



Coimisiún na Scrúduithe Stáit
State Examinations Commission
Corr na Madadh, Baile Átha Luain, Co. na hIarmhí
Cornamaddy, Athlone, Co. Westmeath

S14/18

To: Boards of Management, Principal Teachers and Teaching Staff of Second Level Schools and CEOs of ETBs

Leaving Certificate Art (Including Crafts) 2018 – extension of closing date for completion of coursework

Please bring this circular to the attention of all art teachers in the school and also provide a copy to members of the school board of management.

Further to our previous circulars regarding the arrangements for completion of the coursework component for Leaving Certificate Art, a number of schools have raised concerns with us about their ability to make available the suggested 30 hours of supervised class time over the course of the ten-week period allowed.

While normal timetabling arrangements in schools should result in the availability of at least 30 hours of class time over ten full school weeks, attention has been drawn to the fact that there are a number of interruptions that can occur in the course of a normal school year that may result in loss of some of this time.

In recognition of this difficulty, the State Examinations Commission hereby authorises schools to extend the closing date for the completion of this coursework by two school weeks if this is required by local circumstances such as those as described above. Noting the timing of the Easter break, such a locally authorised extension cannot go beyond **Friday 20 April**.

The availability of this extension is **not** intended to make more than the previously recommended 30 hours available for coursework completion. It should **only** be sanctioned in cases where school closures or other unanticipated loss of class time has resulted in the supervised class time available to candidates over the previously notified ten-week period falling below 30 hours.

Apart from this authorisation to extend the coursework completion date, all of the arrangements for this and the other components of this examination remain as previously notified. This includes the arrangements for “exceptional circumstances” which provides for arrangements to be made for individual candidates to complete their coursework on the grounds of absence from school due to

medically-certified illness or other such emergency circumstance. The SEC will continue to respond to such cases on a case by case basis as described in Circular 93/17.

You are reminded that art teachers and school authorities will be required to formally certify that the coursework submitted by each candidate has been completed in accordance with the regulations, which include that the work is the candidate's own unaided work and that it has been completed entirely under the direct supervision of the teacher. **Workbooks may not be removed from the school under any circumstances and candidates are not permitted to do any work on their final artefacts other than under the direct supervision of the teacher.**

After the conclusion of the coursework window in the school, normally on 23 March, but potentially at a later date up to 20 April, all coursework, along with the work subsequently produced during the *Life Sketching* examination, must be stored securely until the SEC examiner visits the school during June 2018 to mark it. It must then continue to be stored securely in the school until the marking and appeal processes have finished.

The relevant previous circulars are S81/16 and S93/17. These, along with the coursework brief, are available on our website at www.examinations.ie, under *Examination Information...Project and Practical Coursework*.

If you have any questions regarding this circular, please email practicals@examinations.ie.

Robert Cornally,
Higher Executive Officer
Athlone
February 2018