
Environmental and Social Studies (ESS) - Project
Technology - Project
Civic, Social and Political Education - Action Project/ Coursework Assessment

Vocational Specialisms
Childcare / Community Care
Graphics & Construction Technology
Engineering
Craft & Design

The following procedures outline the role of school authorities, teachers and candidates in the authentication of Practical Coursework submitted for assessment.

1. Acceptance of Practical Coursework for assessment

The State Examinations Commission will accept Practical Coursework for assessment only where it has been completed under the following conditions:

- The subject must be timetabled (with timetable available to Commission personnel)
- The school/centre must be available for monitoring by Commission personnel.
- Practical Coursework must be conducted under the supervision of a class teacher with the work authenticated by the teacher and principal in accordance with this circular.

2. Role of school authorities and teachers

The management of Practical Coursework by the class teacher to safeguard inter-candidate equity is of great importance. This management involves intervention by the teacher, as appropriate, to ensure that each candidate is responsible for his/her own individual work. The class teacher should monitor the progress of all aspects of Practical Coursework on a regular basis. The work of each candidate should be completed under the required conditions, as set out for individual subjects.

Schools should bring to the Commission's attention, at the earliest possible date, any Practical Coursework that a teacher cannot authenticate as being the candidate's own individual work (see Section 3 below regarding Form P20).

Most candidates accept the decision to invalidate Practical Coursework on the grounds that it cannot be verified as being the candidate's own individual work. However, in a small number of cases candidates may wish to appeal this decision. Any such appeal should be transmitted to the Commission. The Commission has no expectation that a school or teacher should be required to defend to any party their role in upholding the examination requirements and the integrity of the examinations generally. The Commission, for its part, will be glad to convey that position directly to candidates and parents if need be and to make clear that responsibility rests with the candidate himself/herself.

In recent years the posters issued to schools for the attention of candidates taking examinations with Practical Coursework components. The purpose of these posters is to outline the conditions required for the acceptance of Practical Coursework for assessment and to make candidates fully aware of the consequences of not adhering to the rules. They are intended to strengthen the position of schools and teachers who are unable to verify that to the best of their knowledge the work is the candidate's own individual work. The notices for display in rooms where practical coursework work is carried out are enclosed.

3. Responsibility of candidates

It is the responsibility of the candidate to fulfil examination requirements, which includes providing a basis for proper authentication by the class teacher. Candidates must complete Practical Coursework under the supervision of the class teacher so that the teacher can monitor progress on a regular basis and be in a position at the Practical Coursework completion date to verify that the work is the candidate's own individual work. To enable the class teacher authenticate a candidate's work, it is essential that every candidate maintain records of work in progress throughout the duration of the Practical Coursework.

4. Authentication

Form P.3

Form P3 assists in dealing with situations where candidates are entered for subjects with Practical Coursework components, as outlined in this circular, but who are carrying out the Practical Coursework in schools/centres other than where they were entered. The principal and the teacher in the school/centre where the Practical Coursework is being carried out must sign the P3 to verify the authenticity of the candidate's Practical Coursework.

Form P.2

Candidates are required to sign **Form P.2** as a declaration that the submitted Practical Coursework is their own individual work and was completed under the required conditions as set out in the individual subject. **Form P.2** must also be signed by the class teacher and the school principal as confirmation of the authenticity of the Practical Coursework submitted.

Form P.20

Form P20 assists in reporting cases where the class teacher and the school principal/ manager cannot verify the authenticity of a candidate's work. It will be issued to schools prior to the Practical Coursework completion dates and should be returned, duly completed by the class teacher and school principal/ manager, no later than one week after the completion dates.

In subjects where the teacher marks the candidates Practical Coursework, form P20 should be completed as appropriate and returned to the State Examinations Commission in advance of the commencement of monitoring. The teacher should not award marks for candidates listed on form P20.

5. Consequences of submitting invalid practical coursework

Practical Coursework is deemed invalid where:

(i) Requirements for the completion of the Practical Coursework have not been met i.e. where it is not carried out in accordance with the conditions as set out for the individual subject. The penalty is to discount any marks awarded for the Practical Coursework.

(ii) There is evidence to suggest that a candidate made efforts to gain an unfair advantage over other candidates e.g. incidences of suspected copying, plagiarism or inappropriate help from a third party. Penalties in such cases are set out in the *Rules and Programme for Secondary Schools* and range from loss of the subject, to loss of the entire examination in all subjects or being barred from the Certificate Examinations in subsequent years. There may be serious consequences for any other party involved in improperly assisting candidates as the Education Act 1998 provides for certain criminal offences in relation to the conduct of the examinations.

For both instances (i) and (ii) marks will be withheld and the evidence will be presented to the candidates for their observations. On receipt of the evidence, a decision about the award will be made.

Please bring this circular to the attention of relevant teachers and candidates.

Thank you for your co-operation and if you have any queries regarding the contents of this circular, please contact Practicals Section, Cornamaddy, Athlone, Co. Westmeath, telephone 090 6442741 /090 6442749.

Majells Smyth
Higher Executive Officer
November, 2008

Coimisíun na Scrúdaithe Stáit
State Examinations Commission

Cor na Madadh, Baile Átha Luain, Co. na hIarmhí Cornamaddy,
Athlone, Co. Westmeath.

To: Authorities of Post-Primary Schools. **S69/04**

LEAVING CERTIFICATE EXAMINATIONS 2005
ACCEPTANCE OF PRACTICAL COURSEWORK FOR ASSESSMENT

This circular updates and replaces circular S75/03 regarding Practical Coursework submitted by candidates for assessment and should be read in conjunction with circular S68/04 which updates and replaces S74/03.
As pointed out in circular S68/04 the State Examinations Commission will accept Practical Coursework for assessment only where it has been completed under the following conditions:

- The subject must be formally timetabled (with timetable available to Commission personnel)
- The school/centre must be available for monitoring by Commission personnel.
- The Practical Coursework must be completed under the required conditions as set out for individual subjects
- Practical Coursework must be conducted under the supervision of a class teacher with the work authenticated by the teacher and principal in accordance with this circular.

In addition, the Practical Coursework must be undertaken in a designated venue with appropriate facilities for individual Practical Coursework in the case of Leaving Certificate Home Economics, Construction Studies and Engineering.

In the case of subjects where the Practical Coursework component is marked and monitored in school/centres, it is important to note that Practical Coursework must be retained in the school/ centre in which it was completed. The State Examinations Commission must be satisfied that the practical coursework presented for assessment is the same, unaltered, coursework that the teacher and Principal authenticated. To this end, schools/ centres ensure the safekeeping of the examination material until results issue, or until the appeal process has concluded, where candidates opt to have their work reviewed. Clearly, if the coursework is moved to another school or centre for assessment, its integrity may be compromised and may not be accepted by the State Examinations Commission.

THE AUTHENTICATION OF PRACTICAL COURSEWORK
The majority of candidates taking examinations in subjects outlined in Circular S68/04 are entered by a recognised second-level school. These candidates follow an approved course of study in the school and their Practical Coursework is monitored and authenticated by the class teacher and further authenticated by the Principal in that school. However, there are a number of candidates that make alternative arrangements. The following clarifies who should authenticate the Practical Coursework of such candidates in order for it to be accepted for assessment by the State Examinations Commission.

1. Candidates entered for examination by a recognised school, but carrying out Practical Coursework associated with any of the subjects outlined in Circular S68/04 in another recognised school.

The recognised second-level school that has entered the candidate for examination must

- Complete **Section A of Form P3** (copies enclosed) and
- give the candidate this form for further completion by the school in which the candidate is carrying out the Practical Coursework.

The teacher and Principal of the recognised school in which the Practical Coursework is being carried out must

- complete **Section B** of **Form P3** verifying that the candidate is following an approved course of study and carrying out the Practical Coursework under teacher supervision.
- Complete **Form P2***

2 Candidates entered for examination by a recognised school, but carrying out Practical Coursework associated with any of the subjects outlined in Circular S68/04 in a private school/ centre. The recognised school that has entered the candidate for examination must

- Complete **Section A** of **Form P3** (copies enclosed) and
- Give the candidate this form for further completion by the private school/centre in which the candidate in carrying out the Practical Coursework.

The teacher and Principal of the private school/ centre in which the Practical Coursework is being carried out must

- Complete **Section B** of **Form P3** verifying that the candidate is following an approved course of study and carrying out the Practical Coursework under teacher supervision.
- Complete **Form P2***

3 External candidates carrying out Practical Coursework associated with any of the subjects outlined in Circular S68/04 in a private school/ centre.

The teacher and the Principal of the private school/centre must

- Complete **Form P3** (copies enclosed) verifying that the candidate is following an approved course of study and carrying out the Practical Coursework under teacher supervision and
- Complete F**orm P2**.

4 External candidates carrying out Practical Coursework associated with any of the subjects outlined in Circular S68/04 in a recognised school.

The teacher and the Principal in the recognised school must

- Complete **Form P3** (copies enclosed) verifying that the candidate is following an approved course of study and carrying out the Practical Coursework under teacher supervision and
- Complete **Form P2**

5 All candidates (whether in a recognised school or external) carrying out Practical Coursework associated with any of the subjects outlined in Circular S68/04, on their own or, with private tuition outside a school or centre.

As it is not possible to have such work authenticated by a teacher and school principal outside a school setting the Practical Coursework component **will not** be accepted for assessment.

6 Candidates who change schools during a programme with Practical Coursework partially completed.

The first school should declare in a letter to the second school that work completed prior to transfer is the candidate's own individual work. The second school should authenticate further work on **Form P2** and the letter of authentication should be attached to the form.

- **Form P2** will issue close to the completion date of each practical coursework components.

Please bring this circular to the attention of relevant teachers and candidates.

Thank you for your co-operation and if you have any queries regarding the contents of this circular, please contact Practicals Section, Cornamaddy, Athlone, Co. Westmeath, telephone 090 644 2749/2751.

Eddie Harte
Higher Executive Officer
October 2004