



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
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