



Coimisiún na Scrúduithe Stáit

State Examinations Commission

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S68/11

To: Management Authorities of Second Level Schools

Leaving Certificate Geography

The purpose of this circular is to:

- (a) Outline the arrangements for the completion, submission and assessment of the Reporting Booklet 2012.
- (b) Provide the list of prescribed topics for the 2013 Leaving Certificate Geography examination.

This circular should be read in the context of circulars S68/08 and S69/04, which set out the policy and practice of the State Examinations Commission (SEC) in relation to the assessment of practical coursework in the certificate examinations. Copies of these circulars are available on the SEC website: www.examinations.ie/schools.

1. Introduction

A revised syllabus for Leaving Certificate Geography was introduced in September 2004. The revised syllabus was examined for the first time in 2006.

Assessment in the subject features two components at both Ordinary and Higher Levels, as follows:

- (i) Practical coursework (20% of the total available marks) and
- (ii) A Final, Written Examination (80% of the total available marks).

2. Arrangements for the completion, submission and assessment of the Geographical Investigation Reporting Booklet 2012

2.1 The Geographical Investigation Reporting Booklets

A reporting booklet is to be completed by each candidate in the course of the current school year. The practical coursework must be submitted in the Geographical Investigation Reporting Booklets, which will issue to all schools. Please ensure your school has a sufficient supply of booklets and if not notify SEC immediately. **No additional booklets will issue after 31st December 2011.** Please note, there is a sample booklet available on our website which can be downloaded for practice purposes only, so please ensure it is not used to submit work to SEC or this work will be deemed invalid. To download go to www.examinations.ie/Examination Information Project, Practical Coursework and go to the section on Geography.

2.2 Importance of ensuring that the Reporting Booklet is each candidate's own individual work

The writing up of the reporting booklet must be the individual work of each candidate. Completed booklets will be accepted for assessment only if the school authorities have certified on the relevant forms that they are the candidates' own unaided work. Teachers should monitor the progress of the candidates' work on a regular basis.

Any incidence of suspected copying, improper assistance from another party, or plagiarism will be thoroughly investigated. Candidates should be advised of the penalties that may be applied under the

Rules and Programme for Secondary Schools, which range from loss of the subject, to loss of the entire examination in all subjects, to being debarred from the Certificate Examinations in future years. It is recognised that the field-based work in a Geographical Investigation may be undertaken in groups. However, the report must, in every case, be the candidate's own work and the candidate's own individual contribution must be clearly identified in the booklet. It is the responsibility of each candidate in the group to ensure that his/her own individual contribution is clearly identified in the booklet.

2.3 Completion of the Reporting Booklet

Each candidate should submit only one Reporting Booklet, reporting an investigation on one of the prescribed topics for 2012.

The structure and headings given in the Reporting Booklet are intended to enable candidates to present their work in a clear, concise and structured way. Candidates are expected to use the headings precisely as provided. Failure to do so will result in a loss of marks.

The attention of teachers and of candidates is drawn to the *Information for Candidates*, on pages 2 and 3 of the Reporting Booklet. It is the responsibility of each candidate to ensure that he/she reads and understands this information *before* commencing completion of the Reporting Booklet.

In particular, it is emphasised, that extra material – paper or otherwise should not be included with the Reporting Booklet. Examiners will mark only what is presented on the pages of the Reporting Booklet itself. This stipulation is made because of the Commission's concern that such material might become detached and lost, resulting in a possible loss of marks.

2.4 Submission of the Reporting Booklet

Reporting Booklets should be completed by 27 April 2012. On the date of completion, each candidate should be instructed to place his/her completed Reporting Booklet into a candidate envelope, which the Commission will provide to schools. The candidate should put his/her examination number on the cover of this envelope. The envelope when sealed should be handed by the candidate to the school authorities. Schools are requested to retain all reporting booklet envelopes in a secure place until the day of the written examination in June.

2.5 Answering through Irish

In keeping with all other examinations that have components other than the formal written examination, bonus marks will not be awarded to any coursework completed in Irish.

3. List of Prescribed Topics for the 2012 Leaving Certificate Geography examination

The List of Prescribed Topics for candidates sitting the Leaving Certificate Geography examination in 2012 was circulated to schools in November 2010. The topics are also available on the Commission's website under the Project/Practical Coursework section. They are also printed on the front cover of the 2012 Reporting Booklets.

4. List of Prescribed Topics 2013

The list of Prescribed Topics for candidates sitting the 2013 examination is enclosed.

Please bring this circular to the attention of all teachers of Leaving Certificate Geography in your school. If you have any queries please contact the State Examinations Commission at 090 644 2741/42/45.

Robert Cornally, Executive Officer
October 2011