Coimisiún na Scrúduithe Stáit
State Examinations Commission
Corr na Madadh, Baile Átha Luain, Co. na hIarmhí
Cornamaddy, Athlone, Co. Westmeath.

S70/22

TO THE MANAGEMENT AUTHORITIES OF POST PRIMARY SCHOOLS AND OTHER ENTITIES RECOGNISED BY THE SEC TO HOLD EXAMINATIONS

Important Information in relation to Leaving Certificate Practical Coursework uploaded through the Schools Portal

This circular sets out the procedures and file naming conventions that should be used by candidates when submitting their coursework in digital format to their teachers for subsequent upload by the school through the State Examinations Commission (SEC) online Schools Portal. Details of the coursework submission timelines for schools are also included.

The following subjects and components will be submitted digitally for Leaving Certificate 2023:

Subject	Coursework Component
Economics	Economics Research Study
Physical Education	Physical Activity Project
	Performance Assessment
Computer Science	Coursework Project
Agricultural Science	Individual Investigative Study
Politics and Society	Citizenship Project
Applied Mathematics	Mathematical Modelling Project
Classical Studies	Classical Studies Research Study Report

Procedures for submitting coursework for Leaving Certificate 2023

Candidates in the following Leaving Certificate subjects complete their coursework using digital booklets provided by the SEC:

- Economics
- Physical Education (Physical Activity Project)
- Agricultural Science
- Politics and Society
- Applied Mathematics
- Classical Studies

The digital booklets are provided by the SEC in Microsoft Word (.docx) format. However, when candidates are signing off and submitting their digital coursework booklet for these subjects, the booklet must be converted to PDF format before being submitted through the Schools Portal. Please note that this instruction supersedes the earlier instruction in the Economics and Agricultural Science booklets that they should be submitted in MS Word format. Candidates must also print the final version of their PDF booklet, which should be retained in the school until the appeals process has been completed. Candidates should proof-read carefully this copy that they have printed from the PDF file, so as to ensure that all of their work is visible. Any work that is not visible on the printed copy will likewise not be visible to examiners marking the work digitally and can therefore not gain any marks. When candidates sign the P2 form that will be submitted to the SEC, they are confirming that the printed version of the PDF, which they have checked, is the same as the one that will subsequently be submitted digitally to the SEC. Ensuring that the version submitted is the correct one remains the candidate's responsibility throughout.

Although the booklets are supplied in Microsoft Word format, it is recognised that not all candidates will use Microsoft Word while completing them. Any candidates using alternative software **must** ensure that the layout of the booklet remains unchanged. The capacity to convert from Microsoft Word, Google Docs or Apple Pages into PDF format for final submission of the booklet is readily available within each of these products. Links to instructions for how to do this in the case of each of these products is included in an appendix to this circular.

File naming conventions for practical coursework submitted through the Schools Portal

Digital coursework components will be submitted through the Schools Portal (https://schools.examinations.ie). Schools will be provided with login credentials for this website closer to the coursework submission date. A user guide for the portal will be available to download from the website.

In order to assist both schools and the SEC to track and manage coursework components, SEC is asking candidates to use a specific naming format when submitting their work. These file names consist of the year, the subject code, the component number, the language used (English or Irish) and the candidate's examination number. This file name is followed by the file extension. The table on the next page sets out the naming convention that should be used for each component. The candidate number will be unique for each candidate. In the examples below the candidate number 123456 is used for illustrative purposes only.

Please note that the Schools Portal will not allow files or folders to be uploaded if they do not follow this naming convention. Accordingly, in order to ensure that school personnel are not faced with re-naming files, it is important that the candidates use the correct naming conventions when submitting their work to their teacher.

In the event that candidates have not received their examination numbers in advance of the completion date for a particular item of coursework (as may arise in the case of Economics or the Performance Assessment in Physical Education), then an appropriate temporary filename may be used when candidates are submitting their work to their teachers. In this case, once examination numbers have been issued, the files can be returned to the candidates in order that they can apply the correct filenames and resubmit to their teachers in advance of them being uploaded to the Schools Portal.

Subject	Component	English Filename (for a candidate whose number is 123456)	Irish Filename (for a candidate whose number is 123456)
Economics	Economics Research Study	2023-034-2-EV-123456.pdf	2023-034-2-IV-123456.pdf
Agricultural Science	Individual Investigative Study	2023-024-2-EV-123456.pdf	2023-024-2-IV-123456.pdf
Politics and Society	Citizenship Project	2023-568-2-EV-123456.pdf	2023-568-2-IV-123456.pdf
Computer Science	Coursework Project	2023-219-3-EV-123456.zip	2023-219-3-IV-123456.zip
Applied Mathematics	Mathematical Modelling Project	2023-020-2-EV-123456.pdf	2023-020-2-IV-123456.pdf
Classical Studies	Classical Studies Research Study Report	2023-008-2-EV-123456.pdf	2023-008-2-IV-123456.pdf
Physical Education	Physical Activity Project	2023-225-2-EV-123456 (folder name) Inside the folder, there should be four files: three videos in mp4 format and a report in pdf format. These should have the following file names: **Section A video**: 2023-225-A-EV-123456.mp4 **Section B video**: 2023-225-B-EV-123456.mp4 **Section C video**: 2023-225-C-EV-123456.mp4 **PDF document**: 2023-225-2-EV-123456.pdf	2023-225-2-IV-123456 (folder name) Inside the folder, there should be four files: three videos in mp4 format and a report in pdf format. These should have the following file names: **Section A video**: 2023-225-A-IV-123456.mp4 **Section B video**: 2023-225-B-IV-123456.mp4 **Section C video**: 2023-225-C-IV-123456.mp4 **PDF document**: 2023-225-2-IV-123456.pdf
	Performance Assessment	2023-225-3-EV-123456.mp4	2023-225-3-IV-123456.mp4

Timelines for submitting practical coursework through the Schools Portal

Subject	Coursework Completion Date	Submission Timeline
Economics	16 December 2022	10 -13 January
Physical Education Physical Activity Project	16 December 2022	
Classical Studies	20 January 2023	24-27 January
Applied Mathematics	03 February 2023	07-10 February
Computer Science	22 March 2023	23-28 March
Physical Education Performance Assessment	31 March 2023	18-21 April
Agricultural Science	21 April 2023	25-28 April
Politics and Society	28 April 2023	02-05 May

The School's Portal will also re- open from 22 May to 02 June in order to allow schools upload practical coursework in the case of candidates who were granted an extension to the coursework completion dates for one or more of the subjects listed at the beginning of this circular.

In the case of candidates sitting the Leaving Certificate Computer Science examination, schools must submit a backup copy of candidates' work from Section C after the examination. The backup will be submitted through the Schools Portal. Further details on the date of the examination and the procedures for saving a backup of the relevant material will issue in due course.

Enquiries in relation to this circular should be directed by email to orals@examinations.ie or by telephone to 090 644 2741/2867

Higher Executive Officer
December 2022

Appendix

Links to instructions for how to save to PDF from a variety of formats are included in the table below.

Product	Converting to PDF
Microsoft Word	https://support.microsoft.com/en-us/office/save-or-convert-to-pdf-or-xps-in-office-desktop-apps-d85416c5-7d77-4fd6-a216-6f4bf7c7c110#ID0EBBH=Windows
Google Docs	https://www.adobe.com/uk/acrobat/resources/google-doc-to-pdf.html
Apple Pages	https://support.apple.com/en-ie/guide/pages/tance1161f26/mac#:~:text=or%20remove%20it.-,Save%20a%20copy%20of%20a%20Pages%20document%20in%20another%20format,like%20Preview%20and%20Adobe%20Acrobat.