



**Coimisiún na Scrúduithe Stáit
State Examinations Commission
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Cornamaddy, Athlone, Co. Westmeath**

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S07/20

To: Management Authorities of Second Level Schools Leaving Certificate Politics and Society

REGULATIONS FOR THE ACCEPTANCE AND AUTHENTICATION OF CITIZENSHIP PROJECT REPORTS FOR THE SUBJECT POLITICS AND SOCIETY IN THE LEAVING CERTIFICATE EXAMINATIONS, 2020

In order to maintain the integrity of the examination process and ensure inter-candidate equity, the State Examinations Commission, in cooperation with school authorities, has procedures in place to determine the authenticity of Coursework submitted by candidates for assessment.

The purpose of this circular is to outline the arrangements for the acceptance and authentication of Coursework for Politics and Society in respect of candidates presenting for the subject in the 2020 examinations. Conditions for the completion and submission of coursework in all other subjects are addressed in Circulars S69/04 and S68/08. The Coursework submitted in the Leaving Certificate subject Politics and Society comprises a report on a Citizenship Project.

1. Acceptance of Coursework for assessment in Politics and Society

The State Examinations Commission will accept Coursework for assessment only where it has been completed under the following conditions:

- The subject must be formally timetabled by the school/centre, with the timetable available to the State Examinations Commission
- Coursework submitted must be the candidate's own work, completed under the supervision of the class teacher
- Where Coursework was undertaken as part of a group, the individual report submitted by each candidate for assessment must be their own work and must be clearly identifiable as such. Where there are distinct similarities between the report submitted by a candidate and that of another candidate(s), marks will not be awarded for such derivative reports
- The school/centre must be available for monitoring by personnel of the State Examinations Commission
- Coursework must be authenticated by both the class teacher and school principal, in accordance with this circular.

1.1 Role of school authorities and teachers in relation to the Citizenship Project associated with Leaving Certificate Politics and society

The role of the school authorities and the class teacher is to safeguard inter-candidate equity and to ensure that each candidate is responsible for his/her own work. School authorities should bring to the State Examinations Commission's attention, at the earliest possible date, any Citizenship Project or Citizenship Project Report that a teacher cannot authenticate as being the candidate's own work (see Section 2.2 below regarding **Form P20**).

Instructions and information detailing the conditions for the acceptance of Citizenship Project Reports for assessment accompany the Citizenship Projects, and are issued annually. School authorities should ensure that each candidate receives a copy of these instructions and that candidates are fully aware of the consequences of not complying with these instructions.

1.2 Responsibility of candidates

It is the responsibility of each candidate to fully comply with the Citizenship Project regulations and the requirements of the State Examinations Commission. A Citizenship Project must be completed by each candidate or small groups of candidates under the supervision of the class teacher. The Citizenship Project Report must be the candidate's own work, and must be completed under the supervision of the class teacher.

2. Authentication of Coursework for Assessment

The authentication process is to ensure that the Citizenship Project and its related Citizenship Project Report are the candidate's own work, completed under the supervision of the class teacher, in full compliance with Coursework regulations and requirements. To assist with the authentication process, the State Examinations Commission will be issuing the following documents to schools in advance of the project completion date:

- Form P2
- Form P3
- Form P20.

The following further clarifies the authentication procedures for Coursework so that it is acceptable for assessment by the State Examinations Commission.

2.1 Candidates submitting Citizenship Project Report in a recognised school/centre in which they are entered for examination

Such candidates are required to sign **Form P2** as a declaration that the Citizenship Project and the Citizenship Project Report submitted are the candidate's own work, completed under the supervision of the class teacher and in full compliance with Coursework regulations and requirements. The class teacher and the school principal must sign **Form P2** as confirmation of the authenticity of the Coursework submitted.

2.2 Where the class teacher and the school principal cannot verify/authenticate the Coursework

Form P20 is used to report cases where the class teacher and the school principal cannot verify that the Coursework is the candidate's own work, completed under the supervision of the class teacher and in full compliance with Coursework regulations and requirements. **Form P20** should be completed by the class teacher and school principal and should be returned to the State Examinations Commission no later than one week after the completion dates for the acceptance of Coursework.

Candidates who have had Coursework results withheld following the submission of a **Form P20** may appeal this decision. Where such an appeal is lodged, the State Examinations Commission will investigate the matter in accordance with the agreed protocol.

3. Consequences of submitting invalid Coursework

Coursework is deemed invalid where:

- (i) It has not been completed in full compliance with Coursework regulations and requirements. The penalty for noncompliance is generally the withholding of the result of the Coursework component.
- (ii) Where there is evidence to suggest that a candidate made efforts to gain an unfair advantage over other candidates e.g. incidences of suspected copying, plagiarism or inappropriate help from a third party, the penalties in such cases are set out in the Rules and Programme for Secondary Schools. The penalties range from the loss of the result of the Coursework, loss of the subject, loss of the entire examination or being barred from Certificate Examinations in subsequent years. There may be serious consequences for any other party involved in improperly assisting candidates and the Education Act 1998 provides for certain criminal offences in relation to the conduct of the examinations. (See the Citizenship Project Report Booklet).

For both instance (i) and (ii), the matter will be investigated by the State Examinations Commission, the reasons will be presented to the candidates for their observations and marks may be withheld. Candidates may appeal any decision to withhold a result.

Please bring this circular to the attention of relevant teachers and candidates.

Thank you for your cooperation and if you have any queries regarding the contents of this circular, please contact Practical Section, Cornamaddy, Athlone, Co Westmeath, telephone 0906442747/ 0906442748.

Orals and Practicals Section
State Examinations Commission
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