



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

**S93/17**

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

**Leaving Certificate Art (Including Crafts) 2018 – Arrangements for 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.**

As previously notified, two of the four examination components for Leaving Certificate Art, which were previously carried out as invigilated examinations, will be carried out as a single coursework component from 2018 onwards. This letter sets out the arrangements for the distribution to schools of relevant materials for this coursework for the 2018 examination and provides other information on the carrying out of the coursework.

The coursework is to be carried out over the period of ten school weeks that starts on Monday 8 January 2018 and finishes on Friday 23 March 2018. **The coursework brief, incorporating the instructions to candidates, and the workbooks in which the candidates will record their research and development work, will be dispatched from the SEC on Friday 5 January so as to arrive in schools on Monday 8 January.** The brief will appear on the SEC website on the morning of Monday 8 January. You should also note that the tamper evident envelopes and other materials required for the secure storage of the completed artwork in the school will be provided to you by the SEC as we near the completion date of 23 March.

The Department of Education and Skills has previously advised schools of its expectation that, in line with normal timetabling, students would have approximately 30 hours of supervised class time over the ten-week period for carrying out the coursework. Notwithstanding this advice, the SEC wishes to reiterate our previous assurance that the standard of work that candidates are expected to produce in creating their final artefacts remains unchanged from that expected under the previous arrangements. As candidates previously produced this work during two comparatively short invigilated examinations following a two-week preparatory period, teachers are asked to bear this in mind when conveying expectations to candidates.

This quantum of time, 30 hours of supervised class time over the ten-week period, was arrived at following feedback from schools involved in the piloting of these arrangements that the original quantum of time allocated in the pilot was insufficient. It is considered this substantially increased amount of time will be beneficial to teachers and students, will relieve any possible time pressure and will allow for flexibility in continuing with other work over the coursework period and/or allowing for occasional school closures or other unanticipated loss of class time.

You are reminded of our previous advice that, in the interests of fairness for all candidates, additional supervised time outside of normally timetabled class time should **not** be made available unless some exceptional circumstance applies.

Such exceptional circumstance might involve, for example, an illness that prevents a candidate from attending school for a significant part or all of the ten-week period. An application for an extension on medical grounds must be made to the SEC and each candidate will be dealt with on a case-by-case basis. The candidate may be afforded the time to make up the coursework hours, provided that the school is in a position to facilitate the direct supervision of this work by the teacher and for the work to be duly authenticated. The candidate's absence due to illness must be supported by medical evidence (e.g. medical certificate) and the proposed alternative arrangements must be agreed in advance between the SEC and the school authority. In these circumstances, the coursework must be completed at the earliest possible opportunity and in any event not later than the commencement date of the Life Sketching practical in May.

In the event that the work cannot be completed even with such revised arrangements, it will not be possible to waive or exempt any part of this practical coursework. This is because the skills tested in these components are so fundamental and integral to the discipline. If some of the practical coursework has been undertaken by the student then the marks awarded will be based on the incomplete work.

Separately from the new coursework component, the *Life Sketching* component will continue to be examined in an invigilated setting, at the same time of the year as heretofore. The window during which this examination is to be held in 2018 runs from Monday 30 April to Friday 11 May.

As happens currently for Junior Certificate Art, Craft, Design, an examiner appointed by the SEC will visit the school in June 2018 to mark the coursework component. This examiner will also mark the *Life Sketching* component.

You are reminded of the coursework authentication arrangements described in our last letter to you regarding Leaving Certificate Art (S81/16), and that these arrangements are in line with those for coursework in other subjects, as outlined in SEC circular letters S68/08 and S69/04. You are also reminded that, other than as provided for in those circulars, coursework is not to be authenticated for any student who is not carrying out that coursework in timetabled, supervised classes in your school.

Enclosed with circular letter S81/16 was a guidance document entitled *Revised Assessment Arrangements for Leaving Certificate Art – Preliminary Guidance from the Chief Examiner*. This guidance stands, including the indication that 40% of the marks awarded will be based on the evidence presented in the candidate's workbook, with the remaining 60% being based on the realised artefacts produced. As illustrated by the sample materials that we issued earlier this year, the coursework brief and the instructions to candidates will make clear how their research and development work should be carried out and presented in the workbook.

The final version of the workbook will follow the format of the sample issued earlier in the year, but will incorporate some minor changes to the text and layout as a result of feedback received. While the sample was in a bilingual format, the final version will issue in separate English and Irish language versions.

After the conclusion of the coursework window on 23 March, 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.

If you have any questions regarding this circular, please email [practicals@examinations.ie](mailto:practicals@examinations.ie).

**Robert Cornally,**  
**Higher Executive Officer**  
**December 2017**