



Coimisiún na Scrúduithe Stáit
State Examinations Commission

Cor na Madadh, Baile Átha Luain, Co. na hIarmhí
Cornamaddy, Athlone, Co. Westmeath.

S02/09

LEAVING CERTIFICATE EXAMINATION 2009
CONFIRMATION OF ENTRIES - EXPLANATORY MEMORANDUM

TO THE AUTHORITIES OF POST PRIMARY SCHOOLS

Please find enclosed forms E7A and E7B for confirmation by candidates of their year 2009 Leaving Certificate Examination entries.

The completed documentation should be returned in the envelope provided to Entries Section, State Examination Commissions, Athlone, Co Westmeath as quickly as possible, but in any event **within 2 working weeks of receipt of this documentation.**

With the exception of some subjects where the level is determined by the choice of an oral, practical or project component*, all Leaving Certificate candidates will continue to have a choice of level on the day of examination. What the State Examinations Commission is seeking from schools and candidates at this stage is the best assessment of the level which the candidate is most likely to take in June. This will enable the Commission to provide supplies of examination papers, stationery, etc., which will closely match the requirements.

*N.B. In the case of the following subjects, the level is determined by the choice of level in the component (indicated in brackets), which is completed prior to the written examinations:

- **Art** (Practical)
- **Music** (Practical)
- **Engineering** (Project)
- **Irish Foundation level** (Oral)

Please note that candidates entered by a particular school must take their examinations in an Examination Centre in that school.

Telephone: +353-90-6442700. Fax: +353-90-6442744. Web: www.examinations.ie. E-mail: info@examinations.ie

Initial steps to be followed by the school

Before providing the forms to the candidates:

1. Check that a form has been received for each Leaving Certificate candidate. The forms have been printed in the order submitted by you in the OCTOBER RETURNS. Roll class numbers are printed on each form where schools provided same.
2. For a candidate who has left school or transferred to another school, Section E should be completed and the form returned with the rest of the completed candidate forms.
3. When filling any of this documentation, candidates and school staff should use **black ballpoint pens**. Do not use red ink, pencil or highlighter pens, as these are incompatible with the technology used to scan this form.

Provision of forms to candidates

1. Schools are requested to distribute the forms to the candidates under supervision in a classroom setting.

In no circumstances should candidates be permitted to take the forms out of the school for completion at home as this is likely to lead to loss of some forms and/or lead to delay in the return of the forms.

Steps to be followed by the candidates (instructions are printed on the back of each form).

1. The forms are self-explanatory. The candidate is required to mark the form only where an amendment is required.
2. Candidates should be directed to read the instructions printed on the back before completing and signing each form.
3. Candidates should ensure that they are entered for the correct subjects as applications to sit for extra subjects after 1 February will only be accepted in exceptional circumstances and on payment of a late fee of €49.00 per subject.

Follow-on action by the school

1. E7A forms are being provided in single part stationary. Should School Authorities so wish, they may retain a photocopy of the Forms for their own records. In any event, a candidate specific letter of confirmation of entries (including PIN No. and Centre No.), together with a School Roll (listing Candidates, Examination No's and their subject entries) and Centre Rolls will be issued to Schools in early May.
2. For the convenience of schools and candidates a set of self-adhesive labels, showing each **Candidate's Name, Date of Birth and Examination Number** is enclosed. Candidates may wish to place the label in a suitable location e.g. school journal, for future reference.
3. The completed Forms E7A, and E7B if any, should be collated and returned to State Examinations Commission with Form E7COV also enclosed.

Form E7B

In the case of each candidate for whom no pre-printed form has been supplied it is necessary to complete form E7B as follows:

- (i) Record the personal and subject details of the candidate concerned from the school records.
- (ii) Request the candidate to verify the accuracy of the details and to sign the form.
- (iii) If the candidate transferred from another school in this school year, state Name, Roll Number and Address of previous school.
- (iv) Record the number of forms in the space provided on the covering document, Form E7COV.

Completion of Form E7COV by School Principal.

Form E7COV acts as a covering letter from the school in relation to the return of the completed forms E7A and E7B. The State Examinations Commission will be using Intelligent Character Reader (ICR) technology to reconcile the number of forms returned with the information supplied on this form. **Schools should therefore ensure that the number of forms declared in each category is accurate and reconciles with the total number of candidates.** Time and care taken at this stage will be repaid through the elimination of any need for follow-up contact and queries to the school.

The use of individual candidate forms gives limited scope to schools to make a less than total return initially. This may prove useful where it is not possible to have Form E7 completed in respect of one or two candidates (e.g. candidates absent from school due to illness). Space is provided at the foot of Form E7COV for recording the examination number and reason for delay in the case of any candidate whose Form E7 is not being returned with the other forms from the school. The number of forms withheld should be recorded in the appropriate box and reconciled with the total. This should enable all schools to comply with the deadline for the return of forms. Outstanding forms should be transmitted as soon as possible thereafter under a covering letter from the school and in an envelope which is addressed to Entries Section, State Examinations Commission, Cornamaddy, Athlone, Co Westmeath.

Additional notes

- a) **Music:** The Leaving Certificate Music Programme is a two-year course of study. Requests for change will not be entertained under any circumstances. To do so would undermine the educational integrity of the syllabus as a two-year course. It is of the utmost importance therefore that great care is taken in selecting the elective.
- b) **Modern Languages:** A candidate for the Leaving Certificate who is engaged in the study of a modern language and will be sitting the Junior Certificate Examination in that language will be allocated both a Leaving and Junior Certificate Examination Number. Form E8 will issue, together with the Junior Certificate forms in respect of such candidates.

If you have any query in relation to this circular, please telephone State Examinations Commission at (090) 6442705, 6442706, 6442708, 6442857, 6442858, 6442860, 6442890 or by E-mail at entries@examinations.ie.

Rose Buckley
Higher Executive Officer
January 2009