



Coimisiún na Scrúduithe Stáit
State Examinations Commission

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

To: Authorities of Post-Primary Schools.

S75/03

LEAVING CERTIFICATE EXAMINATIONS 2004
ACCEPTANCE OF PRACTICAL COURSEWORK FOR ASSESSMENT

This circular should be read in conjunction with circular S74/03.

As pointed out in circular S74/03 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.
- 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.**

THE AUTHENTICATION OF PRACTICAL COURSEWORK

The majority of candidates taking examinations in the above subjects are entered by a recognised second-level school. These candidates follow an approved course of study and their Practical Coursework is monitored and authenticated by the class teacher 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 attending a recognised second-level school but taking any of the above subjects in a private school or centre.

The teacher and principal of the private school/centre must complete **Form P2** and an additional form (**P3**) verifying that the candidate is following an approved course of study under teacher supervision. The recognised second-level school should give the candidate a **Form P3** (copies enclosed) for completion by the private school/centre.

2. Candidates entered for examination by a recognised school but taking any of the above subjects in another recognised school.

The teacher and principal of the recognised school in which the subject is taken must complete **Form P2** and an additional form (**P3**) verifying that the candidate is following an approved course of study under teacher supervision. The recognised second-level school that entered the candidate for examination should give the candidate a **Form P3** (copies enclosed) for completion by the private school/centre.

3. External candidates taking any of the above subjects in a private school or centre.

The teacher and the principal of the private school/centre are required to complete **Form P2** and an additional form (**P3**) verifying that the candidate is following an approved course of study under teacher supervision.

4. External candidates who take any of the above subjects in a recognised second-level school.

The teacher and the principal in the recognised school will be required to complete **Form P2** and an additional form (**P3**) verifying that the candidate is following an approved course of study under teacher supervision.

5. All candidates (whether in a recognised school or external) studying a subject on their own or taking private tuition outside a school or centre and doing Practical Coursework

As it is not possible to have work authenticated by a teacher and school principal outside a school setting the Practical Coursework 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.

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 6442749/ 6442750/ 6442751.

Majella Smyth
Higher Executive Officer
November, 2003