

External Candidate Online Application 2019

Before applying as an External Candidate you must first download the School request form and present it to the Principal of the school you wish to sit your exams in. Once this form is complete, you should retain it and bring it to your examination centre on the first day of examination.

Candidates attending a Private College, and who intend to sit there, are not requested to fill out this form.

Alternatively if you wish to sit in one of the External Examination centres (where permission is not required), please indicate this on the online application. Note, these centres are available for **Written Exams** only.

Overend Hall 29 Upper Leeson Street Dublin 4

Central Missions Hall Lr. Abbey Street Dublin 1

Marino Institute of Education, Griffith Avenue, Dublin 9

YOU MUST PRESENT PHOTO I.D. AT YOUR ORAL/PRACTICAL/WRITTEN EXAMINATIONS. i.e. Public Services Card, Passport, Driving License.

External Candidates

A candidate who is not a recognised pupil of a post –primary school may be admitted to the Leaving Certificate examination as an External Candidate in one or more subjects on payment of the appropriate fee provided that: -

(a) there is a period of at least two years between the candidate's completion of Transition Year or the Junior Cycle, **whichever is the later**, and the sitting of any subject in the Leaving Certificate examination.

Or

(b) in the case of a candidate who has not been a recognised Junior pupil or a Transition Year pupil, the candidate will have attained the age of 17 years on or before 31 July of the year of examination.

N.B. The provisions at (a) above are designed to ensure that a student who has left school will not be in a position to sit the Leaving Certificate examination earlier than if he/she had remained at school. Specifically, a student will in no circumstances be permitted to sit the Leaving Certificate examination in the year after the Junior Certificate examination **or** in the year after Transition Year.

Applications will be accepted up to **midnight on the 15th February**, applications made after this date will be accepted on payment of late fees.

Written examinations will be held in the period **5th – 25th June**.

As the syllabus for each subject may change from year to year, it is the candidates responsibility to familiarise themselves with the syllabus for the 2019 examinations.

Access to each subjects syllabus is available on the following website www.ncca.ie

Completing the online application

- 1** Please insert your personal details as requested, note each field marked with an * is compulsory
- 2** A valid PPS number is required, if you are an international candidate please contact 090 644 2849.
- 3** (A) Each candidate must select a centre (school) for examination and **must** seek the written approval of the school Principal to sit there. The candidate will be assigned to that centre provided he/she has obtained approval from the school Principal and accommodation is available. A candidate who has not received notification of his/her centre by **26th April 2019** should contact the SEC. Requests to change centre after this date cannot be considered, as question papers, stationery etc., for which preparations begin in January, will be associated with the centre stated on the online application.

(B) Each candidate must select a school in which to sit the **Oral** examination (if applicable) and **must** seek the written approval of the Principal of that school. It is the candidates own responsibility to obtain permission from the School Principal who has the right to refuse such permission.

(C) Each candidate must select a school in which to sit **Practical** examinations (if applicable) and **must** seek the written approval of the Principal of that school. It is the candidates own responsibility to obtain permission from the School Principal who has the right to refuse such permission.
- 4** If you are attending a private school, you should select it from the drop down menu provided. You **MUST** also indicate if **you wish/do not wish** for this school to receive a copy of your **2019** Leaving Certificate results. Your original copy of results will issue to the correspondence address you provide on the application.
- 5** Please indicate the year in which you sat the Junior Cert, Transition Year and Leaving Cert if applicable. Select N/A if they are not applicable to you

6. Subject Selection: Please select subjects from the drop down menu, You should select “Higher”, “Ordinary” or Foundation (depending on the level you expect to take) next to your chosen subjects. Please note that Foundation Level is available in Irish and Maths only. LCVP is available at common level only, and non curricular languages are available at higher level only. (see next paragraph)

If you wish to sit the Irish Version of an exam, please indicate beside each subject

Candidates may not take at the one examination:-

- Physics and Chemistry **and** either of the separate subjects, Physics or Chemistry
- Economics **and** Agricultural Economics
- Classical Studies **and** Latin
- Classical Studies **and** Ancient Greek

NOTE RE NON-CURRICULAR EUROPEAN UNION LANGUAGES

The State Examinations Commission also provides examinations in a range of subjects in the language area referred to as the non-curricular EU languages. These are languages which do not appear as part of the normal school curriculum but in which students may opt to be examined if they meet the following criteria.

Students must;

- be from a member state of the European Union
- speak the language in which they opt to be examined in as a mother tongue
- have followed a programme of study leading to the Leaving Certificate
- be taking Leaving Certificate English

The following is a list of the Non-Curricular language subjects which may be taken at Higher Level only.

Bulgarian, Czech, Croatian, Danish, Dutch, Estonian, Finnish, Hungarian, Latvian, Lithuanian, Modern Greek, Polish, Portuguese, Romanian, Swedish, Slovenian, Slovakian and Maltese.

Subject Information

There will be oral tests in Irish, French, German, Spanish, Japanese, Russian and Italian. There will be practical tests in Engineering, Construction Studies, Art and Music. The dates of the above tests are available on our website.

Construction Studies, Agricultural Science, Agricultural Economics, Engineering, Home Economics Scientific and Social, Geography, History, Religious Education, Technology, Design & Communications Graphics:

External candidates taking any of the above subjects and attending a school other than a recognised school should note that practical coursework must be undertaken in a designated venue with appropriate facilities for individual coursework and must be timetabled (with the timetable available to Commission personnel). The coursework must be undertaken under

the supervision of a class teacher with the work validated by the teacher and Principal in accordance with circulars [S68/08](#) and [S69/04](#). **It is the responsibility of the candidate to meet the examination requirements, which include providing a basis for proper authentication by the teacher and Principal.**

Candidates taking a subject with a practical coursework component in a school/centre other than the school/centre where they are entered are required to complete a separate form (P3), which is available by [clicking here](#).

External candidates taking private tuition from a qualified teacher and doing coursework should note that the coursework **will not** be accepted for assessment. This is because coursework must be validated by a School Principal, and the school/centre must be available for monitoring by the Commission. This is not possible in the case of work undertaken outside such a school/centre.

- In the case of **Construction Studies**, a practical coursework must be undertaken under teacher guidance and be available for inspection in June 2019. The practical coursework must be completed by 12th April 2019. Repeat candidates must submit new and distinct practical coursework.
- In the case of **Agricultural Science**, practical coursework must be undertaken under teacher guidance and be available for inspection between 29 April and 10 May 2019. Repeat candidates may submit practical course work from previous year or submit new and distinct practical coursework.
- In the case of **Agricultural Economics**, practical coursework must be undertaken under teacher guidance and be available for inspection between 29 April and 10 May 2019. Repeat candidates must submit new and distinct practical coursework.
- In the case of **Engineering**, prescribed practical coursework will be required to be completed between 17 October 2018 and 8 March 2019. Repeat candidates must submit prescribed practical coursework.
- In the case of **Home Economics Scientific and Social**, the written examination will take place in June 2019. The completion date for the Food Studies Coursework was the 5 **November 2018** with submission to the Commission no later than 5.30pm on **10 November 2018**. The Textile Studies Elective Coursework must be completed by **12 April 2019**. Repeat candidates must submit a new and distinct practical coursework journal.
- In the case of **Geography** the written examination will take place as normal in June 2019. A Geographical Investigation must be undertaken and a report completed on the prescribed Reporting Booklet by **3 May 2019**. Repeat candidates must submit prescribed practical coursework in a new and distinct Reporting Booklet.
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- In the case of **History** the written examination will take place as normal in June 2019. A Research Study Report (RSR) must be completed on the prescribed booklet by 3 May 2019. Repeat candidates must submit a new and distinct RSR.

- In the case of **Religious Education**, the written examination will take place in June 2019. A practical coursework booklet must be completed by 3 May 2019. Repeat candidates must submit prescribed practical coursework in a new and distinct practical coursework booklet.
- In the case of **Technology**, a practical coursework must be undertaken under teacher guidance and be available for inspection in June 2019. The practical coursework must be completed by 29 March 2019. Repeat candidates must submit new and distinct practical coursework.
- In the case of **Design & Communication Graphics**, a practical coursework must be undertaken under teacher guidance and be available for inspection in June 2019. The practical coursework must be completed by 18 January 2019. Repeat candidates must submit new and distinct practical coursework.

Chemistry, Physics, Biology:

As the syllabus in each of these subjects has been drawn up on the basis that candidates will devote an appropriate amount of time to laboratory work (in Chemistry and in Physics), and to practical/laboratory work and fieldwork (in Biology), a candidate will not be admitted to the Leaving Certificate examination in any of these subjects in any case where the Commission considers that an adequate course of such work has not been followed by the candidate. For this purpose, records of the work done should be kept and be available for inspection or for submission to the Commission if requested.

Art

Candidates should be aware that there is a revision to the Assessment Arrangements for Leaving Certificate Art for examination in 2019.

Practical coursework must be undertaken under teacher guidance and be available for inspection in June 2019. The practical coursework must be completed by 5th April 2019.

Further information is available by clicking [here](#).

L.C.V.P. – Link Modules

The L.C.V.P. is an integrated programme, and to qualify for the award of the L.C.V.P. students have to take all elements of the programme. This means following a recognised programme over two years in a school that offers the programme. If a school is not offering the L.C.V.P. which includes the link modules, a student is not eligible to sit the Link Modules or for the award of the L.C.V.P.

L.C.V.P. Repeat candidates

The Link Modules with the L.C.V.P. involves two years of study and portfolio preparation. Accordingly the portfolio element is not capable of being repeated within one year. For assessment purposes the marks obtained in respect of a portfolio assessed previously will be carried forward and aggregated with the marks from the written examination obtained in 2019. New or revised portfolios will not be accepted.

Portfolio to be completed by 06 March 2019.

Music (Higher Level only).

A candidate taking Higher Level Music **must choose an elective at one of the three components of the examination, i.e., Performing, Listening, Composing.**

In the case of Music (Higher Level) Composing Elective, the practical coursework must be submitted by **3 May 2019.**

N.B. The Leaving Certificate Music programme is a two-year course of study. Requests for change of elective after the nomination of same in January in the final year cannot be entertained under any circumstances. To do so would undermine the educational integrity of the syllabus as a two-year course. It is of the utmost importance, therefore, that great care is taken in selecting the elective.

REASONABLE ACCOMMODATIONS/DICTIONARIES

The State Examinations Commission operates a Scheme of Reasonable Accommodations for candidates with special needs at the State examinations. The Scheme is to cater for candidates with physical and learning difficulties. Candidates with permanent or long-term conditions, including visual and hearing difficulties, or a learning difficulty, which they believe will significantly impair their performance in the examinations may apply to the State Examinations Commission for a reasonable accommodation(s) to be made to facilitate them taking the examinations.

The reasonable accommodations are intended to:

- remove, as far as possible, the impact of the disability on the candidate's performance and thus enable the candidate to demonstrate his or her level of attainment and
- ensure that, whilst giving candidates every opportunity to demonstrate their level of attainment, the special arrangements will not give the candidate an unfair advantage over other candidates in the same examination.

If you wish to make an application for Reasonable Accommodations at the Leaving Certificate examinations, please download and complete the RA3 RACE LC Late Application form. The application form as well as the 2019 Instructions for Schools and Student Guide may be accessed at the following link [State Examination Commission - Candidates](#). The completed application form should be returned to Reasonable Accommodations section, State Examinations Commission, Cornamaddy, Athlone, Co Westmeath N37 TP65 on or before **12th April 2019.**

It should be noted that accommodations which give rise to the provision of a separate individual or shared centre cannot be facilitated at the 4 external examination centres listed above. In such circumstances you must source an alternative venue/school in which to sit the examinations.

BI-LINGUAL TRANSLATION DICTIONARY

The range of accommodations for the 2019 examinations includes provision for the use of bilingual translation dictionaries by candidates whose first language is not English or Irish.

If you wish to apply for the use of a Bi-lingual Dictionary in the Examinations, please download the form here and return the completed form to Reasonable Accommodations section, State Examinations Commission, Cornamaddy, Athlone, Co Westmeath.

Further information about the scheme of reasonable accommodations / bilingual translation dictionaries may be obtained from

<https://www.examinations.ie/schools/circulars/reasonable-accommodations>

Examination Fees

In the case of candidates who have taken the Leaving Certificate examination previously, the examination fee is €326.00. A reduced fee of €116.00 applies where entry is in respect of one subject only, and €211.00 where entry is in respect of two subjects only. In the case of candidates who have not taken the Leaving Certificate previously, the examination fee is €116.00. A reduced fee of €71.00 applies where entry is in respect of one or two subjects only.

Late fees are applicable to all applications received after the closing date of the 15th February 2019.

Applications received in the period on or before **15th February 2019** will be subject to the standard entry fee.

Applications received after that date will only be accepted on payment of a per subject late fee, in addition to the normal fee, as follows:-

- First late fee of €32 per subject will apply in respect of applications made between **the 15th February to 6th March 2019 inclusive.**
- Second late fee of €52 per subject will apply to applications made from **6th March to 29th April 2019 inclusive.**

For administrative reasons, applications to register for subjects with a practical, oral or project component, will not be accepted after **Thursday 14th March 2019**.

Payment by Credit or Debit Card

Once an application is made examination fees will not be refunded

Further details and assistance are available by contacting Examination Entries on 090 644 2702/3/4/5 or 090 644 2849 or by email on entries@examinations.ie