

## Regulations for the Acceptance and Authentication of Coursework for the Certificate Examinations

### Guidance for Students and their Parents/Guardians, in respect of Home Tuition

Students who are in receipt of home tuition support should be aware that certain subjects, specifically subjects that include a coursework component, may not meet the requirements of the State Examinations Commission (SEC) regarding the completion and presentation of coursework for assessment, if such coursework is completed outside a recognised school setting. This may mean that some students may not be able to fulfil all of the assessment demands and may not be able to achieve all of the marks available for the subject.

In order to maintain the integrity of the examination process and to ensure inter-candidate equity, the SEC has procedures in place to ensure the authenticity of Coursework submitted by students for assessment. Students who are home tutored only may have difficulties in meeting these requirements for the presentation of such coursework for assessment. The requirements are developed to ensure that all candidates complete the Coursework under the same conditions and adhere to the same process of authentication. This is to ensure inter-candidate equity and to ensure the authenticity of all Coursework presented for assessment.

If the Coursework is completed by a student or a home tutored student on his/her **own** or with private tuition outside a school, or other recognised examination centre, it **cannot** be accepted for assessment by the SEC. In such instances, it is not possible to have such work authenticated by the class teacher and school principal, as is required.

### Responsibility of Students and Parents/Guardians in Receipt of Home Tuition

It is the responsibility of each student, and their parent/guardian(s), to familiarise themselves with the regulations and requirements of the SEC in relation to coursework in certain subjects and to ensure that they can comply with the regulations and requirements. Coursework must be the candidate's own individual work, completed under the supervision of the class teacher. SEC circulars S69/04 and S68/08 outline the conditions for the acceptance of valid coursework submitted by students for certification. In addition, Instructions and information outlining the conditions for the acceptance of Coursework for assessment are issued annually by the SEC in respect of individual subjects. This subject specific information, together with the governing circulars S69/04 and S68/08, are published in the Schools/Circulars/Orals and Practicals Section of [www.examinations.ie](http://www.examinations.ie).

### Role of Teachers/Tutors providing Home Tuition Hours

While the students, and/or their parents/guardians, have the primary responsibility for making themselves aware of the examination requirements, teachers, and other tutors, who are providing home tuition, are advised to familiarise themselves with the requirements and are further asked to discuss these requirements with home tutored students and their parents/guardians.

### Home-Schooled/Tutored Students liaising with a Recognised Examination Centre

In order to fulfil the requirements for the submission of valid Coursework for assessment, students and their teachers may be able to liaise with a recognised school, such as the school the student previously attended, or other recognised examination centre. Such schools/centres may, at their discretion, facilitate a candidate in completing the Coursework in that school or centre. The SEC accepts such Coursework for assessment provided that the teacher and the school Principal sign-off and verify that the conditions for the completion of valid Coursework have been fulfilled.

Any questions on these arrangements should be directed to the Practicals Section of the SEC at 090-6442746 or [practicals@examinatons.ie](mailto:practicals@examinatons.ie).

State Examination Commission  
Athlone  
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