



Leaving Certificate Applied State Examinations Commission Instructions for On-line Services



**Leaving Cert Applied
Programme**



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Introduction

Important

- Accuracy of information imputed
- Principal verification of process
- Save work after each candidate
- Print a copy for records

Service Access

- Valid & recent Username & Password
- Captcha
- Logout when leaving service
 - 10min lock-out if left unattended.
- Service not available 10am -11am daily

URL:

Entries: www.lca-entries.examinations.ie

Modules and Credits: www.lca.examinations.ie

ICT Module: lca-ict.examinations.ie

How-to Video Tutorials:

Entries:

[Co-ordinators Video](#)
[Principals Video](#)

Modules and Credits:

[Co-ordinators Video](#)
[Principals Video](#)

ICT Module:

Co-ordinators Video



Entries Service for Co-ordinators

Checklist

For each Candidate the following information is required:

- PPSN number ✓
- Candidate name ✓
- Date of Birth ✓
- Gender ✓
- Language being taken in Year 1 ✓
- May Task Year 1 ✓
- Irish Exemption details ✓

Note: The **LCA Entries Service** Database will not be available between 10am-11am daily due to maintenance each day.

Accessing the entry system

Access the LCA entry system using the below URL:

<http://lca-entries.examinations.ie>

Log on to the Internet as normal.

In the address bar, insert the **URL** above and select enter.

The **LCA Programme Online Entries** page will be accessed.

Click on link for Video tutorial: [Co-ordinators Video](#)

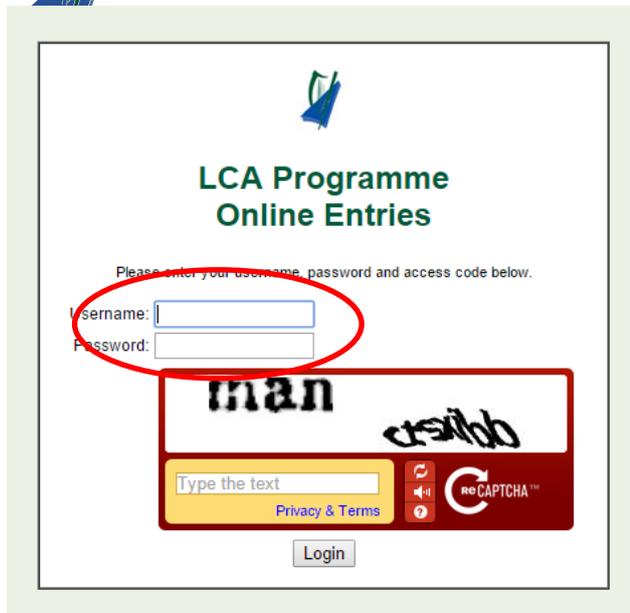


Using your schools unique login details.

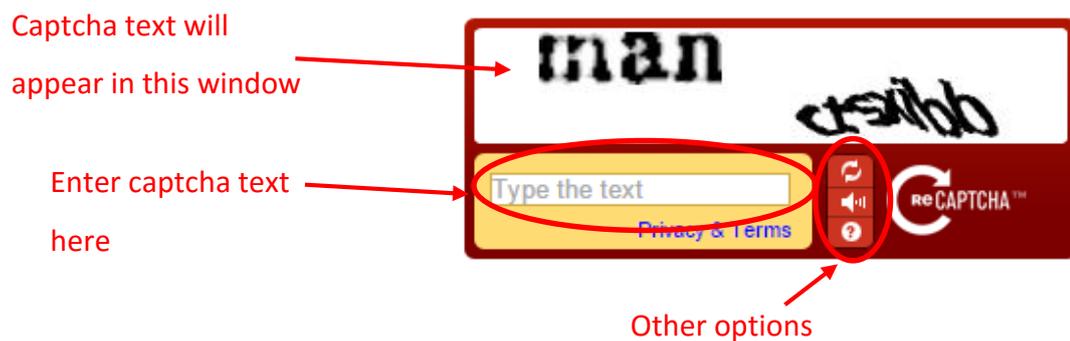
Enter your:

1. **Username** (coord_.....)
2. **Password** (case sensitive)

Note: These details are sent to schools by the State Examination commission.

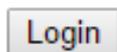


As a security measure this website has a **Captcha** text entry. Enter the text displayed in the window into the captcha.



Note: This captcha security text will change for each login to the system.

Select Login





Co-Ordinators Entries Main Menu

School details

Logout

Candidate's entry options

The main menu offers three options:

1. Year 1 Entrants - entries of new candidates to the system
2. Year 2 Entrants - entry of language 2 and vocational task details
3. Withdraw Candidates - removal of candidates from system

Year 1 Entries

To capture the **Year 1 Entrants** select the first option on the menu. This will open up the Year 1 candidates' screen.

Year 1 Entrants
Year 2 Entrants
Withdraw Candidates

Main menu

Candidate information

Candidate selection menu

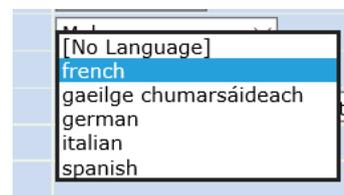
Add new candidate button



Enter candidate's details for **Year 1**:

Adding New Candidate...	
PPSN:	6352039U
First Name:	John
Last Name:	Kelly
Date of Birth:	15-JAN-2000 (DD-MON-YYYY)
Gender:	Male
Language:	french
May Task:	[Select May Task...]
Irish Exemption (M10/94):	No Exemption
<input type="button" value="Save"/>	
<input type="button" value="[Add New Candidate]"/>	

1. **PPSN** number This will be replaced with candidates examination number in Year 2.
2. Candidate's **First** and **Last** names.
3. **Date of Birth** This must be entered in the following format e.g. 15-JAN-2000 to be accepted on the system.
4. **Gender**
5. **Language** This is the language being studied in Year 1.
NOTE: Enter no language here if the candidate intends to sit the exam in year 2.



6. **May Task** Select the Vocational Specialism for the task the candidate intends to complete in Session 2, Year1

Adding New Candidate...	
PPSN:	6352039U
First Name:	John
Last Name:	Kelly
Date of Birth:	15-JAN-2000 (DD-MON-YYYY)
Gender:	Male
Language:	french
May Task:	[Select May Task...]
Irish Exemption (M10/94):	
<input type="button" value="Save"/>	
<input type="button" value="[Add New Candidate]"/>	

active leisure studies
agriculture/ horticulture
childcare / community care
crafts & design
engineering
graphics and construction studies
hair and beauty
hotel catering & tourism
information & communication tech.
office admin and customer care
technology



7. **Irish Exemption** Identify if a candidate has been previously granted an Irish Exemption under Department of Education and Science Circular [M10/94](#).

Date of Birth:	15-JAN-2000 (DD-MON-YYYY)
Gender:	Male
Language:	french
May Task:	graphics and construction studies
Irish Exemption (M10/94):	No Exemption Exempt, Not Retained Exempt, Retained
Save	

Choose one from:

- **No Exemption**
Candidate wish to take Gaeilge Chumarsáideach examination, (in either Year 1 or Year 2)
- **Exempt, Not Retained**
Candidate has been previously granted an exemption under Circular [M10/94](#) and they wish to present for the Gaeilge Chumarsáideach examination, (in either Year 1 or Year 2)
- **Exempt, Retained**
Candidate has been previously granted an exemption under Circular M10/94 and they do not wish to present for the examination.

You must save each new candidate by selecting the **Save** button below the candidate details, before adding a new candidate.

Editing: Kelly, John (6352039U) **Saved.**

PPSN:	6352039U
First Name:	John
Last Name:	Kelly
Date of Birth:	15-JAN-2000 (DD-MON-YYYY)
Gender:	Male
Language:	french
May Task:	graphics and construction studies
Irish Exemption (M10/94):	No Exemption
Save	

Note: Candidates details will not save if:

1. The details entered for a candidate have errors (as below).

5585857H	Error: Please enter a valid PPSN.
Liam	
Kelly	
15-01-2000 (DD-MON-YYYY)	Error: Please enter a valid Date of Birth.
[Select Gender...]	Error: Please select the correct Gender.

2. You select **Add New candidate** button without saving the previous candidate.
3. You select a different candidate from the dropdown menu without saving previous candidate.



Add the next candidate by selecting **Add New Candidate** button below the previous candidate.

Irish Exemption (M10/94):	No Ex
Save	
[Add New Candidate]	

Note: Each Year 1 candidate must be entered individually.

Continue this process until all candidates are entered for LCA year 1 in your school.

Editing candidate's details

Candidate's details can be edited by the Co-ordinator up until the Principal has **verified** the candidate's in the school.

LCA Programme - Online Entries - Year 1

School Name: LCA School
School Number: 38278K
School Address: Cornamaddy, Athlone, Co Westmeath

Adding New Candidate...

PPSN: []
First Name: []
Last Name: []
Date of Birth: [] (DD-MON-YYYY)
Gender: [Select Gender...]
Language: [No Language...]
May Task: [Select May Task...]
Irish Exemption (M10/94): [No Exemption]
[Save]

Select Candidate:
[Add New Candidate...]

To edit a candidates details, select the **Select Candidate** dropdown menu and select the candidate that is to be edited.

Select Candidate:

- [Add New Candidate...]
- 1567890L - Bloggs, Joe
- 3324647L - Dowe, Jane
- 6352039U - Kelly, John
- 7158215P - Kelly, Jackie

Once the candidate's details have been edited. Ensure the **save** button is clicked again.

Note: If the principal has verified candidates, these details cannot be changed until Principal unverified these candidates.



Year 2 Entries

On the main menu, select the **Year 2 Entrants** link.

LCA Programme - Online Entries - Main Menu Logout coord_38278K

School Name:	LCA School
School Number:	38278K
School Address:	Cornamaddy , Athlone , Co Westmeath

[Year 4 Entrants](#)
[Year 2 Entrants](#)
[Withdraw Candidates](#)

Details regarding candidate's second language and vocational specialisms will be entered for Year 2.

Select a candidate

Use the **Select candidate** dropdown menu to select candidates in Year 2.

LCA Programme - Online Entries - Year 2 Main Menu Logout coord_38278K

School Name:	LCA School
School Number:	38278K
School Address:	Cornamaddy , Athlone , Co Westmeath

Select Candidate:
[Select Candidate...]

Please select a candidate from the list above...

Next Candidate >>

Select Candidate:

[Select Candidate...]

- 512732 - DEMPSEY, IAM
- 512733 - MURPHY, JOHN
- 512737 - CLARKE, ANN
- 512738 - KELLY, MICHAEL
- 512741 - FAGAN, JAMES
- 512742 - SMYTH, MARY
- 512743 - DOWLING, CLAIRE
- 516526 - NAUGHTON, ANDREW

Select the candidate from this dropdown menu

Select the language option

Select **Language 2** for Year 2.

Editing: NAUGHTON, ANDREW (516526)

Candidate No.:	516526
First Name:	ANDREW
Last Name:	NAUGHTON
Language 1 (MEL):	german (Claimed in Year 1)
Language 2 (Gaeilge):	gaeilge chumarsaídeach
February Task:	[Select February Task...]
Final Exam (Specialism):	[Select Specialism...]
Final Exam (Specialism):	[Select Specialism...]

Save

Note: If candidate has not completed Gaeilge in Year 1, Gaeilge is automatically selected for Year 2.



Select the Vocational Education Task options

Select the **February Task** for Year 2 from the dropdown menu.

Note: Specialism 1 will default to the February task Option.

516526
 ANDREW
 NAUGHTON
 german (Claimed in Year 1)
 gaelige chumarsáideach
 graphics and construction studies
 graphics and construction studies
 [Select Specialism...]
 active leisure studies
 agriculture/ horticulture
 childcare / community care
 crafts & design
 engineering
 graphics and construction studies
 hair and beauty
 hotel catering & tourism
 information & communication tech.
 office admin and customer care
 technology

Select Specialism 2, this will be the same specialism as Vocational Educational May task that the candidate presented in Year 1.

Save candidates details and proceed to next candidate.

Editing: NAUGHTON, ANDREW (516526) Saved.
 Candidate No.: 516526
 First Name: ANDREW
 Last Name: NAUGHTON
 Language 1 (MEL): german (Claimed in Year 1)
 Language 2 (Gaeilge): gaelige chumarsáideach
 February Task: graphics and construction studies
 Final Exam (Specialism): graphics and construction studies
 Final Exam (Specialism): information & communication tech.
 Save

Note: The Vocational Education Task options must be fully selected before saving

Withdrawing Candidates

On the main menu, select the **Withdraw Candidates** link.

LCA Programme - Online Entries - Main Menu Logout coord_38278K
 School Name: LCA School
 School Number: 38278K
 School Address: Cornamaddy, Athlone, Co Westmeath
 Year 1 Entrants
 Year 2 Entrants
 Withdraw Candidates

Select the candidate to be withdrawn from the dropdown menu. Click **“withdraw”** the candidate name will then appear on the withdrawn list below.

Select Candidate to Withdraw...
 Candidate:
 Withdraw
 [Select Candidate...]
 512732 - DEMPSEY, IAM
 512733 - MURPHY, JOHN
 512737 - CLARKE, ANN
 512738 - KELLY, MICHAEL



If a candidate is withdrawn in error, select the '**Remove**' button and the candidate will be removed from the withdrawn list and returned to the school list.

Select Candidate to Withdraw...	
Candidate:	[Select Candidate...]
<input type="button" value="Withdraw"/>	
Withdrawn Candidates	
512733 - MURPHY, JOHN	<input type="button" value="Remove"/>
512737 - CLARKE, ANN	<input type="button" value="Remove"/>

Note: For candidates who wish to repeat or complete the leaving Certificate Programme, please see circular S67/15 and complete the application form.

The Principal should be advised following completion of input of entries by the Co-ordinator. The Principal verifies the process.

Once the Principal has verified the entries, the screens will be **locked** for editing.

Candidate information cannot be edited

Viewing: Moore, Demi (492888)	
Candidate No.:	492888
First Name:	Demi
Last Name:	Moore
Language 1 (MEL):	French
Language 2 (Gaeilge):	Gaeilge Chumarsáideach
February Task:	Hair And Beauty
Specialism 1:	Hair And Beauty
Specialism 2:	Active Leisure Studies
<input type="button" value="Save"/>	This school has been verified and cannot be modified.

Candidate information can only be viewed by the co-ordinator. If amendments are required, the Principal must **unverify** the entries in order to permit further editing and re-verify when editing is complete.

Exit from the Entries system by clicking the **Logout** button.

Note: Failure to logout correctly will result in the on-line service being unavailable to the user for a 10 minute period.



Entries Service for Principals

Note: The **LCA Entries Service** Database will not be available between 10am-11am daily due to maintenance each day.

Accessing the entry system

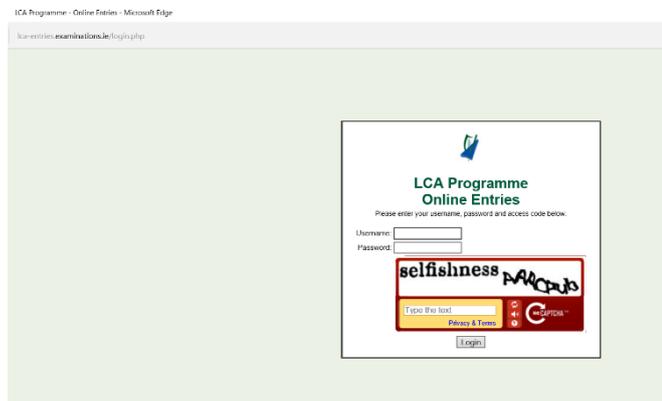
Access the LCA entry system using the below URL:

<http://lca-entries.examinations.ie>

Log on to the Internet as normal.

In the address bar, insert the **URL** above and select enter.

The **LCA Programme Online Entries** page will be accessed.

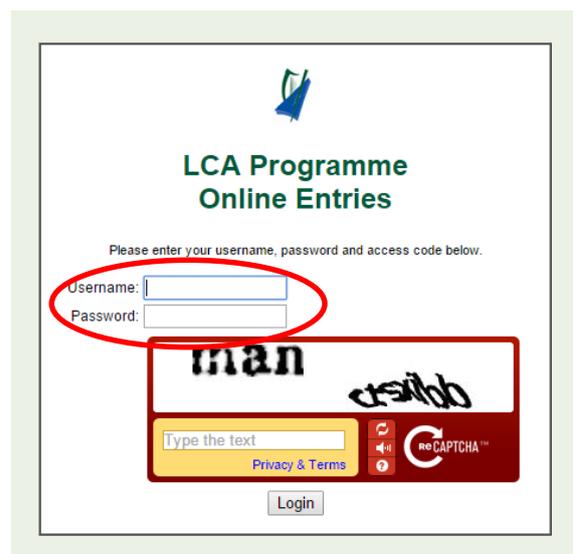


Using your schools unique login details.

Enter your:

1. **Username** (principal_.....)
2. **Password** (case sensitive)

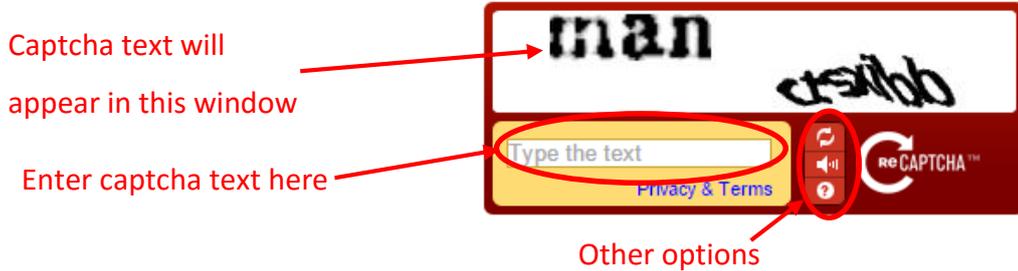
Note: These details are sent to schools by the State Examination commission.



Click on Link for video tutorial: [Principals Video](#)

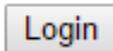


As a security measure this website has a **Captcha** text entry. Enter the text displayed in the window into the captcha.



Note: This captcha security text will change for each login to the system.

Select Login



Verifying Candidates

The Principals Verification page will open. This page will display all the newly entered Year 1 and updated Year 2 candidates in the LCA centre.

LCA Programme - Online Entries - Principal Verification		Logout
School Name:	LCA School	
School Number:	38278K	
School Address:	Cornamaddy , Athlone , Co Westmeath	
Year 1		
PPSN	Candidate	
1567890L	Bloggs, Joe	
3324647L	Dowe, Jane	
6352039U	Kelly, John	
7158215P	Kelly, Jackie	
Total Keyed:	4	
Status:	Unverified	
<input type="button" value="Verify"/>	<input type="button" value="Unverify"/>	
Year 2		
Exam Number	Candidate	
516526	NAUGHTON, ANDREW	
Total Keyed:	1	
Status:	Unverified	
<input type="button" value="Verify"/>	<input type="button" value="Unverify"/>	

Click the **verify** button for each year separately.

The status will now change to **Verified**.

Year 1	
PPSN	Candidate
1567890L	Bloggs, Joe
3324647L	Dowe, Jane
6352039U	Kelly, John
7158215P	Kelly, Jackie
Total Keyed:	4
Status:	Verified: 23-Dec-2015 5:07pm
<input type="button" value="Verify"/>	<input type="button" value="Unverify"/>
Year 2	
Exam Number	Candidate
516526	NAUGHTON, ANDREW
Total Keyed:	1
Status:	Verified: 23-Dec-2015 5:07pm
<input type="button" value="Verify"/>	<input type="button" value="Unverify"/>



Note: Each Year must be verified even if there are no candidates entered for that year.

Once the entries are verified by the Principal, the co-ordinators screens will be locked. Information can only be viewed by the LCA Co-ordinator.

If amendments are required, you must **Unverify** the entries in order to permit further editing by the co-ordinator. You will then be required to re-verify when editing is complete.



Exit from the Entries system by clicking the **Logout** button.

Note: Failure to logout correctly will result in the on-line service being unavailable to the user for a 10 minute period.



Modules & Credits Service for Co-ordinators

Checklist

For each Candidate the following information is required:

- Subjects taken for session ✓
- Module code for each subject ✓
- Elective module taken ✓
- Credits awarded for each module ✓

Timeline for Entries

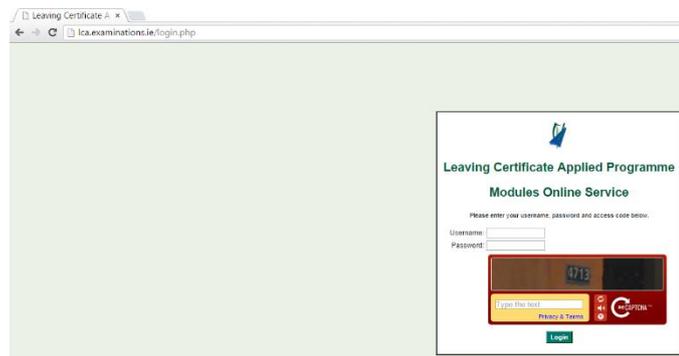
Session 1 =	Sep-Jan	(Year 1 or A)	Entered in February
Session 2 =	Feb-June	(Year 1 or A)	Entered in May/June
Session 3 =	Sep-Jan	(Year 2 or B)	Entered in February
Session 4 =	Feb-June	(Year 2 or B)	Entered in May/June

Access and Login

Access to the Modules system is via the following URL:

<http://lca.examinations.ie>

Log on to the Internet as normal. In the Address bar, type in the URL above and press “Go”.



Note: LCA Modules online service will not be available between 10am – 11am daily due to maintenance.

Video Tutorial click on link: [Co-ordinators Video](#)



Using your schools unique

- **Username** (coord_.....)
- **Password** (case sensitive!)

Login to the service.

These details are sent to schools by the SEC.

Note: The username and password must be the one provided in the recent password letter for the relevant session.

Type in the **captcha** (e.g.4713) that can be seen on the screen

NOTE: captcha can change after each login

User Interface

Instructions

Section A: SCHOOL DETAILS

Section B: CANDIDATE DETAILS

Session and Print Tabs

Candidate Subjects and module details (courses)

SUBJECT TITLE	SUBJECT CODE	MODULE CODE	CREDITS	ELECTIVE
Vocational Prep. & Guidance <i>Gairmúilmhúchán agus treoir</i>	800	12	2	<input type="checkbox"/>
English and Communication <i>Béarla agus cumarsáid</i>	810			<input type="checkbox"/>
Social Education <i>Oideachais sóisialta</i>	815			<input type="checkbox"/>
Arts <i>Ealaíon</i>	819			<input type="checkbox"/>
Leisure&rec Incl Physical Educ <i>Fóillocht agus caitheamh áimsire</i>	824			<input type="checkbox"/>
Intro. To Information & Comm. Technology <i>Bunús Teic. an Eolais & na Chumarsáide</i>	825			<input type="checkbox"/>
Mathematic Applications <i>Feidhmeanna matamaitice</i>	830			<input type="checkbox"/>
Hotel Catering & Tourism <i>Ostaíocht, Ionadóireacht & turasoireacht</i>	833			<input type="checkbox"/>
Social Education <i>Oideachais sóisialta</i>	815			<input type="checkbox"/>
TOTAL NUMBER OF CREDITS FOR SESSION			2	



Entering Credits

Session 1 (Sept – Jan)

In **SECTION B** select Year **A** (year 1)

Then select the down arrow to select the candidate.

SECTION B CANDIDATE DETAILS	
Year:	-----[A and B]-----
Candidate No:	-----[A and B]-----
Name:	A
Date of Birth:	B

Sample Candidate 1.

The screenshot shows the 'Leaving Certificate Applied Programme' web interface. It features a navigation bar with 'Welcome coordinator | Logout' and a 'Print' button. The main content area is divided into three sections: 'SECTION A SCHOOL DETAILS', 'SECTION B CANDIDATE DETAILS', and a sidebar with 'Operating Instructions', 'Appendix A', and 'Appendix B'. The 'SECTION B CANDIDATE DETAILS' section is highlighted, showing a dropdown menu for 'Year' set to 'A', a dropdown for 'Candidate No.' with '599994' selected, and text input fields for 'Name' (YVETTE SMYTH) and 'Date of Birth' (0000-00-00). A 'Print' button is located below the form.

The screenshot shows the 'Leaving Certificate Applied Programme' web interface for 'Session 1'. It features a navigation bar with 'Welcome coordinator | Logout' and a 'Print' button. The main content area is divided into three sections: 'SECTION A SCHOOL DETAILS', 'SECTION B CANDIDATE DETAILS', and a sidebar with 'Operating Instructions', 'Appendix A', and 'Appendix B'. The 'SECTION B CANDIDATE DETAILS' section is highlighted, showing a dropdown menu for 'Year' set to 'A', a dropdown for 'Candidate No.' with '599994' selected, and text input fields for 'Name' (YVETTE SMYTH) and 'Date of Birth' (0000-00-00). Below the form is a table of subjects for Session 1.

SUBJECT TITLE	SUBJECT CODE	MODULE CODE	CREDITS	ELECTIVE
Vocational Prep. & Guidance <i>Gairmúimhúchán agus treoir</i>	800	12	2	<input type="checkbox"/>
English And Communication <i>Béarla agus cumarsáid</i>	810	10	1	<input type="checkbox"/>
Social Education <i>Oideachais sóisialta</i>	815	11	1	<input type="checkbox"/>
Arts <i>Ealaíon</i>	819			<input type="checkbox"/>
Leisure&rec Incl Physical Educ <i>Fóilíocht agus caitheamh áimsire</i>	824	12	2	<input type="checkbox"/>
Intro. To Information & Comm. Technology <i>Bunús Teic. an Eolais & na Chumarsáide</i>	825	10	2	<input type="checkbox"/>
Mathematic Applications <i>Féidmeanna matamaitice</i>	830	10	1	<input type="checkbox"/>
Hotel Catering & Tourism <i>Ostálocht íonadóireacht & turasoireacht</i>	833	10	1	<input type="checkbox"/>
TOTAL NUMBER OF CREDITS FOR SESSION			10	

The subjects (subjects = courses) are already entered for the candidate and some of the module codes are entered also.

Note:

For the credits the numbers 0, 1 or 2 are entered.

0 if the criteria was not met.

1 if there is a final exam associated with the subject.

2 if it is a non-exam subject.

Leave blank, if none of the above,.



Adding Subjects

As can be seen from above, the candidate is missing a few subjects/modules. There should be:

- Two Vocational Prep and Guidance in each session
- Two Social Education in Session 2 and 4

To enter this missing subject/module select **Save & Add More Subjects**.

The screenshot shows a web interface with a list of subjects on the left and a table on the right. The table has columns for 'CREDITS' and 'ELECTIVE'. Below the table, there are buttons for 'Save & Add More Subjects' and 'Save'. A red circle highlights the 'Save and add more subjects' button.

Note: Refer to LCA Curriculum [Framework and Credit Allocation](#) (see appendix)

Scroll down to select the subject and select add.

The screenshot shows a dropdown menu with the following options: 13 - Italian, 66 - Gaeilge Chumarsaideach, 800 - Vocational Prep. & Guidance, 810 - English And Communication, 813 - An Cursa Gaeilge Agus Chumarsaid, 814 - An Cursa Bearla Agus Chumarsaid, 815 - Social Education, 816 - Sign Language, 819 - Arts, 824 - Leisur & Spec. Incl Physical Educ. Below the list are buttons for 'Add', 'Cancel', and 'Quick Add'. The 'Add' button is circled in red.

The subject/module now appears on the top of the list.

Enter the **MODULE CODE** taken and the **CREDITS** awarded.

Note: If unsure of the **MODULE CODE** see Appendix A

mme

Welcome coordinator | Logout

The screenshot shows a web form with 'SECTION B' and 'CANDIDATE DETAILS'. There are dropdown menus for 'Year' and 'Candidate No.'. A red box highlights the subject selection area on the right, which contains a list of subjects and checkboxes for 'Operating Instructions', 'Appendix A', and 'Appendix B'.

Appendix A
Course and module codes for Leaving Certificate Applied.

COURSE CODE	TITLE	MODULE CODE	TITLE
800	Vocational Preparation and Guidance	10	Guidance
		11	Jobsearch
		12	Work Experience 1
		13	Work Experience 2
		14	Work Experience 3
		15	Work Experience 4
		16	Enterprise 1
		17	Enterprise 2
		18	Enterprise 3
		19	Community Work
810	English and Communications	20	Work and Living
		10	Communications and the Working World



Notice if the wrong credits are entered and the **Save** button or **Save & Add More Subject** button is selected the line appears yellow to highlight the error.

Session 1 Session 2 Session 3 Session 4 Print

Session 1
This page has not been verified yet.

Save & Add More Subjects Save

SUBJECT TITLE	SUBJECT CODE	MODULE CODE	CREDITS	ELECTIVE
Vocational Prep. & Guidance Gairmúimhúchán agus treoir	800	11	1	<input type="checkbox"/>
Vocational Prep. & Guidance Gairmúimhúchán agus treoir	800	12	2	<input type="checkbox"/>
English And Communication Béarla agus cumarsáid	810	10	1	<input type="checkbox"/>

2 credits should be entered for **Vocational Prep. & Guidance**, as this is a non-exam module.

Note: **Save** should only be selected when all the information is entered for the candidate, otherwise the screen will jump to the next candidate. Should this occur reselect the original candidate and complete all subject fields and details.

In some instances languages are not assessed in Session 1. Therefore there is no need to add languages to this list.

Elective Modules

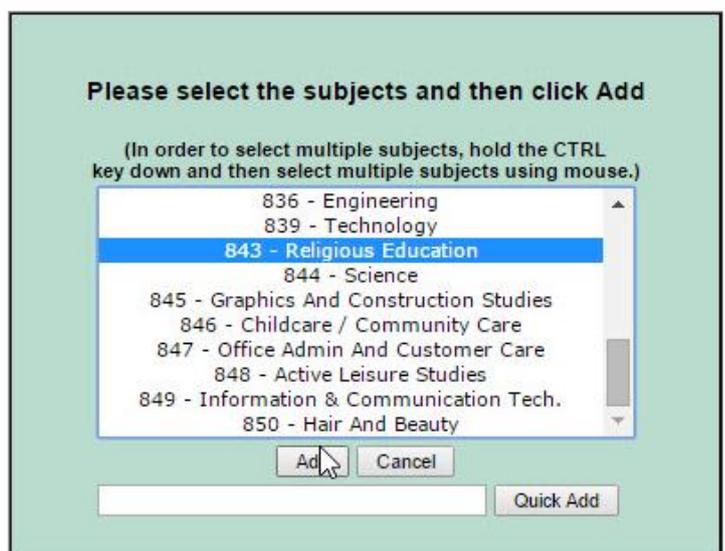
Each candidate must complete four elective modules over the two years of LCA programme.

For example, **ELECTIVES** taken by this candidate are **Religion** and **Science**.

Religion is taken in the first and third session, and science is taken in the second and fourth session.

So, select **Save & Add More Subjects** again and add the subject **Religion**.

The subject code is entered automatically.



Enter the **MODULE CODE** 10, and **2 CREDITS** (see appendix A)

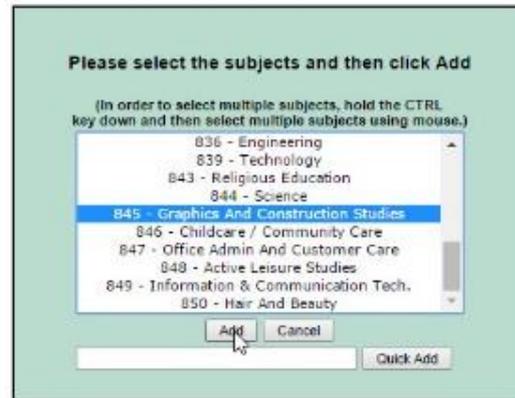


NOTE: Tick the box to identify it as an

ELECTIVE

E	CREDITS	ELECTIVE
	2	<input checked="" type="checkbox"/>
	2	<input type="checkbox"/>
	2	<input type="checkbox"/>

Finally, a second **vocational specialism** needs to be selected in this case **Graphics And Construction Studies**



Graphics And Construction Studies Grafic agus staidéar fhoirgníochta	845	10	1	
---	-----	----	---	--

Select **Save**.

For Session 1, the total number of subjects, the module codes for each, and the total number of credits awarded can be clearly shown.

For example, a total of 15 credits will be awarded to this candidate for session 1 (as can be seen at the bottom of the screen).



SECTION A Annual Year: 2010 School Number: 60400A Name: LCA COMMUNITY COLLEGE	SCHOOL DETAILS	SECTION B Year:[A and B]..... Candidate No: 599994 Name: YVETTE SMYTH Date of Birth: 0000-00-00	CANDIDATE DETAILS	<input type="checkbox"/> Operating Instructions <input type="checkbox"/> Appendix A <input type="checkbox"/> Appendix B <input type="checkbox"/> Treoracha <input type="checkbox"/> Agus in A <input type="checkbox"/> Agus in B
---	-----------------------	--	--------------------------	---

Session 1 | Session 2 | Session 3 | Session 4 | Print

Session 1

This page has not been verified yet.

Save & Add More Subjects

Save

SUBJECT TITLE	SUBJECT CODE	MODULE CODE	CREDITS	ELECTIVE
Vocational Prep. & Guidance <i>Gairmúimhúchán agus treoir</i>	800	11	2	<input type="checkbox"/>
Vocational Prep. & Guidance <i>Gairmúimhúchán agus treoir</i>	800	12	2	<input type="checkbox"/>
English And Communication <i>Béarla agus cumarsáid</i>	810	10	1	<input type="checkbox"/>
Social Education <i>Oideachais sóisialta</i>	815	11	1	<input type="checkbox"/>
Arts <i>Ealaíon</i>	819			<input type="checkbox"/>
Leisure&rec Incl Physical Educ <i>Fóillíocht agus caitheamh áimsire</i>	824	12	2	<input type="checkbox"/>
Intro. To Information & Comm. Technology <i>Bunús Teic. an Eolais & na Chumarsáide</i>	825	10	2	<input type="checkbox"/>
Mathematic Applications <i>Feidhmeanna matamaitice</i>	830	10	1	<input type="checkbox"/>
Hotel Catering & Tourism <i>Ostáilocht Iónadóireacht & turasoireacht</i>	833	10	1	<input type="checkbox"/>
Religious Education <i>Oideachas reiligiúnach</i>	843	10	2	<input checked="" type="checkbox"/>
Graphics And Construction Studies <i>Grafaic agus staidéar fhorgníochta</i>	845	10	1	<input type="checkbox"/>
TOTAL NUMBER OF CREDITS FOR SESSION			15	

Save and add more subjects

Save

In this case The **Arts** Module Code and credits are left blank as the Arts module will be claimed for in session 2.

Note: Do not enter a **0** (zero) here as this would suggest that the candidate did not fulfil the criteria for this module.

Select **Save**

A pop up window appears as shown.

Select **OK** and you are automatically led to the next candidate.

Session 1

This page has not been verified yet.

Save & Add More Subjects | Save

SUBJECT CODE	MODULE CODE	CREDITS	ELECTIVE
800	11	2	<input type="checkbox"/>



Resolving Errors

Sample Candidate 2

Leaving Certificate Applied Programme Welcome coordinator | Logout

SECTION A	SCHOOL DETAILS	SECTION B	CANDIDATE DETAILS	<input type="checkbox"/> Operating Instructions <input type="checkbox"/> Appendix A <input type="checkbox"/> Appendix B <input type="checkbox"/> Treoracha Aguisin A <input type="checkbox"/> Aguisin B
Annual Year:	2010	Year:	A	
School Number:	60400A	Candidate No.:	599995	
Name:	LCA COMMUNITY COLLEGE	Name:	SHARON MALONE	
		Date of Birth:	0000-00-00	

Session 1 | Session 2 | Session 3 | Session 4 | Print

Session 1

This page has not been verified yet.

SUBJECT TITLE	SUBJECT CODE	MODULE CODE	CREDITS	ELECTIVE
Vocational Prep. & Guidance <i>Gairmullmhúchán agus treoir</i>	800	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
English And Communication	810	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>

Insert all the module codes and credits and select **Save**.

Notice a yellow highlighter indicates an error.

In this case, the same code was mistakenly inserted into the two Vocational Prep & Guidance modules.

Leaving Certificate Applied Programme Welcome coordinator | Logout

The page at lca.examinations.ie says:

Module Number 11 of subject 800 already exists in Session 1

Prevent this page from creating additional dialogs.

SECTION A	SCHOOL DETAILS	SECTION B	CANDIDATE DETAILS	<input type="checkbox"/> Operating Instructions <input type="checkbox"/> Appendix A <input type="checkbox"/> Appendix B <input type="checkbox"/> Treoracha Aguisin A <input type="checkbox"/> Aguisin B
Annual Year:	2010	Year:	A	
School Number:	60400A	Candidate No.:	599995	
Name:	LCA COMMUNITY COLLEGE	Name:	SHARON MALONE	
		Date of Birth:	0000-00-00	

Session 1 | Session 2 | Session 3 | Session 4 | Print

Session 1

This page has not been verified yet.

SUBJECT TITLE	SUBJECT CODE	MODULE CODE	CREDITS	ELECTIVE
Vocational Prep. & Guidance <i>Gairmullmhúchán agus treoir</i>	800	11	2	<input type="checkbox"/>
English And Communication <i>Béarla agus cumarsáid</i>	810	10	1	<input type="checkbox"/>
Social Education <i>Oideachais sóisialta</i>	815	11	1	<input type="checkbox"/>
Arts <i>Ealáin</i>	819	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
Leisure&rec Incl Physical Educ <i>Fóillíocht agus caitheamh áimsire</i>	824	12	2	<input type="checkbox"/>
Intro. To Information & Comm. Technology <i>Bunús Teic. an Eolais & na Chumarsáide</i>	825	10	2	<input type="checkbox"/>
Mathematic Applications <i>Feidhmeanna matamaitice</i>	830	10	1	<input type="checkbox"/>
Hotel Catering & Tourism <i>Ostáíocht Íonadóireacht & turasoireacht</i>	833	10	1	<input type="checkbox"/>
Vocational Prep. & Guidance <i>Gairmullmhúchán agus treoir</i>	800	11	2	<input type="checkbox"/>



Select the **OK** button and make the correction in the **MODULE CODE** box.

Change the **MODULE CODE** to 12. Insert 2 **CREDITS**.

The page at lca.examinations.ie says:
Module Number 11 of subject 800 already exists in Session 1
 Prevent this page from creating additional dialogs.
OK

Welcome coordinator | Logout

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Aguisín A
Aguisín B

Session 4 | Print

Session 1

This page has not been verified yet.

Save & Add More Subjects | Save

SUBJECT CODE	MODULE CODE	CREDITS	ELECTIVE
800	11	2	<input type="checkbox"/>

Once **Save** is selected another mistake is highlighted. In this case the subject **Social Education** is entered twice. Delete the module code and associated credits and select **Save**.

SECTION A SCHOOL DETAILS

Annual Year: 2010
School Number: 60400A
Name: LCA COMMUNITY COLLEGE

SECTION B CANDIDATE DETAILS

Year: A
Candidate No: 599995
Name: SHARON MALONE
Date of Birth: 0000-00-00

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Aguisín A
Aguisín B

Session 1

This page has not been verified yet.

Save & Add More Subjects | Save

SUBJECT TITLE	SUBJECT CODE	MODULE CODE	CREDITS	ELECTIVE
Vocational Prep. & Guidance <i>Gairmullmhúchán agus treoir</i>	800	12	2	<input type="checkbox"/>
English And Communication <i>Béarla agus cumarsáid</i>	810	10	1	<input type="checkbox"/>
Social Education <i>Oideachais sóisialta</i>	815	11	1	<input type="checkbox"/>
Arts <i>Ealáion</i>	819			<input type="checkbox"/>
Leisure&rec Incl Physical Educ <i>Fóillíocht agus caitheamh áimsire</i>	824	12	2	<input type="checkbox"/>
Intro. To Information & Comm. Technology <i>Bunús Teic. an Eolais & na Chumarsáide</i>	825	10	2	<input type="checkbox"/>
Mathematic Applications <i>Feidhmeanna matamaitice</i>	830	10	1	<input type="checkbox"/>
Hotel Catering & Tourism <i>Ostaíocht lónadóireacht & turasoireacht</i>	833	10	1	<input type="checkbox"/>
Vocational Prep. & Guidance <i>Gairmullmhúchán agus treoir</i>	800	11	2	<input type="checkbox"/>
Social Education <i>Oideachais sóisialta</i>	815	11	1	<input type="checkbox"/>
TOTAL NUMBER OF CREDITS FOR SESSION			13	



In selecting **Save** another mistake is highlighted, in this case the wrong credit has been entered for **Intro. To Information & Comm. Technology**.

The page at lca.examinations.ie says:
Please enter valid credits for module 10 of subject 825
 Prevent this page from creating additional dialogs.

SECTION A SCHOOL DETAILS
Annual Year: 2010
School Number: 60400A
Name: LCA COMMUNITY COLLEGE

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Session 1 | Session 2 | Session 3 | Session 4 | Print

Session 1

This page has not been verified yet.

Save & Add More Subjects | Save

SUBJECT TITLE	SUBJECT CODE	MODULE CODE	CREDITS	ELECTIVE
Vocational Prep. & Guidance <i>airmullmhúchán agus treoir</i>	800	11	2	<input type="checkbox"/>
Vocational Prep. & Guidance <i>airmullmhúchán agus treoir</i>	800	12	2	<input type="checkbox"/>
English And Communication <i>éarla agus cumarsáid</i>	810	10	1	<input type="checkbox"/>
Social Education <i>ideachais sóisialta</i>	815	11	1	<input type="checkbox"/>
Arts <i>aláion</i>	819			<input type="checkbox"/>
Physical Education <i>óilíocht agus caitheamh áimsire</i>	824	12	2	<input type="checkbox"/>
Intro. To Information & Comm. Technology <i>unús Teic. an Eolais & na Chumarsáide</i>	825	10	1	<input type="checkbox"/>

Select **OK** and change the **CREDITS** to 2.

The page at lca.examinations.ie says:
All Modules of subject 843 must be indicated as elective
 Prevent this page from creating additional dialogs.

SECTION A SCHOOL DETAILS
Annual Year: 2010
School Number: 60400A
Name: LCA COMMUNITY COLLEGE

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Session 1

This page has not been verified yet.

Save & Add More Subjects | Save

SUBJECT TITLE	SUBJECT CODE	MODULE CODE	CREDITS	ELECTIVE
Religious Education <i>Oideachas reiligiúnach</i>	843	10	2	<input type="checkbox"/>
Vocational Prep. & Guidance <i>Gairmullmhúchán agus treoir</i>	800	11	2	<input type="checkbox"/>
Vocational Prep. & Guidance <i>Gairmullmhúchán agus treoir</i>	800	12	2	<input type="checkbox"/>

When **Save** is selected we see another error appearing to tell us to make sure and tick the **ELECTIVE** box for Religion.

SECTION A SCHOOL DETAILS
Annual Year: 2010
School Number: 60400A
Name: LCA COMMUNITY COLLEGE

SECTION B CANDIDATE DETAILS
Year: A
Candidate No: 599995
Name: SHARON MALONE
Date of Birth: 0000-00-00

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Session 1 | Session 2 | Session 3 | Session 4 | Print

Session 1

This page has not been verified yet.

Save & Add More Subjects | Save

SUBJECT TITLE	SUBJECT CODE	MODULE CODE	CREDITS	ELECTIVE
Religious Education <i>Oideachas reiligiúnach</i>	843	10	2	<input type="checkbox"/>
Vocational Prep. & Guidance <i>Gairmullmhúchán agus treoir</i>	800	11	2	<input type="checkbox"/>
Vocational Prep. & Guidance <i>Gairmullmhúchán agus treoir</i>	800	12	2	<input type="checkbox"/>



Select **Save**.

Click **OK** to save the candidates **MODULE CODES** and **CREDITS** for session 1.

The page at lca.examinations.ie says:

The Candidate's information has been saved.

Prevent this page from creating additional dialogs.

OK

SUBJECT TITLE	SUBJECT CODE	MODULE CODE	CREDITS	ELECTIVE
Vocational Prep. & Guidance Gairmúlmhúchán agus treoir	800	11	2	<input type="checkbox"/>
Vocational Prep. & Guidance Gairmúlmhúchán agus treoir	800	12	2	<input type="checkbox"/>
English And Communication Béarla agus cumarsáid	810	10	1	<input type="checkbox"/>
Social Education Oideachais sóisialta	815	11	1	<input type="checkbox"/>
Arts Ealaíon	819			<input type="checkbox"/>
Leisure&rec Incl Physical Educ Fóilíocht agus cailteamh áimsire	824	12	2	<input type="checkbox"/>
Intro. To Information & Comm. Technology Bunús Teic. an Eolais & na Chumarsáide	825	10	2	<input type="checkbox"/>
Mathematic Applications Feidhmeanna matamaitice	830	10	1	<input type="checkbox"/>
Hotel Catering & Tourism Ostaíocht íonadóireacht & turasoireacht	833	10	1	<input type="checkbox"/>
Religious Education Oideachas reiligiúnach	843	10	2	<input checked="" type="checkbox"/>
Graphics And Construction Studies Grafaic agus staidéar fhoirgníochta	845	10	1	<input type="checkbox"/>
TOTAL NUMBER OF CREDITS FOR SESSION			15	

Note: the details can be changed at any time by going into the candidate number and changing the module codes, and/or credits, if need be.

However, when the principal of the school in question verifies the results no further alterations may be made.

Session 1 | Session 2 | Session 3 | Session 4 | **Print**

Session 1

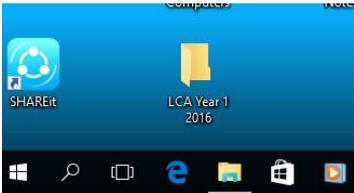
This page has not been verified yet.

SUBJECT TITLE	SUBJECT CODE	MODULE CODE	CREDITS	ELECTIVE
Vocational Prep. & Guidance Gairmúlmhúchán agus treoir	800	11	2	<input type="checkbox"/>

Saving and Printing

When all candidates' information and results are entered it is important to save a copy for your records.

First create a new folder on the computer desktop called **LCA Year 1 (20..)**



Then select the **Print** tab on the screen as shown.

Session 1 | Session 2 | Session 3 | Session 4 | **Print**

Session 1

This page has not been verified yet.

SUBJECT TITLE	SUBJECT CODE	MODULE CODE	CREDITS	ELECTIVE
Vocational Prep. & Guidance Gairmúlmhúchán agus treoir	800	11	2	<input type="checkbox"/>

The candidate number and session number appear. Select **Print**.

SECTION A SCHOOL DETAILS
Annual Year: 2010
School Number: 66400A
Name: LCA COMMUNITY COLLEGE

SECTION B CANDIDATE DETAILS
Year: A
Candidate No: 599995
Name: SHARON MALONE
Date of Birth: 0000-00-00

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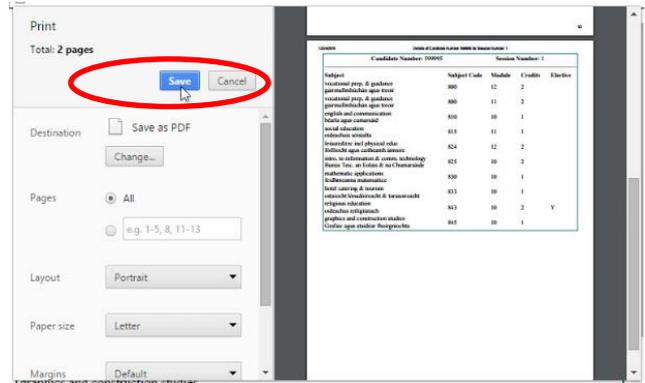
Session 1 | Session 2 | Session 3 | Session 4 | **Print**

Candidate Number 599995 for: Session Number: Session 1 | **Print**



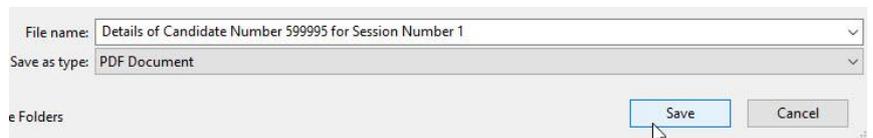
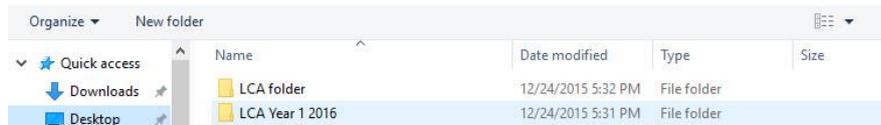
In this new window, for destination, **Save as PDF.**

Select **Save.**



Scroll and find the folder

LCA Year 1 (20..), and select **Save.**



All candidates should be saved into the same folder.

The layout will look as shown for each candidate.

Note the candidate's examination number and session number appears on top of the sheet.

12/24/2015 Details of Candidate Number 599995 for Session Number 1

Candidate Number: 599995		Session Number: 1		
Subject	Subject Code	Module	Credits	Elective
vocational prep. & guidance gairmullmhúchán agus treoir	800	12	2	
vocational prep. & guidance gairmullmhúchán agus treoir	800	11	2	
english and communication béarla agus cumarsáid	810	10	1	
social education oideachais sóisialta	815	11	1	
leisure&rec incl physical educ fóillíocht agus caitheamh áimsire	824	12	2	
intro. to information & comm. technology Bunús Teic. an Eolais & na Chumarsáide	825	10	2	
mathematic applications feidhmeanna matamaitice	830	10	1	
hotel catering & tourism ostaíocht lónadóireacht & turasoireacht	833	10	1	
religious education oideachas reiligiúnach	843	10	2	Y
graphics and construction studies Grafaic agus staidéar foirgníochta	845	10	1	

When fully complete select **Logout.**

Note: It is important to select **Logout** and avoid   pressing the "X" key on the top right of the screen. Never select the **X** on top right of the screen as this will result in a ten minutes lock out before you can re-enter the service.



99mHMyNLeB

Welcome coordinator | **Logout**

SECTION B CANDIDATE DETAILS

Year: [A and B] [v]
Candidate No: 599994 [v]

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Year 1

Session 2 = Feb-June

The module codes and credits are entered in the same way as in **Session 1**. This applies also to session 3 & 4.

lca.examinations.ie/co-ordinator_main.php?sid=kE5a2vz68TByB661mz3zl8oBX804nzzi

Leaving Certificate Applied Programme

Welcome coordinator | Logout

SECTION A SCHOOL DETAILS
Annual Year: 2010
School Number: 60400A
Name: LCA COMMUNITY COLLEGE

SECTION B CANDIDATE DETAILS
Year: A [v]
Candidate No: 599994 [v]
Name: YVETTE SMYTH
Date of Birth: 0000-00-00

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 Agusín A
 Agusín B

Session 1 | **Session 2** | Session 3 | Session 4 | Print

Session 2
This page has not been verified yet.

SUBJECT TITLE	SUBJECT CODE	MODULE CODE	CREDITS	ELECTIVE
Vocational Prep. & Guidance <i>Gairmullmhúchán agus treoir</i>	800	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
English And Communication <i>Béarla agus cumarsáid</i>	810	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Note: Using the tabs it is possible to go back to see the module codes and credits that have been awarded in previous sessions.

Session 1 | Session 2 | Session 3 | Session 4 | **Print**

Session 2 (View Only)
This page has not been verified yet.

SUBJECT TITLE	SUBJECT CODE	MODULE CODE	CREDITS	ELECTIVE
Vocational Prep. & Guidance <i>Gairmullmhúchán agus treoir</i>	800	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
English And Communication <i>Béarla agus cumarsáid</i>	810	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Finally, select: **Print, All Sessions**, and **Print**, in order to print out each candidates four sessions at once.

SECTION A SCHOOL DETAILS
Annual Year: 2010
School Number: 60400A
Name: LCA COMMUNITY COLLEGE

SECTION B CANDIDATE DETAILS
Year: B [v]
Candidate No: 599999 [v]
Name: JENNIFER MURPHY
Date of Birth: 0000-00-00

Session 1 | Session 2 | Session 3 | Session 4 | **Print**

Candidate Number 599999 for: Session Number: [All Sessions] [v] **Print**

- Session 3
- [All Sessions]
- Session 1
- Session 2
- Session 3
- Session 4

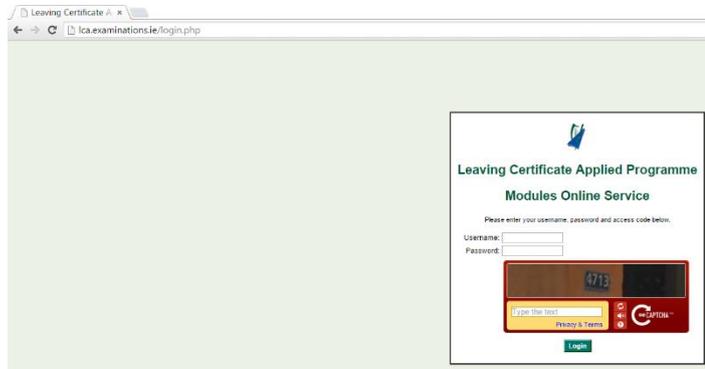


Modules & Credits Service for Principals

Access to the Modules system is via the following URL:

<http://lca.examinations.ie>

Log on to the Internet as normal. In the Address bar, type in the URL above and press “Go”.



Using your schools unique

- **Username** (principal_.....)
- **Password** (case sensitive!)

Login to the service.

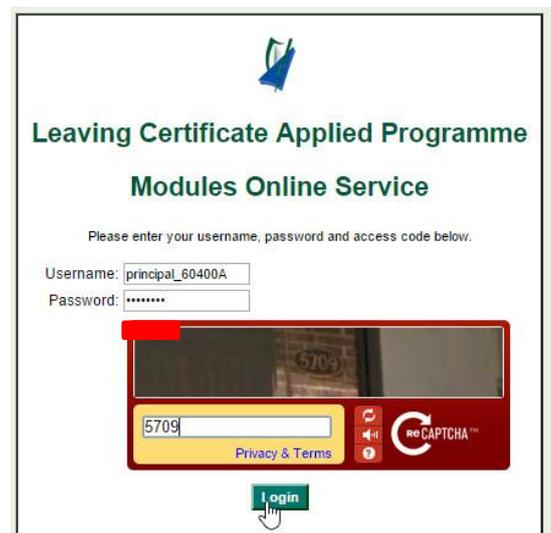
These details are sent to schools by the SEC.

Note: The username and password must be the one provided in the recent password letter for the relevant session.

Type in the **captcha** (e.g.5709) that can be seen on the screen

NOTE: captcha can change after each login

Select **Login**



Video Tutorial click on link: [Principals Video](#)



Select the session number that you wish to verify by using the down arrow. Select Session 1

Please select the Session Number for which you want to verify records			
Candidate Number	First Name	Last Name	Date of Birth
599999	JENNIFER	MURPHY	0000-00-00
599998	ANNA	WALSH	0000-00-00
599997	EMILY	BYRNE	0000-00-00
599996	SARAH	BYRNE	0000-00-00
599995	SHARON	MALONE	0000-00-00
599994	YVETTE	SMYTH	0000-00-00

Please select the Session Number for which you want to verify records			
Candidate Number	First Name	Last Name	Date of Birth
599999	JENNIFER	MURPHY	0000-00-00
599998	ANNA	WALSH	0000-00-00
599997	EMILY	BYRNE	0000-00-00
599996	SARAH	BYRNE	0000-00-00
599995	SHARON	MALONE	0000-00-00
599994	YVETTE	SMYTH	0000-00-00

The list of candidates and their information is shown.

Please select the Session Number for which you want to verify records					
<input type="checkbox"/>	Candidate Number	First Name	Last Name	Date of Birth	Verify
<input type="checkbox"/>	599997	EMILY	BYRNE	0000-00-00	Not Verified
<input type="checkbox"/>	599996	SARAH	BYRNE	0000-00-00	Not Verified
<input type="checkbox"/>	599995	SHARON	MALONE	0000-00-00	Not Verified
<input type="checkbox"/>	599994	YVETTE	SMYTH	0000-00-00	Not Verified

I certify that the above candidate, who has been awarded credits in the modules, has satisfactorily completed the module by

- attending the classes and out-of-school activities related to the module
- completing the key Assignments related to the module, and
- following the Curriculum Framework as published in the Statement Program.

Tick the box at the top left of the screen beside **Candidate Numbers**.

Scroll down to the bottom of the screen and select **Verify selected records**.



Leaving Certificate Applied

Please select the Session Number for which you want to verify records: 1

<input checked="" type="checkbox"/>	Candidate Number	First Name	Last Name	Date of Birth	Verify
<input checked="" type="checkbox"/>	599997	EMILY	BYRNE	0000-00-00	Not Verified
<input checked="" type="checkbox"/>	599996	SARAH	BYRNE	0000-00-00	Not Verified
<input checked="" type="checkbox"/>	599995	SHARON	MALONE	0000-00-00	Not Verified
<input checked="" type="checkbox"/>	599994	YVETTE	SMYTH	0000-00-00	Not Verified

I certify that the above candidate, who has been awarded credits in the modules, has satisfactorily completed the module by
(i) attending the classes and out-of-school activities related to the module
(ii) completing the key Assignments related to the module, and
(iii) following the Curriculum Framework as published in the Statement Program.

A window appears.

Select OK

The page at lca.examinations.ie says:

Do you want to verify the selected records?

Leaving Certificate Applied

Please select the Session Number for which you want to verify records: 1

<input type="checkbox"/>	Candidate Number	First Name	Last Name	Date of Birth	Verify
<input type="checkbox"/>	599997	EMILY	BYRNE	0000-00-00	Verified
<input type="checkbox"/>	599996	SARAH	BYRNE	0000-00-00	Verified
<input type="checkbox"/>	599995	SHARON	MALONE	0000-00-00	Verified
<input type="checkbox"/>	599994	YVETTE	SMYTH	0000-00-00	Verified

I certify that the above candidate, who has been awarded credits in the modules, has satisfactorily completed the module by
(i) attending the classes and out-of-school activities related to the module
(ii) completing the key Assignments related to the module, and
(iii) following the Curriculum Framework as published in the Statement Program.



Note: Logout by selecting **Logout** on the top right hand side of the screen.

Do not close the screen by the **X** on the top right hand side as this will result in the user being locked out of the service for a ten minute period. Inactivity on the screen for a period of time will have the same result.

Note: LCA Modules online service will not be available between 10am – 11am daily due to maintenance.



ICT Module Service for ICT Teacher

Accessing the instructions

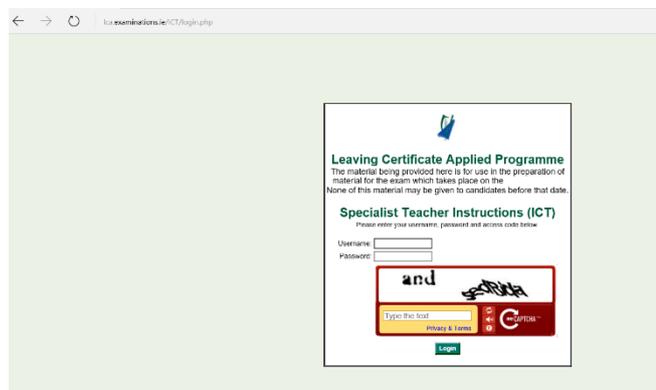
Access the Specialist Teacher Instructions using the below URL:

<http://lca-ict.examinations.ie>

Log on to the Internet as normal.

In the address bar, insert the **URL** above and select enter.

The **LCA Specialist teacher Instructions** page will be accessed.



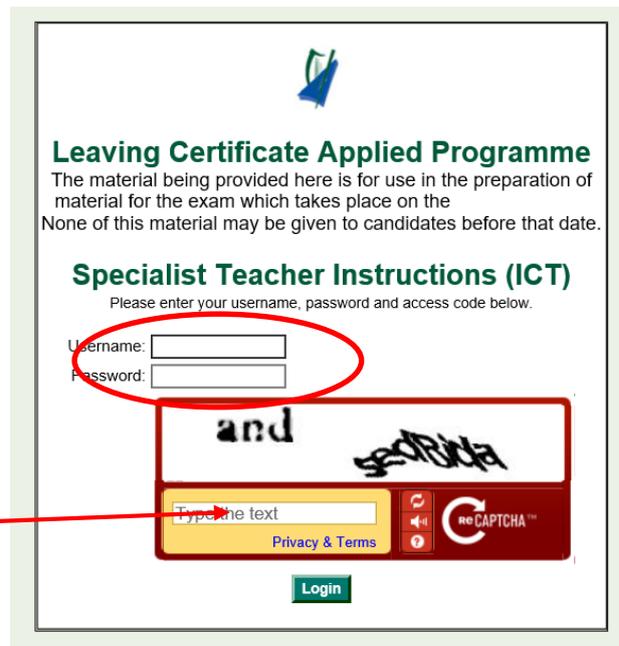
Using your schools unique login details.

Enter your:

1. **Username** (coord_.....)
2. **Password** (case sensitive)

Note: These details are sent to schools by the State Examination commission.

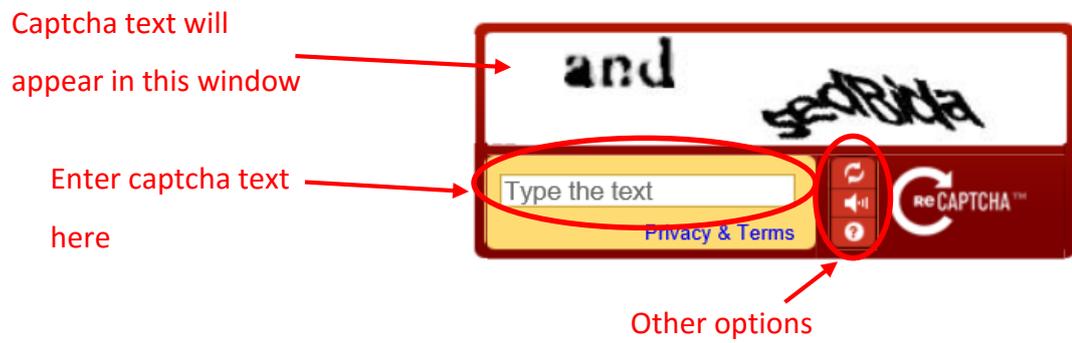
3. Enter the **security code** that appears in the window below.



Click on Link for video tutorial:



As a security measure this website has a **Captcha** text entry. Enter the text displayed in the window into the captcha.



Note: This captcha security text will change for each login to the system.

Select Login

Login



Specialist Teacher Instructions menu

Logout link

Specialist Teacher Instructions (ICT)	
<p>1. Download and print 2 copies of the Specialist Teacher Instructions (a) for your own use. (b) to sign and give to the Superintendent</p> <p>2. Download and save the following files to electronic storage devices for candidates in advance of the examination.</p> <p>3. NB. Ensure that the filetypes you have saved are compatible with the software which the candidates will be using on the day of the examination.</p> <p>4. Before downloading files please ensure that your spellchecker is turned off. (to prevent deliberate errors in the word processing assignment being highlighted)</p>	
Specialist Teacher Instructions	
Practical Word Processing Assignment	
Practical Database Assignment	
Practical Desktop Publishing Assignment	
Clipart	
Form EM1 for Email Task	

General instructions

Teacher instructions

Files to download for examinations

Logout

The following must be prepared before the examination:

1. Download and print 2 copies of the **Specialist Teacher Instructions**,
 - (a) for your own use.
 - (b) to sign and give to the Superintendent
2. Download and Save the electronic files to electronic storage devices for candidates in advance of the examination.



Note: Ensure that the filetypes you have saved are compatible with the software which the candidates will be using on the day of the examination.

Note: Before downloading files please ensure that your spellchecker is turned off.
(to prevent deliberate errors in the word processing assignment being highlighted)

3. Complete the software form.

Exit from the Entries system by clicking the **Logout** button.



Appendix

Appendix A

Course and module codes for Leaving Certificate Applied.

COURSE CODE	TITLE	MODULE CODE	TITLE
800	Vocational Preparation and Guidance	10	Guidance
		11	Jobsearch
		12	Work Experience 1
		13	Work Experience 2
		14	Work Experience 3
		15	Work Experience 4
		16	Enterprise 1
		17	Enterprise 2
		18	Enterprise 3
		19	Community Work
810	English and Communications	20	Work and Living
		10	Communications and the Working World
		11	Communications and Enterprise
		12	The Communications Media
815	Social Education	13	Critical Literacy and Composition
		10	Social and Health Education 1
		11	My Community
		12	Contemporary Issues 1
		13	Social and Health Education 2
816	Sign Language	14	Contemporary Issues 2
		15	Taking Charge
		10	Making Contact
		11	Social Interaction
819	Arts	12	Deaf People in the World of Work
		13	Deaf People in the Wider World
		10	Dance One
		11	Dance Two
		12	Drama Module 1
824	Leisure and Recreation(including Physical Education)	13	Drama Module 2
		14	Individuality and Identity
		15	The Local Environment
		16	Music Module 1
		17	Music Module 2
		10	Physical Activity for Performance



830	Mathematical Applications	11	Physical Activity for Health and Fitness
		12	Physical Activity for Recreation
		10	Maths for Living
		11	Enterprise Mathematics
		12	Maths for Leisure and Civic Affairs
		13	Maths for Working Life

COURSE		MODULE	
CODE	TITLE	CODE	TITLE
825	Introduction to Information and Communications Technology	10	Introduction to the Computer and Word Processing
832	Agriculture, Horticulture	11	Introduction to other Software Packages
		10	Basic Horticulture
		11	Garden Design
		12	Florist, Fruit and Vegetables
		13	Forestry
		14	Grass
833	Hotel Catering and Tourism	15	Milk and Meat Production
		10	Eating Out: the Fast Food way
		11	Eating Out: Hotels, Restaurants and Institutions
		12	Hospitality in Tourism
		13	Catering for diversity
845	Graphics and Construction Studies	10	Graphic Communication
		11	Construction
		12	Building Services
		13	Woodcraft
		14	Design and Manufacture of Educational Toys
		15	Computer Aided Design
835	Craft and Design	10	Creative Decoration
		11	Surface - Pattern Design
		12	Textiles – structuring/weaving
		13	Fashion – construction
		14	Signage
		15	Design communication through illustration
		16	Layout in graphic communication
		17	Block-Printing
		18	Jewellery
		19	Interior design
20	Modelling		
21	Ceramics		
22	Video Production		
23	The camera – photography		
24	Manipulating photographic imagery		



COURSE		MODULE	
CODE	TITLE	CODE	TITLE
836	Engineering	10	Engineering Core
		11	General Engineering
		12	Motor Engineering
		13	Decorative Metalwork
		14	Engineering Systems
846	Childcare/Community Care	10	The Care of Babies and Young children
		11	Child Development and Play
		12	Parenting and Care Provision
		13	People with Special needs
		14	Older People
847	Office Administration and Customer Care	10	Retailing and Selling
		11	Office Assistant
		12	Office Practice
		13	Retailing and the Consumer
		14	Introducing Technology
839	Technology	10	Introducing Technology
		11	Design and Manufacture
		12	Water Technology
		13	Electrical Understanding and Basic Electronics
848	Active Leisure Studies	10	Active Leisure Studies
		11	Health Related Fitness
		12	Aquatics
		13	Outdoor Education
		14	Invasion Games
		15	Net/Fielding Games
849	Information and Communication Technology	10	Wordprocessing
		11	Spreadsheets
		12	Databases
		13	Desktop Publishing
		14	The Internet
		15	Text Entry
850	Hair and Beauty	10	Salon and Customer Care
		11	Haircare
		12	Beautycare
		13	Bodycare



COURSE CODE	TITLE	MODULE CODE	TITLE
10	French	10	Social Relationships
		11	Travelling and finding the way
11	German	10	Social Relationships
		11	Travelling and finding the way
12	Spanish	10	Social Relationships
		11	Travelling and finding the way
13	Italian	10	Social Relationships
		11	Travelling and finding the way
66	Geailge Cumarsaidach	10	An Ghaeilge thart timpeall orainn
		11	Saol Sóisialta Saoire sa bhaile agus tthar Lear
843	Religious Education	10	Looking In
		11	Our Religious Story
		12	A Living Faith
		13	World Religions
844	Science	10	Science and Health
		11	Science and the Environment
		12	Consumer Science
		13	Food



Appendix B

GUIDELINES ON CLAIMING CREDITS FOR MODULES COMPLETED

VOCATIONAL PREPARATION AND GUIDANCE				CODE 800
SESSION I	SESSION II	SESSION III	SESSION IV	
Work Experience 1 [12] Jobsearch [11]	Work Experience 2 [13] Enterprise 1 [16] Or Enterprise 2 [17]	Work Experience 3 [14] Community Work [19] or Work and Living [20]	Work Experience 4 [15] Guidance [10]	

This is a sample arrangement. 8 modules must be completed, 2 each session. The following modules are mandatory:

- Guidance
- Jobsearch
- Work Experience 1
- Work Experience 2
- Enterprise (1 module)

In the case of Work Experience, 2 modules are mandatory but up to 4 modules can be completed during the 2 years. One module of Enterprise is mandatory but additional modules may be completed here.

The Guidance module is completed over all 4 sessions. Credit is therefore claimed only at the end of Session 4.

ENGLISH AND COMMUNICATIONS				CODE 810
SESSION I	SESSION II	SESSION III	SESSION IV	
Communications and the Working World [10]	Communications and Enterprise [11]	The Communications Media [12]	Critical Literacy and Composition [13]	

SOCIAL EDUCATION				CODE 815
SESSION I	SESSION II	SESSION III	SESSION IV	
My Community [11]	Contemporary Issues 1 [12] Social and Health Education I [10]	Contemporary Issues 2 [14]	Taking Charge [15] Social and Health 2 [13]	

Social and Health Education I is completed during Session 1 and 2 and the credit is claimed at the end of Session 2. Social and Health Education 2 is completed during Session 3 and 4 and the credit is claimed at the end of Session 4.

SIGN LANGUAGE				CODE 816
SESSION I	SESSION II	SESSION III	SESSION IV	
Making Contact [10]	Social Interaction [11]	Deaf People in the World of Work [12]	Deaf People in the Wider World [13]	



ARTS EDUCATION			819
DANCE	DRAMA	VISUAL ART	MUSIC
Dance I [10] Dance II [11]	Drama Module 1 [12] Drama Module 2 [13]	Individuality and Identity [14] The Local [15] Environment	Music Module 1 [16] Music Module 2 [17]

Any 2 modules can be selected from the above options.
The sequence arrangement in each course should be followed (this can include electives).

LEISURE AND RECREATION (including Physical Education) Code 824
Module 1: Physical Activity for Performance [10]
Module 2: Physical Activity for Health and Fitness [11]
Module 3: Physical Activity for Recreation [12]

Any 2 modules can be selected and the modules can be taken in any sequence.

MATHEMATICAL APPLICATIONS			CODE 830
SESSION I	SESSION II	SESSION III	SESSION IV
Mathematics for Living [10]	Enterprise Mathematics [11]	Mathematics for Leisure and Civic Affairs [12]	Mathematics for Working Life [13]

INTRODUCTION TO INFORMATION AND COMMUNICATIONS TECHNOLOGY 825	
SESSION I	SESSION 2
Introduction to the Computer and Word Processing [10]	Introduction to other software packages. [11]

VOCATIONAL SPECIALISMS

Candidates are required to complete 8 modules from 2 vocational specialisms over the course of the programme. At least two of the modules must be undertaken in year 1 of the programme, which may be one from each of the specialisms chosen or two from one of the specialisms. In any event, a candidate must complete no more than 4 modules from each specialism over the course of the two years.

AGRICULTURE, HORTICULTURE 832
Horticulture
Module 1: Basic Horticulture [10]
Module 2: Garden Design [11]
Module 3: Floristry, Fruit and Vegetables [12]
Agriculture
Module 4: Forestry [13]
Module 5: Grass [14]
Module 6: Milk and Meat Production [15]

4 modules to be completed. These may be chosen across the broad groups of Horticulture and Agriculture.



HOTEL, CATERING AND TOURISM 833

- Module 1: Eating Out – The Fast Food Way [10]
- Module 2: Eating Out – Hotels, Restaurants and Institutions [11]
- Module 3: Hospitality in Tourism [12]
- Module 4: Catering for Diversity [13]

Module 1: Eating Out - The Fast Food Way should be completed in Session I.
 Module 2, 3 and 4 can be selected and completed in any order

GRAPHICS AND CONSTRUCTION STUDIES 845

- Module 1: Graphic Communication (Core Mandatory Module)[10]
- Module 2: Construction [11]
- Module 3: Building Services [12]
- Module 4: Woodcraft [13]
- Module 5: Design and Manufacture of Educational Toys [14]
- Module 6: Computer Aided Design [15]

Students have to complete four modules. The module in Graphic Communication is a core mandatory module. Any three of Modules 2 to 6 may be selected.

There is no prescribed sequence for the implementation of the modules but it is recommended that Graphic Communication is completed before implementing the module on Construction.

CRAFT AND DESIGN 835

AREA	MODULES
Fashion & Textiles	1. Creative Decoration [10] 2. Surface-pattern design [11] 3. Textiles - structuring/weaving [12] 4. Fashion - construction [13]
Graphic Communication and Print Media	5. Signage [14] 6. Design communication through illustration [15] 7. Layout in graphic communication [16] 8. Block-printing [17]
Three-Dimensional Studies	9. Jewellery [18] 10. Interior design [19] 11. Modelling [20] 12. Ceramics [21]
Lens-Based Studies	13. Video production [22] 14. The camera - photography [23] 15. Manipulating photographic imagery [24]

The Craft and Design course has been divided into four different areas. Each of these areas is further divided into modules. Over the two years of the course, students must complete four modules from



the list of fifteen modules presented above. The students may choose any four from this list but no more than two from any of the four areas listed.

No sequence of modules is prescribed.

ENGINEERING 836

- Module 1: Engineering Core (Mandatory) [10]
- Module 2: General Engineering [11]
- Module 3: Motor Engineering [12]
- Module 4: Decorative Metalwork [13]
- Module 5: Engineering Systems [14]

A student must take four modules. Engineering Core is a mandatory module.

CHILDCARE/COMMUNITY CARE 846

- Module 1: The Care of Babies and Young Children [10]
- Module 2: Child Development and Play [11]
- Module 3: Parenting and Care Provision [12]
- Module 4: People with Special Needs [13]
- Module 5: Older People [14]

Any four modules can be selected and completed in any order.

OFFICE ADMINISTRATION AND CUSTOMER CARE 847

- Module 1: Retailing and Selling [10]
- Module 2: Office Assistant [11]
- Module 3: Office Practice [12]
- Module 4: Retailing and the Consumer [13]

4 modules to be completed.

The order of completion of these modules is at the discretion of the teacher/school, however it is recommended that Module 2: Office Assistant be completed before Module 3: Office Practice.

TECHNOLOGY 839

- Module 1: Introducing Technology [10]
- Module 2: Design and Manufacture [11]
- Module 3: Water Technology [12]



Module 4: Electrical Understanding and Basic Electronics [13]

Four modules are available in this specialism. The module "Introducing Technology" is a core mandatory module and must be taken first. The other three modules may be taken in any order.

ACTIVE LEISURE STUDIES 848

MANDATORY MODULES:

Module 1: Active Leisure Studies [10]

Module 2: Health Related Fitness [11]

OPTIONAL MODULES:

Module 3: Aquatics [12]

Module 4: Outdoor Education [13]

Module 5: Invasion Games [14]

Module 6: Net/Fielding Games [15]

4 modules to be completed.

Module 1 (Active Leisure Studies) and 2 (Health Related Fitness) are mandatory. Any two modules from the remaining group of four may be taken.

INFORMATION AND COMMUNICATION TECHNOLOGY 849

Module 1: Word Processing [10]

Module 2: Spreadsheets [11]

Module 3: Databases [12]

Module 4: Desktop Publishing [13]

Module 5: The Internet [14]

Module 6: Text Entry [15]

Four modules to be completed.

Module 1: Word Processing is a compulsory core module. Students may complete three of the remaining modules.

HAIR AND BEAUTY 850

Module 1: Salon and Customer Care [10]

Module 2: Haircare [11]



Module 3: Beautycare [12]

Module 4: Bodycare [13]

ELECTIVE MODULES

Credits for 4 elective modules must be claimed over the course of the two years of the programme. Generally credit for one elective module will be claimed each session. Elective modules may be chosen from the suite of modules and courses available including courses /modules in Science and Religious Education.

All four modules from one course may be chosen e.g. Science or a combination of modules from different courses.

Modules from the two Vocational Specialisms being taken may not be chosen as elective modules.

MODERN EUROPEAN LANGUAGES	
FRENCH	CODE: 10
GERMAN	CODE: 11
SPANISH	CODE: 12
ITALIAN	CODE: 13
SESSION 1	SESSION 2
Social Relationships [10]	Travelling and Finding the Way [11]

GAEILGE CUMARSAIDEACH	CODE 66
SESSION 1	SESSION 2
An Ghaeilge thart timpeall orainn. [10]	Saol sóisialta. Saoire sa bhaile agus thar lear.

For all modules credits can only be claimed when the module has been completed. 2 modules are required in each of the courses Gaeilge Cumarsáideach and Modern European Languages. One course can be chosen in Year 1 and credits for the 2 modules claimed in Session 1 and 2 and the other course can be completed in Year 2 with credits for those modules being claimed in Session 3 and 4. Equally the two courses can run concurrently over the two years with credit for a module from each course being claimed at the end of each year i.e. Session 2 and Session 4.

RELIGIOUS EDUCATION 843

Module 1: Looking In [10]

Module 2: Our Religious Story [11]

Module 3: A Living Faith [12]

Module 4: World Religions [13]



One, two, three or all four of these modules may be taken as elective modules. Module 1: Looking In is core to the course and must be taken first.

SCIENCE 844
Module 1: Science and Health [10]
Module 2: Science and the Environment [11]
Module 3: Consumer Science [12]
Module 4: Food [13]

One, two, three or four of these modules may be taken as elective modules. Each module is independent and can be taken separately.



Appendix C



LCA Curriculum Framework & Credits Allocation

Course Name	Year One		Year Two		
	Session 1 Sept-Jan	Session 2 Feb-June	Session 3 Sept-Jan	Session 4 Feb-June	
Vocational Preparation	Vocational Preparation & Guidance		Vocational Preparation & Guidance		
	→ 2	→ 2 Enterprise	→ 2	2 Guidance 2	
	2	2	2	2	
	English & Communication (Exam = 12 credits)	1 Wk/World	1 Enterprise	1 Media	1 Lit/Comp
		VOC PREP TASK			
Vocational Education	Mathematical Applications (Exam = 10 credits)		Mathematical Applications (Exam = 10 credits)		
	1 Living	1 Enterprise	1 Leisure	1 Wk/Life	
	Vocational Specialisms (Choose 2 from 11 options) (Exams = 12 credits each)	1	1	1	1
	1	1	1	1	
Information Technology	→	2	→	2	
		VOC ED TASK	VOC ED TASK		
General Education	Arts Education (Drama, Dance, Visual Arts, Music)		Arts Education (Drama, Dance, Visual Arts, Music)		
	→	2	→	2	
	Social Education (Exam = 10 credits)	1 My/Com	1 Ctp/Iss1	1 Ctp/Iss 2	1 Tk/Charge
	→	1 Soc/Health	→	1 Soc/Health	
Languages (2 exams = 6 credits each)	1	1	1	1	
Leisure & Recreation (Including PE.)	→	2	→	2	
	GENERAL ED TASK		CONT ISSUES TASK		
Elective Courses	2	2	2	2	
30 Hour Modules (3 to 4 class periods per week)		30 Hour Modules (3 to 4 class periods per week)		30 Hour Modules (3 to 4 class periods per week)	
Indicates that the module credits <u>cannot</u> be claimed at the end of this session.		Indicates that the module credits <u>cannot</u> be claimed at the end of this session.		Indicates that the module credits <u>cannot</u> be claimed at the end of this session.	
Indicates that the module credits can be claimed at the end of this session.		Indicates that the module credits can be claimed at the end of this session.		Indicates that the module credits can be claimed at the end of this session.	
See SEC Appendix A and B for full details		See SEC Appendix A and B for full details		See SEC Appendix A and B for full details	
		PRACTICAL ACHIEVEMENT TASK			
		All tasks have value of 10 credits each			