



**Coimisiún na Scrúduithe Stáit**  
State Examinations Commission

Corr na Madadh, Baile Átha Luain, Co. na hIarmhí  
Cornamaddy, Athlone, Co. Westmeath N37 TP65.

Circular S65/09

***Arrangements for Certification of the Leaving Certificate Applied***

**1. Introduction**

As schools will be aware the Leaving Certificate Applied is a single award made on the basis of credits accumulated over four sessions and in final examinations. A candidate may accumulate a maximum of 200 credits.

Students who successfully complete the Leaving Certificate Applied programme will be awarded a certificate from the State Examinations Commission. The Leaving Certificate Applied is awarded at 3 levels.

Pass	120 credits	(60%-69%)
Merit	140 credits	(70%- 84%)
Distinction	170 credits	(85%-100%)

Student achievement and performance in the Leaving Certificate Applied will be recorded in three modes as follows:

-	satisfactory completion of modules:-	62 credits	31%
-	performance of student tasks:-	70 credits	35%
-	performance in a terminal examination:-	68 credits	34%

The arrangements for the satisfactory completion of modules and the assessment of Student Tasks are detailed below.

**2. Satisfactory Completion of Modules**

Forty four modules are completed over the two years of the programme and credits are awarded for the satisfactory completion of a module.

At the end of each session the student will be credited on satisfactory completion of the appropriate modules.

In order to be awarded credit, students must complete each module by:

- (i) attending the classes and out-of-school activities related to the module and
- (ii) completing the Key Assignments related to the module. No ranking or assessment of performance will be involved.

A minimum attendance of 90% is required. Where there is absence due to exceptional circumstances, this should be verified by the school.

A record of evidence of completion of the Key Assignments relating to all modules should be maintained by each student. The record of evidence may take the form of a portfolio or a folder, etc. It will include a checklist of Key Assignments for each module. This record should be retained by the school and be available in the school for inspection until the end of the appeals period following completion of the programme.

The student will be involved in the certificate of the completion of modules:

- (i) by being informed as to what is required for certification;
- (ii) by being made aware, in sufficient time, when these requirements are not likely to be met;
- (iii) through negotiation concerning completion of outstanding assignment work, if deadlines for such assignments are not being met;
- (iv) by completing the checklist of Key Assignments attaching to the record of evidence.

### **3. Assessment of Student Tasks**

The candidate completes seven Student Tasks over the two years. Each task represents a significant piece of work (at least 10 hours). The task enables the candidate to integrate learning and practical experiences from the different courses and modules of the LCA programme.

To receive credits for a student task the candidate must

- Produce authentic evidence of task completion
- Produce a task report
- Present for interview ( Personal Reflection Task does not require an interview)

Examiners will require evidence of task performance. This may be in a variety of formats – written, audio, video, artefact, etc. Each student is also required to produce a report on the process of completing the task. This report may be incorporated in the evidence of task performance.

The Tasks will be assessed by external examiners appointed by the State Examinations Commission. The examiners will visit the school during the week

**indicated on the timetable**, at the end of the first and third sessions and during the end of the second session.

The work of the external examiners will be monitored by advising examiners. Examiners and advising examiners will receive detailed briefing.

All preparatory work relating to the assessment of Student Tasks will be the responsibility of the students themselves. Students will also be required to meet the examiners on the day of assessment of the Tasks.

As part of the assessment process, each student will present the work involved in the Task and discuss it with the Examiner. In the case of a Group Task, each student will explain her/his personal involvement in the work.

It will be open to relevant teachers, should they wish, to meet briefly with the examiners on the day of Student Task assessment. Such a meeting should be arranged, through the school Principal or Deputy, on the day when the examiner contacts the school to arrange the visit.

The purpose of any such brief meeting might be to inform the examiner of any particular circumstances relating to individual students. **It is emphasised that at no time will examiners discuss their allocation of marks to Candidates.**

Following assessment, the completed Student Tasks should, in order to allow for appeals, be retained in a safe place in the school until the end of the appeals period.

#### **4. Final Examinations**

Final examinations will be provided in the following areas:

- Gaeilge Chumarsáideach
- English and Communication
- Modern European Languages (French, Spanish, German and Italian)
- Social Education
- Mathematical Applications
- Vocational Specialisms (2 Specialisms to be taken by each candidate).

Details of arrangements of Final Examinations are scheduled in the timetable which is circulated annually.

#### **5. Report of Credits awarded and statement of Provisional Results**

The State Examinations Commission will issue a provisional statement of results to candidates for each session reflecting the credits awarded for the satisfactory completion of modules, the results of the assessment of student tasks and final examinations as appropriate.

## **6. Appeals Procedure**

Details in relation to the appeal applications will accompany the issue of results.

## **7. Helpline Service**

A Helpline Service for issues relating to the Leaving Certificate Programme is provided by Leaving Certificate Applied Office, Clare Education Centre, Government Buildings, Kilrush Road, Ennis, Co. Clare – Telephone 065-6845504 or fax 065-6842930. Email: lca@pdst.ie

## **8. Dissemination of Information**

School authorities are requested to provide a copy of this circular to the parents and teachers representatives on the Board of Management, where such exists, and to the parents association/National Parents Council representatives or other appropriate representatives of the parents/teachers for transmission to individual parents and teachers.

Maeve Harkins  
Higher Executive Officer