To: Management Authorities of Second Level Schools

Leaving Certificate Physical Education

The purpose of this circular is to outline the arrangements for the completion, submission and authentication of the Physical Activity Project for the new Leaving Certificate subject Physical Education in respect of candidates enrolled in Phase 1 schools, presenting for the subject in the 2020 examinations.

This circular should be read in the context of circular S73/19 which issued to schools in September 2019 and circulars, S68/08 and S69/04, which set out the policy and practice of the State Examinations Commission (SEC) in relation to the assessment of Coursework in the certificate examinations. Copies of these circulars are available on the SEC website: www.examinations.ie/schools.

1. Introduction

A new Leaving Certificate subject Physical Education was introduced in September 2018 on a phased basis, and will be examined for the first time, for candidates enrolled in Phase 1 schools presenting for the subject in 2020 examinations.

Assessment in the subject features three components as follows:

(a) Physical Activity Project (20% of the total available marks)
(b) Performance Assessment (30% of the total available marks)
(c) A Final, Written Examination (50% of the total available marks)

In keeping with all other examinations that have components other than the formal written examination, bonus marks will not be awarded to any Coursework completed in Irish.

2. The Physical Activity Project

It is the responsibility of each candidate to fully comply with the requirements of the State Examinations Commission as outlined in circulars S68/08 and S69/04.

The completion date for the Physical Activity Project is Friday, 13th December, 2019.
2.1 Completion of the Physical Activity Project

The Physical Activity Project digital booklet is designed to be completed digitally by candidates using a desktop version of Microsoft Word. It may not function correctly if opened using other software applications. Certain areas of the document are protected in order to ensure that candidates enter text in the required fields only. Depending on the digital device being used for recording and documenting their physical activities, candidates may need to transfer their files (text, video, images) using email, USB storage device or cloud service to a computer which has the desktop version of Microsoft Word.

Candidates using Office 365 should note that the online version of Microsoft Word is not compatible with the digital booklet. Accordingly, when opening this file candidates should select the option to open it in the desktop app.

In the event that there are difficulties in relation to this, please contact the State Examinations Commission at practicals@examinations.ie.

Candidates are required to submit three video files to support the material in each of the sections A, B and C of the report in the digital booklet. Candidates are reminded to submit the video files in MP4 format and therefore, if initial recordings are in a different format, they will need to be converted to MP4 format during or after the editing process.

2.2 Instructions for naming candidate files

Candidate examination numbers will issue to schools in advance of the completion date. On receipt of the candidate examination numbers and, on or before the completion date for the Physical Activity Project candidates should complete the following in relation to naming their Physical Activity Project digital booklet and associated files:

(i) Candidates should complete the table on the front cover of the Physical Activity Project digital booklet.

(ii) Candidates should open a new folder on their computer and name this folder as follows:

YearLCPEProjectExaminationNumber.

For example, if the candidate’s examination number is 123456, the folder will be named: 2020LCPEProject123456

(iii) Candidates should save their digital booklet to this folder.

(iv) Candidates should copy their three video files in MP4 format into this folder. These files should be named Section A, Section B and Section C, as outlined in the Information for Candidates section in the digital booklet.

(v) It is the candidates’ responsibility to ensure that the completed digital booklet and the three video files, are placed in this folder. Marks will be lost under the relevant headings in the marking scheme if the required files are omitted.

(vi) The candidate should then save a copy of their folder onto the secure encrypted storage system provided by their school, for storage until submission to the State Examinations Commission (SEC) for assessment. The candidate should sign the form P2 at this point.
A back up of all folders submitted by candidates should be made and schools are required to retain the back up copy of each candidate’s folder on a secure encrypted storage system until the State Examinations Commission is satisfied that the projects have been received and are accessible. This will require material being retained until the examination process is complete, including until after the appeal process is completed.

Note: It is the candidates’ responsibility to ensure that all electronic materials submitted are free from viruses etc., so that examiners can open all required files for assessment.

2.3 Submission of the Physical Activity Project

The Physical Activity Project digital booklet and associated files are to be retained securely in the school on the secure encrypted storage system for submission with the Performance Assessment at the end of March 2020. Further information will issue in due course.

3 Authentication of Coursework for assessment in Leaving Certificate Physical Education

The authentication process is to ensure that the Physical Activity Project is the candidate’s own work, completed under the supervision of the class teacher, in full compliance with Coursework regulations and requirements as set out in circulars S69/04 and S68/08.

Coursework must be authenticated by both the class teacher and school principal. The role of the school authorities and the class teacher is to safeguard inter-candidate equity and to ensure that each candidate is responsible for his/her own work. School authorities should bring to the State Examinations Commission’s attention, at the earliest possible date, any Physical Activity Project that a teacher cannot authenticate as being the candidate’s own work.

To assist with the authentication process, the State Examinations Commission will be issuing the following documents to schools in advance of the Physical Activity Project completion date:

- Form P2
- Form P20.

Further information in relation to the authentication of Coursework and in relation to the consequences of submitting invalid Coursework are available in the above mentioned circulars.

Please bring this circular to the attention of relevant teachers and candidates.

Thank you for your cooperation and if you have any queries regarding the contents of this circular, please contact Practical Section, Cornamaddy, Athlone, Co Westmeath, telephone 0906442747/0906442748.

Orals and Practicals Section
State Examinations Commission
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