



Coimisiún na Scrúduithe Stáit
State Examinations Commission

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To: Management Authorities of Second Level Schools

Note for teachers on completion of the digital coursework booklet for Leaving Certificate Politics and Society, 2020.

Please note the importance of ensuring that candidates do not, whether deliberately or accidentally, alter the formatting, pagination, margins, or any other aspect of the structure of the supplied template for completing the report on the citizenship project.

As before, the template has been provided in the format of a locked Microsoft Word form. It is intended to be completed on a PC or laptop using the full desktop version of Microsoft Word. Attempting to complete it using Office online or other software packages are likely to pose significant difficulties. Candidates and teachers are strongly advised not to attempt this and not to convert the template to a different format.

The reason for the tightly controlled format in which the template was supplied is two-fold. First, as the work is to be marked on-line using specialist software, it is imperative that each candidate's reporting document remains completely stable in relation to the precise locations and sizes of all answer areas. If the candidate's answer to a particular section does not appear in the correct location on the correct page, there is a risk that it may not be seen by the examiner. Second, locking the font face and font size ensures that all candidates are subject to the same constraints in relation to how much material they can fit into the specified space, which is important for equity.

It is critical that the final reports submitted by candidates are in precisely the same form as the template supplied, including, for example, the exact size and location of the barcode(s) on each page.

If it proves impossible in your school to ensure that the candidates have adequate access to Microsoft Word in order to complete the reports in this way, then please contact this section for advice on how to proceed. Please be advised, though, that the available alternative procedures will inevitably entail more work for you and your students.

Please note that, unlike last year, we hope to be in a position to accept the coursework booklets in digital form over a secure portal, rather than requiring printouts and removable media to be sent to us. We will confirm the precise arrangements for submission at a later date.

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Higher Executive Officer
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