



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

S104/18

**To: Boards of Management, Principal Teachers and Teaching Staff of Second Level
 Schools and CEOs of ETBs**

Leaving Certificate Art (Including Crafts) 2019 – Arrangements for Coursework

Please bring this circular to the attention of all art teachers in the school and also provide a copy to members of the school board of management.

This letter sets out the arrangements for the distribution to schools of relevant materials for coursework for the 2019 examination and provides other information on the carrying out of the coursework.

The coursework is to be carried out over the period of twelve school weeks that starts on Monday, 7 January 2019 and finishes on Friday, 5 April 2019. **The coursework brief, incorporating the instructions to candidates, and the workbooks in which the candidates will record their research and development work, will be dispatched from the State Examinations Commission (SEC) on Friday, 4 January 2019 so as to arrive in schools on Monday, 7 January 2019.** The brief will also appear on the SEC's website (www.examinations.ie) on the morning of **Monday, 7 January 2019.**

You should also note that tamper evident envelopes and other materials required for the secure storage of the completed artwork in the school will be provided to you by the SEC as we near the completion date of 5 April 2019.

The Department of Education and Skills has previously advised schools of its expectation that students would have approximately 30 hours of supervised class time over the specified time period for carrying out the coursework. As normal timetabling of the subject over a twelve week period should comfortably exceed 30 hours, these arrangements relieve any possible time pressure, allow for flexibility in continuing with other work over the coursework period, and allow for occasional school closures or other unanticipated loss of class time.

You are reminded of our previous advice that, in the interests of fairness for all candidates, additional supervised time outside of normally timetabled class time should **not** be made available unless some exceptional circumstance applies.

Such exceptional circumstance might involve, for example, an illness that prevents a candidate from attending school for a significant part of or all of the twelve-week period. An application for an extension on medical grounds must be made to the SEC and each candidate will be dealt with on a case-by-case basis. The candidate may be afforded the time to make up the coursework hours, provided that the school is in a position to facilitate the direct supervision of this work by the teacher and for the work to be duly authenticated. The candidate's absence due to illness must be supported by medical evidence (e.g. medical certificate) and the proposed alternative arrangements must be agreed **in advance** between the SEC and the school authority. In these circumstances, the coursework must be completed at the earliest possible opportunity and in any event not later than the commencement date of the Life Sketching practical examination in May.

In the event that the work cannot be completed even with such revised arrangements, it will not be possible to waive or exempt any part of this practical coursework. This is because the skills tested in these components are so fundamental and integral to the discipline. If some of the practical coursework has been undertaken by the student then the marks awarded will be based on the incomplete work.

Separately from the new coursework component, the *Life Sketching* component will continue to be examined in an invigilated setting, at the same time of the year as heretofore. The window during which this examination is to be held in 2019 runs from Monday 29 April to Friday 10 May 2019 inclusive.

As in 2018, an examiner appointed by the SEC will visit the school in June 2019 to mark the coursework component. This examiner will also mark the *Life Sketching* component.

The coursework authentication arrangements for Art (Including Crafts) are the same as those that apply to other subjects with practical coursework components, as outlined in SEC circular letters S68/08 and S69/04. In particular, the conditions for the acceptance of coursework include the following:

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. (Circular letter S69/04)*

It is vital to note the implications of the changed examination arrangements for any students who might have intended to take Art as an additional subject outside of the normal school setting, either on their own or with private tuition outside of a school or centre. As it is not possible to meet the authentication requirements in these circumstances, coursework cannot be accepted from such candidates. Since they will forfeit the coursework marks, the maximum number of marks that they can achieve is effectively capped at 50% of the marks available for the subject (these being the marks for the invigilated Life Sketching examination and the written paper on History and Appreciation of Art). As there may be students in the school who are considering studying this subject outside of school without your being aware of it, we ask that you alert all candidates for the 2019 examinations to these implications.

After the conclusion of the coursework window on 5 April 2019, all coursework, along with the work subsequently produced during the *Life Sketching* examination, must be stored securely until the SEC examiner visits the school during June 2019 to mark it. It must then continue to be stored securely in the school until the marking and appeal processes have finished.

Candidates must indicate when submitting their coursework whether they are submitting it at Ordinary level or Higher level. They must then complete their Life Sketching at the same level as their coursework. Care should be taken to ensure that when a level is chosen by a candidate that the Life Sketching poses submitted correspond to this level.

If you have any questions regarding this circular, please email practicals@examinations.ie.

Michelle Hanafee
Higher Executive Officer
December 2018