



S09/19

To: Management Authorities of Second Level Schools

Leaving Certificate Vocational Programme 2019 and onwards

The purpose of this circular is to notify school authorities of the following:

1. New arrangements for the submission of LCVP Link Modules, Portfolio of coursework, for 2019 and onwards.
2. New and revised Marking Procedures for LCVP Link Modules for 2019 and onwards.
3. Essential assessment Information for 2019.

1. New Arrangements for the Submission of LCVP Link Modules, Portfolio of Coursework, for 2019 and onwards.

For the 2019 examinations and onwards, the Portfolio of coursework must be submitted to the State Examinations Commission (SEC) following the completion date. It will no longer be retained in schools for submission with the written examination. The instructions herein, supersede all previous instructions vis-à-vis coursework submission arrangements in respect of LCVP Link Modules.

The 2019 Portfolio of coursework must be submitted to the State Examinations Commission, on or before March 13th following its completion on March 6th, which is no earlier than previous years.

Details of the procedures for the submission of the Portfolio of coursework will be provided in due course.

2. New and revised Marking Procedures of LCVP Link Modules for 2019 and onwards

For the 2019 examinations and onwards, the State Examinations Commission (SEC) will be splitting the marking of LCVP Link Modules into two individual sessions with two separate examining teams:

- (i) Portfolio of Coursework and
- (ii) Written examination which will be marked on-line.

The Portfolio of Coursework

A one day marking conference for the marking of the Portfolio of coursework, will take place on Saturday March 30th and marking of this Portfolio of Coursework will commence then, for completion by the middle of May.

The Written Examination

The Written Examination will be marked on-line and the timeline for the marking is being brought in line with the timeline for the marking of all Leaving Certificate written examinations. It will take place during the summer (usually commencing in late June and continuing into July). Details in relation to the marking conference date and the completion date of the marking will be confirmed in due course.

Recruitment

The SEC is seeking applications to mark both the Portfolio of coursework and the Written examination and, to this end, a copy of the application form for positions as examiners for the Portfolio of coursework and for the Written examination are enclosed. In addition, the application form will be available in the *Recruitment* section of the SEC's website at www.examinations.ie/recruitment.

Please bring these new marking and amended recruitment arrangements to the attention of the LCVP Coordinator, teachers of LCVP Link Modules and all teaching staff.

3. Essential Assessment Information for 2019

The syllabus for the Link Modules was reviewed by the National Council for Curriculum and Assessment and their recommendations (LCVP Programme Statement) were accepted and published jointly by the Department of Education and Science and the NCCA in 2001. The revised programme was notified to schools in Circular M35/01 in August 2001 and the Programme Statement was distributed to schools in October, 2001.

As an aid to assessment for teachers and students, both bodies also prepared a further document, Link Modules Assessment Guidelines, to be read in conjunction with the above Programme Statement (particularly pages 45-54 of the Statement which deal with assessment and this circular). These Assessment Guidelines were sent to schools in October 2002 and form the basis for the assessment processes from 2004 onwards. The Assessment Guidelines are also available under the Project and Practical Coursework section of the SEC's website.

3.1 Written Examination:

The State Examinations Commission (SEC) confirms that the various components and marks in the written examination will remain the same as before from 2004 onwards. These are:

Written Examination	Marks
Audio visual	30
Case study	30
General questions (any 4 from 6 x 25 marks)	<u>100</u>
Total	<u>160</u>

3.2 Portfolio of Coursework:

The topics and weightings for the 240 marks available for Portfolio of Coursework are as follows:

Core Items:	Marks
Curriculum Vitae	25
Career Investigation	40
Summary Report	40
Enterprise/Action Plan	<u>35</u>
Total	<u>140</u>
Optional Items	
Any two (2 x 50)	<u>100</u>
Total	<u>240</u>

3.2.1 Guidelines for Portfolio:

These guidelines outline important requirements for the Portfolio of Coursework in the Link Modules in 2019.

Section 1 outlines the Core topics and recommendations for each.

Section 2 describes each Optional topic and its requirements.

Section 3 offers general advice on the content and framework of portfolios of Coursework.

Section 4 covers procedures relating to format, documentation, transport and backup of material presented on DVD / CD / *USB flash drive*.

Section 1: Core

(i) Curriculum Vitae (Page 24 of Assessment Guidelines)

This should be a word-processed document up to 2 A4 pages maximum.

(ii) Career Investigation (Page 38 of Assessment Guidelines)

This should be a word-processed document, between 300 and 600 words in length. Appendices are not recommended.

OR

The student may present a 3 - 5 minute interview on CD / *USB flash drive*. The interview should be carefully structured so as to ensure that students have the opportunity to fulfil all the assessment criteria for the career investigation. Students presenting an interview may not submit additional textual material for this portfolio item.

(iii) Summary Report (Page 47 of Assessment Guidelines)

This should be a word-processed document up to a maximum of 600 words in length. The terms of reference of the report, or the aims of the activity, should be clearly stated. The document may contain information in tabular form but no appendices are required.

(iv) Enterprise/Action Plan (Page 58 of Assessment Guidelines)

A word-processed document between 300 and 600 words in length is required. While the plan will be written in the future tense, the student should show evidence that he/she has selected and conducted the relevant research and carried out some analysis of that research.

Section 2: Optional Items

(Any **two** topics required from the following four)

(i) Diary of Work Experience (Page 70/71 of Assessment Guidelines)

This should be a word-processed or handwritten document between 1000 and 1500 words in length, in a diary structure, with at least 3 dated entries, arranged in chronological order with the relevant month and year recorded. If no date is shown marks will be deducted. A maximum of 2 appendices is permitted.

(ii) Enterprise Report (Page 93/95 of Assessment Guidelines)

This should be a word-processed document between 1000 and 1500 words in length, (not including a title page, contents page and appendices (maximum of 2)). Candidates should include at least one relevant illustration (such as a table, graph or photograph) to support the main findings of the report.

The focus of Unit 4 - An Enterprise Activity - is 'to facilitate groups of students to plan, set up and run their own enterprise activities' (Page 44 of the Programme Statement). Candidates presenting an Enterprise Report need to have experienced personal exposure to, and involvement in, enterprise activity: where this is not the case the subject matter described cannot attract marks as it does not meet the requirements of the programme. Relevant presentation marks will, however, be awarded: normally Presentation/layout, Title/table of contents and Author's name/signature, up to a maximum of 8 marks.

(iii) Recorded Interview/Presentation (Page of 119/120 of Assessment Guidelines)

DVD / USB flash drive - 5 minutes maximum per candidate:

'Interviewers' are encouraged to:

- Plan questions to provide structure and direction to the interview.
- Avoid complex or ambiguous questions.
- Ask the candidate questions which are open-ended, thus allowing candidates the opportunity to communicate their opinions clearly and in logical sequence.
- Give opportunity to candidate to discuss a variety of activities he/she has engaged in as part of the Link Modules.

(iv) Report on 'My Own Place' (Page 121/123 of Assessment Guidelines)

This should be a word-processed document between 1000 and 1500 words in length (not including title page, contents page, and any appendices (maximum of 2)). The document should be the student's unique record of a local investigation in which he/she participated as part of the Link Modules programme.

Section 3: Portfolio

Content of Portfolio:

- Portfolios presented for assessment must be the candidate's own work (verified by the candidate and the class teacher).
- Candidates should submit only material generated as a result of Link Modules activities in which they participated. Examiners reported that presenting non LCVP material lost some candidates marks. Projects developed during other programmes and subjects such as Transition Year and Home Economics are not acceptable.
- Portfolio work should be produced mainly during class time and under the supervision of the class teacher.
- The role of the teacher in portfolio preparation should be to guide, support and provide direction.
- Candidates may present material which arises from group work; however, in the portfolio item the candidate's **individual contribution** must be clearly identified. It is the responsibility of **each** candidate in the group to ensure that her/his work is clearly presented.
- No more than a total of six items are to be presented in the portfolio – **one** item from each of the core areas and **one** item from each chosen option. Candidates are instructed not to submit more than **one** item from each of the 4 core areas and from the two chosen options (see page 20 of Assessment Guidelines).
- Portfolio items must relate to a number of different LCVP activities. There should be no duplication in the content of the material submitted within the different items.

- In the Career Investigation Component, candidates may include specific career requirements downloaded from relevant websites or taken directly from appropriate publications in their portfolio. This is only permitted in this area because the information is normally very specific, precise and semi-legal and is not amenable to accurate re-writing. **In all other areas obvious or direct copying of material from other sources and other candidates is not acceptable and will be penalised.**
- Before submitting the portfolio each candidate should check her/his work for errors of spelling and grammar.

Format of Portfolio:

- The candidate will be required to include his/her examination number on the cover of the portfolio. It is acceptable practice for a candidate to include his/her name on portfolio items.
- Each portfolio presented for examination must include a **Contents Page** with a list of the items submitted for assessment. Items presented for assessment should be in the same order as they appear in the LCVP Portfolio Marking Scheme LMMS 2 (enclosed).
- Each item of the portfolio must be clearly titled i.e. Curriculum Vitae; Enterprise/Action Plan; Career Investigation; Summary Report; Record/Log/Diary; Enterprise Report; My Own Place; Recorded Interview/Presentation.
- Portfolio work should be presented on A4 paper in a soft covered folder e.g. soft covers bound with a spiral or plastic spine.
- Margins of 1-1.5 inches (2.5 – 3.75 cms) should be used.
- Individual pages should **not** be placed in plastic covers.
- It is recommended that students use a regular font size (12 pts is recommended) in the body of portfolio items submitted for assessment.

Retention of Portfolios and other material:

Portfolios or any material submitted for examination e.g. CDs, DVDs, *USB flash drives*, references, etc. will **not** be returned to candidates.

Section 4: Material for Assessment presented on DVD or CD or *USB flash drive*

- The **DVD / *USB flash drive* and Audio Sequence Sheet(s)** must be completed and returned with the DVD / CD / *USB flash drives*. There is now a space on this specifically for the School Roll Number. This sheet should list, in the same order as recorded on DVD / *USB flash drives*, the names of the candidates with their examination numbers. When a candidate has been recorded on the DVD / *USB flash drive* but has not presented a portfolio, the school should indicate the up to date situation on the sequence sheet beside the candidate's name. The software programme used to burn the DVD should be stated on the sequence sheet. This sheet should be signed and dated by the teacher in the space provided.
- The names of the candidates and their examination numbers must be clearly stated and visible at the start and throughout each interview/presentation. (If co-ordinators have already organised recording of candidates for the 2019 Links Modules assessment, particular efforts should be made to ensure the names and examination numbers on the Audio Sequence Sheet are in the order of the candidates on the submitted DVD / *USB flash drives*).

- Interviews/presentations may be ‘burned’ onto DVDs which must be ‘region free’ and finalised to play on ordinary domestic DVD players. DVD – R format is the most compatible medium when burning DVDs.
- **All DVD / CD / USB flash drives should be forwarded in protective sleeves/cases/ padded envelopes to safeguard the recorded data.**
- If camcorders are used by the school, these tapes must be transferred to DVD before submission to the State Examinations Commission. Camcorder tapes are **not** acceptable and will be returned to the school unmarked.
- Every year DVD / CD / USB flash drives prove inaccessible to the examiners: some are recorded incorrectly or in a non-standard format; others are damaged in transit to the SEC. In such cases the defective material will be returned to the school/college as it cannot be marked. In such instances School Authorities are requested to forward a copy of the backup disc / USB flash drive to the SEC immediately. The onus is therefore on the school to check that the media is readable and accessible. It is also essential that DVD / CD / USB flash drives are protected and packaged securely in the first place.
- Schools are requested to use new DVD /CD / USB flash drives for recording the candidates’ interviews/presentations. This will ensure that previous recordings cannot distort any candidate’s interview/presentation.
- Schools should include the interviews/presentations of as many candidates as possible on each DVD / CD / USB flash drives.
- Each DVD / CD / USB flash drives should be numbered and labelled with the school roll number and school name. The relevant Sequence Sheet should be included with the appropriate DVD / CD / USB flash drives.
- Before submitting the DVD / CD / USB flash drives the teacher/co-ordinator should check that each interview/presentation has been clearly recorded and that documentation is complete and accurate.
- If a candidate presents a recorded interview but does not sit the LCVP written examination or present a full portfolio, an unsuccessful result will be recorded.
- It is recommended that each school should make four copies of the DVD / CD / USB flash drives. Two should be submitted to the SEC in March and two should be retained by the school as a backup, one of which must be readily obtainable if required by the SEC during the marking whilst the remaining DVD / CD / USB flash drives should be transmitted to the SEC in the event of an appeal.

NOTE: Material for assessment presented on videotapes will be accepted for the last time in the 2019 examinations. From 2020 onwards, only material presented on DVD or USB flash drive will accepted. If videotapes are being used this year, they must be in VHS format.

4. Integrity Issues

Please note that portfolios presented for assessment **must** be the candidate’s own individual work.

Particular care must be taken to ensure that the integrity of the examination process is protected where candidates work jointly on the preparation of some aspect of a portfolio e.g. the Summary Report. It is essential that the material included in the portfolio represents that candidate’s individual effort. In this

regard, exemplar material in the Assessment Guidelines and elsewhere should be regarded as a guide to style but not to content.

During the marking process in 2018, examiners identified a number of centres where the work presented was so similar as to give rise to suspicions of copying. After investigation the results of a number of students were withheld. In most of these instances, candidates produced answers that were similar to one, some, or all of the others in the centre, sometimes duplicating spelling and grammatical errors. In some cases material presented in the portfolio was too closely based on exemplars published in the Assessment Guidelines.

The Assessment Guidelines offer the following general advice (Page 21/22).

- Each portfolio item presented must be the student's **original work**.
- The inclusion of material directly downloaded from websites or copied from other sources is not acceptable.

In addition, the Guidelines offer the following more specific guidance.

'Group Work': Students may work as part of a group to develop a plan for an activity. In such cases, however, each member of the group must submit his/her own original plan. The student's **individual contribution** to different aspects of the plan should be clearly defined (Page 58).

'Enterprise Report': Describe and evaluate personal contribution to the activity. (Page 93). Evaluation: This should include an evaluation of the group performance and, if not dealt with separately, an evaluation of personal performance' (Page 95).

'Report on 'My Own Place': The report may be based on a single investigation which the student and his/her class or group has engaged in over a period of time, or a number of events which have taken place at intervals over the two years of the Link Modules. Assessment Criteria: Describe and evaluate personal contribution to the investigation' (Page 121).

5. Examination Procedures

It is also very important that candidates adhere to the information in this document regarding preparation and transmission of portfolios, CDs / DVDs / and *USB flash drives*.

Details of procedures for submitting the Portfolio of Coursework to the State Examinations Commission will issue in due course.

6. Certification

Candidates for the Leaving Certificate Vocational Programme are awarded the same certificates as other Leaving Certificate Candidates. A statement indicating the achievement in the Link Modules is included in the results section of the Leaving Certificate.

Grading for the Link Modules remains as follows:

Pass	50% - 64%
Pass with Merit	65% - 79%
Pass with Distinction	80% - 100%

7. Repeat Candidates

The Link Modules within the LCVP involve two full years of study, activity and portfolio preparation. Accordingly, the portfolio element cannot be completed within one year. Candidates repeating the established Leaving Certificate in 2019 cannot therefore take the Link Modules for the first time.

A separate entry form is enclosed to be completed for those candidates who are repeating LCVP, and should be returned to the State Examinations Commission by 22nd February 2019.

New or revised portfolios will not be required or accepted.

Candidates repeating the LCVP in 2019 will be required to sit the written examination again: the marks obtained in respect of a portfolio assessment in 2018 will be carried forward and aggregated with the mark from the written component obtained in 2019.

Candidates who are repeating year 1 of the established Leaving Certificate programme are permitted to take the LCVP, provided that they fulfil the normal 2 year programme conditions.

8. Circulation

School authorities are requested to bring this information to the attention of:

- Candidates
- Teachers and Parents' Representatives, and,
- the School LCVP co-ordinator(s)

Any queries on the content of this circular or any other aspect of LCVP administration, should be made to Practicals Section, State Examinations Commission, Cornamaddy, Athlone, Co. Westmeath.

Telephone Number(s): 090 644 2746/2750
Email: practicals@examinations.ie
Fax: 090 6473080

Copies of this circular are available on the SEC's website - www.examinations.ie

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Executive Officer
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