



Coimisiún na Scrúduithe Stáit

State Examinations Commission

Corr na Madadh, Baile Átha Luain, Co. na hIarmhí

Cornamaddy, Athlone, Co. Westmeath

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S13/19

Leaving Certificate Examination 2019

To: The Principal/School Authority of Second-Level Schools

Oral Tests in Irish (Higher/Ordinary and Foundation Levels), French, German, Italian, Spanish, Japanese and Russian.

Please see below detailed information regarding the conduct of the 2019 oral tests. All tests will be recorded using Digital Voice Recording equipment provided to examiners by the State Examinations Commission (SEC). (See Section 6 for further information)

1. PERIOD OF THE ORAL TESTS

Following consultation with the education partners, the 2019 oral tests have been confirmed for the period **Monday 25th March 2019 to Friday 5th April 2019**.

The oral tests in Japanese and Russian will be conducted during the period **Monday 25th March 2019 to Friday 5th April 2019**. For the purposes of conducting the Oral Tests in the other language subjects, schools will be divided regionally as follows:-

	25th March – 29th March 2019	1st April – 5th April 2019
Dublin – North City and County and Schools south of a line roughly between Dublin and Limerick.	Irish	French, German, Italian, Spanish
Dublin – South City and County and the Schools north of a line roughly between Dublin and Limerick.	French, German, Italian, Spanish	Irish

This means that, in any school, the oral tests in Irish and the oral test(s) in French/German/Italian or Spanish will be conducted in separate weeks.

Barring exceptional individual circumstances, no candidate should have to take more than one oral test in any one day.

The examiner will advise the school in advance of the actual date of his/her visit.

2. ORDER OF MERIT LIST

To facilitate the provision of an Order of Merit to the SEC, copies of form ML10/BT10 (Pink) are enclosed for completion.

The purpose of the Order of Merit list is to provide the SEC with the school's estimate of the proficiency of each candidate in the exceptional circumstances where a recording of a candidate's oral examination cannot be accessed. School authorities should ensure that the forms ML/BT 10 are **completed at the time of the oral examinations and retained by school management** and sent to the SEC upon request. They should not be given to the Oral Examiners.

Please use a separate form for each language.

Please place the names of the pupils in each Leaving Certificate class on the enclosed forms in order of merit according to the school's estimate of proficiency. When completing the ML10/BT10 forms please use the following symbols:

A.L. = Higher Level	G.L. = Ordinary Level
B.L. = Foundation Level	M = Mixed class

All that is required is an Order of Merit; do not award any marks.

3. ORDER OF ENTRY OF CANDIDATES

On arrival Oral Examiners should be given a list showing the order in which candidates will present for the examination. Schools should note that examiners have been instructed not to examine more than a set number of candidates on each day, and the number examined each day can vary. Any timetable made out by the school, therefore, can only be approximate, and **candidates should be made aware that they will not necessarily be examined at a specific time or on a specific day.**

4. ACCOMMODATION FOR ORAL TESTS

Rooms suitable for the conduct of the oral tests should be made available to the Oral Examiners. Rooms with visual access should be used whenever possible. Schools are asked to ensure that noise in the vicinity is kept to a minimum.

5. PRESENT AT THE TESTS

The Manager/Principal (or his/her appointed representative) may, **in exceptional circumstances**, be present during the tests.

6. MONITORING OF TESTS

Digital Voice Recorders (DVRs) will be used to record the oral tests in all languages this year. The oral examiners have been provided with the equipment that they need to record each test for later use such as monitoring, for quality assurance purposes and appeals.

7. ILLNESS, TRANSFERS AND EXTERNAL CANDIDATES

7.1 Absence of a Candidate through Illness

Where a candidate is absent through illness at the time the tests are held, the SEC will arrange tests for such candidates from **20th May to 24th May 2019**. Application for such arrangements must be made by the school authorities and must be supported by medical evidence to reach the SEC on or before 12th April 2019.

The application form BT7 will be available on our website www.examinations.ie, prior to **25th March 2019**. Medical certificates or similar documents should not be given to the oral examiner.

It will not be possible to make alternative arrangements for any candidate other than those mentioned above except in the most exceptional circumstances.

7.2 Transfer of Candidates

Orals Section of the SEC should be notified immediately of any candidate transferring from, or to, your school and the name and candidate number and details of other school should be given.

7.3 External candidates

All candidates who do not attend your school but who may wish to attend for the purpose of the oral tests are required by the SEC to have received prior permission. On the understanding that such permission is received the SEC will make appropriate arrangements with the candidates concerned.

8. MULTIPLE SUBJECT EXAMINERS IN THE SAME SCHOOL

Where two (or more) oral examiners for the same language have been appointed to one school, candidates must present for examination to the examiner to whom they have been assigned. **Changes will only be considered in exceptional circumstances and decisions on such changes can only be made by the Orals Section of the SEC.**

9. GROUP MEETING WITH CANDIDATES

All candidates are required to attend a group meeting with the Oral Examiner when he/she arrives in the school. Schools are asked to ensure that candidates are made aware of this requirement, and to provide a suitable room for the group meeting.

10. MOBILE PHONES/ELECTRONIC DEVICES

Candidates should be instructed by the school authority that **mobile phones and/or other electronic devices** are prohibited in the examination room and that such devices are to be left outside.

11. REASONABLE ACCOMMODATIONS

On arrival Oral Examiners should be provided with details of any candidate with a visual/speech/hearing impairment. Schools are advised that they may put practical measures in place such as timetabling the candidate(s) last in order of appearance.

12. CONFIDENTIALITY OF ORAL TEST RESULTS

The tests will be conducted entirely by the examiners who, subject to monitoring by the SEC, will decide the marks to be assigned to the candidates. The marks assigned are strictly confidential and may be communicated only to the SEC. Schools are advised that Examiners and Advising Examiners are expressly prohibited from divulging any information with regard to candidates' performance in the oral tests. Therefore, examiners should not be asked about the performance of candidates.

13. CONCERNS

Issues of concern in relation to the oral tests should be made by School Management directly to the Orals Section of the SEC as soon as they come to attention. Please contact 090-6442745 or orals@examinations.ie to bring to attention any matters of concerns arising about any aspect of the oral tests.

**Philip O Connor,
Executive Officer.
090 6442745**