



**Coimisiún na Scrúduithe Stáit**  
State Examinations Commission

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

**To: Authorities of Post-Primary Schools.**

**S69/04**

**LEAVING CERTIFICATE EXAMINATIONS 2005**  
**ACCEPTANCE OF PRACTICAL COURSEWORK FOR ASSESSMENT**

**This circular updates and replaces circular S75/03 regarding Practical Coursework submitted by candidates for assessment and should be read in conjunction with circular S68/04 which updates and replaces S74/03.**

As pointed out in circular S68/04 the State Examinations Commission will accept Practical Coursework for assessment only where it has been completed under the following conditions:

- The subject must be formally timetabled (with timetable available to Commission personnel)
- The school/centre must be available for monitoring by Commission personnel.
- The Practical Coursework must be completed under the required conditions as set out for individual subjects
- Practical Coursework must be conducted under the supervision of a class teacher with the work authenticated by the teacher and principal in accordance with this circular.

**In addition, the Practical Coursework must be undertaken in a designated venue with appropriate facilities for individual Practical Coursework in the case of Leaving Certificate Home Economics, Construction Studies and Engineering.**

**In the case of subjects where the Practical Coursework component is marked and monitored in school/centres, it is important to note that Practical Coursework must be retained in the school/ centre in which it was completed. The State Examinations Commission must be satisfied that the practical coursework presented for assessment is the same, unaltered, coursework that the teacher and Principal authenticated. To this end, schools/ centres ensure the safekeeping of the examination material until results issue, or until the appeal process has concluded, where candidates opt to have their work reviewed. Clearly, if the coursework is moved to another school or centre for assessment, its integrity may be compromised and may not be accepted by the State Examinations Commission.**

**THE AUTHENTICATION OF PRACTICAL COURSEWORK**

**The majority of candidates taking examinations in subjects outlined in Circular S68/04 are entered by a recognised second-level school. These candidates follow an approved course of study in the school and their Practical Coursework is monitored and authenticated by the class teacher and further authenticated by the Principal in that school. However, there are a number of candidates that make alternative arrangements. The following clarifies who should authenticate the Practical Coursework of such candidates in order for it to be accepted for assessment by the State Examinations Commission.**

- 1. Candidates entered for examination by a recognised school, but carrying out Practical Coursework associated with any of the subjects outlined in Circular S68/04 in another recognised school.**

The recognised second-level school that has entered the candidate for examination must

- Complete **Section A of Form P3** (copies enclosed) and
- give the candidate this form for further completion by the school in which the candidate is carrying out the Practical Coursework.

The teacher and Principal of the recognised school in which the Practical Coursework is being carried out must

- complete **Section B** of **Form P3** verifying that the candidate is following an approved course of study and carrying out the Practical Coursework under teacher supervision.
- Complete **Form P2\***

**2 Candidates entered for examination by a recognised school, but carrying out Practical Coursework associated with any of the subjects outlined in Circular S68/04 in a private school/ centre.**

The recognised school that has entered the candidate for examination must

- Complete **Section A** of **Form P3** (copies enclosed) and
- Give the candidate this form for further completion by the private school/centre in which the candidate is carrying out the Practical Coursework.

The teacher and Principal of the private school/ centre in which the Practical Coursework is being carried out must

- Complete **Section B** of **Form P3** verifying that the candidate is following an approved course of study and carrying out the Practical Coursework under teacher supervision.
- Complete **Form P2\***

**3. External candidates carrying out Practical Coursework associated with any of the subjects outlined in Circular S68/04 in a private school/ centre.**

The teacher and the Principal of the private school/centre must

- Complete **Form P3** (copies enclosed) verifying that the candidate is following an approved course of study and carrying out the Practical Coursework under teacher supervision and
- Complete **Form P2**.

**4. External candidates carrying out Practical Coursework associated with any of the subjects outlined in Circular S68/04 in a recognised school.**

The teacher and the Principal in the recognised school must

- Complete **Form P3** (copies enclosed) verifying that the candidate is following an approved course of study and carrying out the Practical Coursework under teacher supervision and
- Complete **Form P2**

**5. All candidates (whether in a recognised school or external) carrying out Practical Coursework associated with any of the subjects outlined in Circular S68/04, on their own or, with private tuition outside a school or centre.**

As it is not possible to have such work authenticated by a teacher and school principal outside a school setting the Practical Coursework component **will not** be accepted for assessment.

**6. Candidates who change schools during a programme with Practical Coursework partially completed.**

The first school should declare in a letter to the second school that work completed prior to transfer is the candidate's own individual work. The second school should authenticate further work on **Form P2** and the letter of authentication should be attached to the form.

- **Form P2** will issue close to the completion date of each practical coursework components.

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

**Thank you for your co-operation and if you have any queries regarding the contents of this circular, please contact Practicals Section, Cornamaddy, Athlone, Co. Westmeath, telephone 090 644 2749/2751.**

**Eddie Harte  
Higher Executive Officer  
October 2004**