



**Rialtas na hÉireann**  
Government of Ireland

# **Guide for Schools and Students on implementing the Accredited Grades Process for Out-of- School Subjects and Out-of- School Learners**

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**NB:** The particulars of the arrangements and processes outlined in this Guide are subject to change on technical, policy or other appropriate grounds. It is the responsibility of the reader to ensure that they have the most up-to-date version of the Guide which will be available at [www.gov.ie](http://www.gov.ie)

## 1. Introduction

An alternative but broadly similar process, which mirrors as much as possible the process that applies to all other students entered for the 2021 Leaving Certificate examinations, has been established for students studying subjects outside of school and out-of-school learners as a route to applying for an Accredited Grade in Leaving Certificate 2021. Special arrangements have been made to enable students studying non-curricular languages to receive an Accredited Grade in Leaving Certificate 2021.

The information in this guide should be read in conjunction with other key documents (and any updates to those documents available on [www.gov.ie](http://www.gov.ie)) including;

- *A Guide to State Examinations and Accredited Grades for Leaving Certificate 2021 (February 2021) available [here](#)*
- *Guide to Accredited Grades for Leaving Certificate 2021 for (a) Out-of-School Subjects, and (b) Out-of-School Learners (March 2021) available [here](#)*
- *Accredited Grades for Leaving Certificate 2021: Guide for Schools on Providing Estimated Percentage Marks (April 2021)*

## 2. Purpose of the Guide

This purpose of this guide is to assist schools<sup>1</sup> and students in implementing the special arrangements set out in the *Guide to Accredited Grades for Leaving Certificate 2021 for (a) Out-of-school subjects and (b) Out-of-school Learners* (March 2021).

### Categories of out-of-school students

There are two broad categories of out-of-school students for whom these arrangements apply.

- **Out-of-School Subjects** refers to students who are enrolled in, and studying in, a school on a full time basis but are also studying an extra subject, or subjects, entirely outside of school. Students who are studying a subject in school but availing of extra tuition outside of school are not included in this category: they can only get an estimated percentage mark from their fulltime teacher.
- **Out-of-School Learners** refers to students who are entered for the examinations as external candidates and who are not attending for fulltime tuition at any school, or private college, recognised by the State Examinations Commission. This category includes students who are being home schooled.

A sub-set of out-of-school students are those studying **non-curricular languages**. As these students are not required to study any prescribed curriculum and are unlikely to, or may not, have any consistent records or evidence of their learning, specific arrangements have been made to enable them to receive an Accredited Grade.

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<sup>1</sup> Throughout this Guide, the term "school" includes: a recognised school or centre for education, recognised by the Minister for Education under the provisions of the Education Act, 1998, and a centre recognised by the SEC for examination purposes.

## **Absence from school due to illness or other reasons**

Students are only classified as 'out-of-school learners' if they are entered for the examinations as an external candidate and are not attending for fulltime tuition at any school, or private college, recognised by the State Examinations Commission (SEC). The category of 'Out-of-school learners' includes students who are being home schooled.

If students are absent from school for some time for whatever reason, but are still enrolled in a school, then they are not considered to be an out-of-school learner. Schools should include them along with all other students in the in-school Accredited Grades process for Leaving Certificate 2021. If students who are absent from school due to illness or other reasons have any concerns, they should contact their school directly.

If students have been receiving tuition, in the context of an adapted education plan, while absent from school due to being at very high risk to COVID-19, evidence of learning from that tuition should be considered by the school when it is completing the in-school estimation of marks for the relevant subjects.

### 3. Outline of the process

#### 3.1 Accredited Grades process for students studying subjects out-of-school, and out-of-school learners (other than in respect of non-curricular languages)

##### 3.1.1 Summary of the process

A key element of the processes to be implemented this year is the provision of a mechanism by which students studying subjects out-of-school, and out-of-school learners, can provide evidence of their learning for review by registered teachers<sup>2</sup>. For further information on evidence of learning, refer to Section 4.4.1.

**Panel/s of three Registered Teachers** will be appointed by the school principal<sup>3</sup>. The Panel/s will be composed of two core members and the third member may vary depending on the subjects under review. Panel members will use their professional judgement, drawing on available evidence, to arrive at an estimated percentage mark for the student in the relevant subject. For further information on the appointment of a Panel, refer to Section 4.2.1.

The process will be administered by the **Accredited Grades Aide**<sup>4</sup> who will be available to liaise with the students, the Panel and the school principal.

Overall oversight of the process by which estimated percentage marks are submitted for students studying subjects out of school and out-of-school learners will be provided by the school **principal**.

**Registered teachers** who provide tuition to students studying subjects out of school or to out-of-school learners, will draw on existing records and available evidence to determine and *provide* a provisional estimated percentage mark. Normally, registered teachers will not be required to provide evidence of student's learning for review by the Panel, but may be asked to do so if the Panel feels it is necessary. Registered teachers may be asked to cooperate in relevant professional discussions with the Panel. The final estimated percentage mark will be determined by the Panel.

**Persons who provide tuition but who are not registered teachers** will, in addition to suggesting a provisional estimated percentage mark, provide evidence of the relevant student's learning. Such persons may be asked to cooperate in professional discussions and review of evidence submitted, with the Panel. The final estimated percentage mark will be determined by the Panel.

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<sup>2</sup> For the purposes of the Accredited Grades system for Leaving Certificate 2021, the term 'registered teacher' is taken to mean a person who must be

- Currently registered as a teacher with the Teaching Council of Ireland, or
- Have previously been registered with the Teaching Council of Ireland and not have been removed from the register for cause such as professional misconduct, or
- Teaching in a centre for education recognised by the Minister for Education
- Teaching in a centre recognised by the SEC for examination purposes.

<sup>3</sup> In this document, the term "principal" is used to identify a principal in a recognised secondary school or a manager/coordinator in centres for education

<sup>4</sup> Accredited Grades Aide is the term used in this document to identify the Leaving Certificate Aide(s) associated with the Accredited Grades process for out-of-school learners/out-of-school subjects. SEC Circular S15/2021 elaborates further on the role of the Leaving Certificate Aide.

**Students** who are not engaged in tuition, or whose teachers/tutors do not engage with the process, will be given an opportunity to provide written evidence of their learning for review by the Panel. When submitting such evidence, students should be mindful of the guidance provided in the documents listed above and in all relevant updates.

The **evidence** that teachers/tutors/students choose to submit should illustrate students' learning with respect to the aims and learning outcomes of specifications (curriculums) and syllabuses as relevant. **The evidence submitted should be concise and focused on illustrating student's learning.**

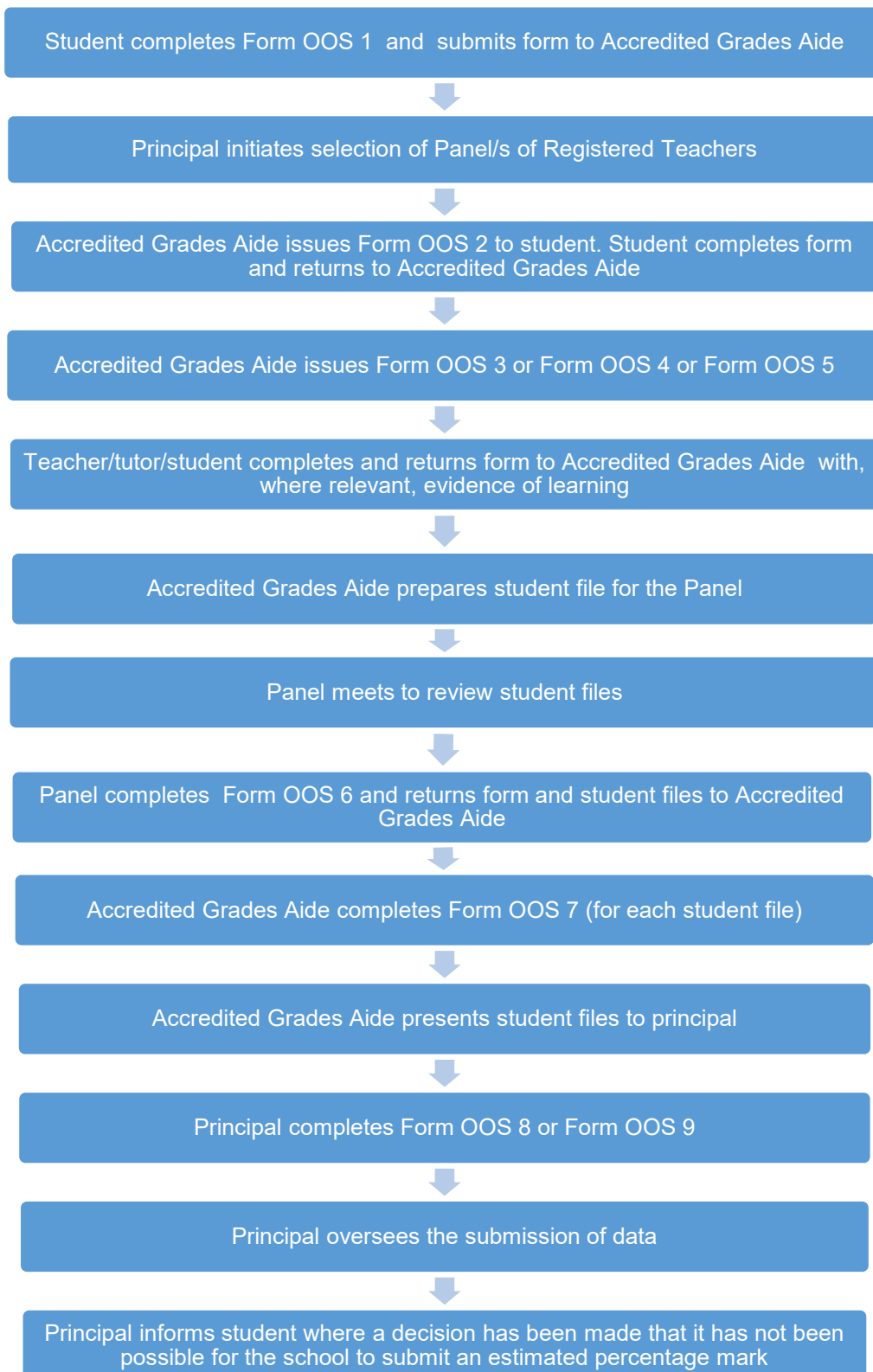
### 3.1.2 Details of the process

- (1) Students must have made arrangements to sit the Leaving Certificate and have registered on the Candidate Self-Service Portal before 16 March 2021.
- (2) Students should continue studying for their Leaving Certificate as normal.
- (3) Students who are out-of-school learners must contact the school in which they are registered to sit the Leaving Certificate written examinations in June. This host school will provide oversight of the submission of estimated percentage marks on their behalf.
- (4) Students should use the Initial Information Form OOS 1 to provide information on the subjects for which they are applying for an Accredited Grade and where relevant the details of persons providing them with tuition to the school no later than 22 April 2021.
- (5) The school should provide acknowledgement of receipt of Form OOS 1 to the student.
- (6) The school principal will appoint an Accredited Grades Aide.
- (7) The principal will appoint Panel/s of Registered Teachers by 14 May 2021. The Panel/s of Registered Teachers will use their professional judgement, drawing on the available evidence, to arrive at an estimated percentage mark for each subject for which an application has been made for an Accredited Grade.
- (8) The Accredited Grades Aide will request students to confirm their details including the contact information for persons providing them with tuition no later than 6 May 2021 using Form OOS 2.
- (9) The Accredited Grades Aide will request persons nominated by students to complete and return either Form OOS 3 or Form OOS 4 no later than 14 May 2021.
- (10) If students are not in receipt of tuition, or if the person providing tuition does not engage with the process, the Accredited Grades Aide will request those students to provide written evidence of their learning no later than 14 May 2021 using Form OOS 5.
- (11) The Accredited Grades Aide will create a file containing all of the information and evidence available on each application for an Accredited Grade for each student and

subject. They will provide this file to the relevant Panel of Registered Teachers on, or before, 14 May 2021.

- (12) The Panel of Registered Teachers will arrange to meet to review the available evidence. If the Panel considers it necessary, they may contact the person providing tuition, or students, for further information or clarification as part of the deliberative process.
- (13) When deliberations are concluded the Panel of Registered Teachers will record their professional judgement i.e. the estimated percentage mark and the basis for the mark on Form OOS 6. The Panel will provide the Accredited Grades Aide with Form OOS 6 no later than 28 May 2021. They should also return the individual student files to the Accredited Grades Aide.
- (14) The Accredited Grades Aide will complete Form OOS 7.
- (15) The Accredited Grades Aide will provide a copy of the student's file to the principal as soon as possible after the Panel completes its work on, or before, 28 May 2021.
- (16) The principal should satisfy themselves that all procedures as outlined in this guide have been correctly followed. The principal should submit the student's estimated percentage marks no later than 3 June 2021 using Form OOS 8.
- (17) The principal must complete Form OOS 9 and notify students where a decision has been made that it has not been possible for the school to provide an estimated percentage mark. The suggested text provided in the appendices could be used and students should be informed as soon as possible after 3 June (but no later than 9 June).
- (18) In instances where schools make a decision not to provide an estimated percentage mark in a subject and a student appeals this decision, principals will be asked to participate in an appeals process which will review the procedures implemented.

### 3.1.3 Flowchart of the process





## 3.2 Accredited Grades process for non-curricular languages

### 3.2.1 Summary of the process

The Leaving Certificate non-curricular languages are:

Bulgarian	Finnish	Polish
Croatian	Hungarian	Portuguese
Czech	Latvian	Romanian
Danish	Lithuanian	Slovakian
Dutch	Maltese	Slovenian
Estonian	Modern Greek	Swedish

In order to give students an opportunity to provide evidence of their learning in a non-curricular language, the Department of Education will arrange for a written proficiency assessment to be held on the afternoon of 8 May 2021. This assessment will be held in all post-primary schools where there are students who have registered for a non-curricular language on the Candidate Self Service Portal for Leaving Certificate 2021. The assessment will commence at 2.00pm and conclude at 3.30pm. This assessment will be open to all students of non-curricular languages who are registered for that language in Leaving Certificate 2021, whether or not they have applied for Accredited Grades. However, unless students have applied for an Accredited Grade in their non-curricular language on the Candidate Self-Service Portal (CSSP), they will not receive an Accredited Grade even where they have completed the Proficiency Assessment.

If students do not complete the Proficiency Assessment they will not receive an Accredited Grade in the subject and therefore in order to obtain a grade in Leaving Certificate 2021 for their non-curricular language they must sit the written examinations in June.

### 3.2.2 Details of the process

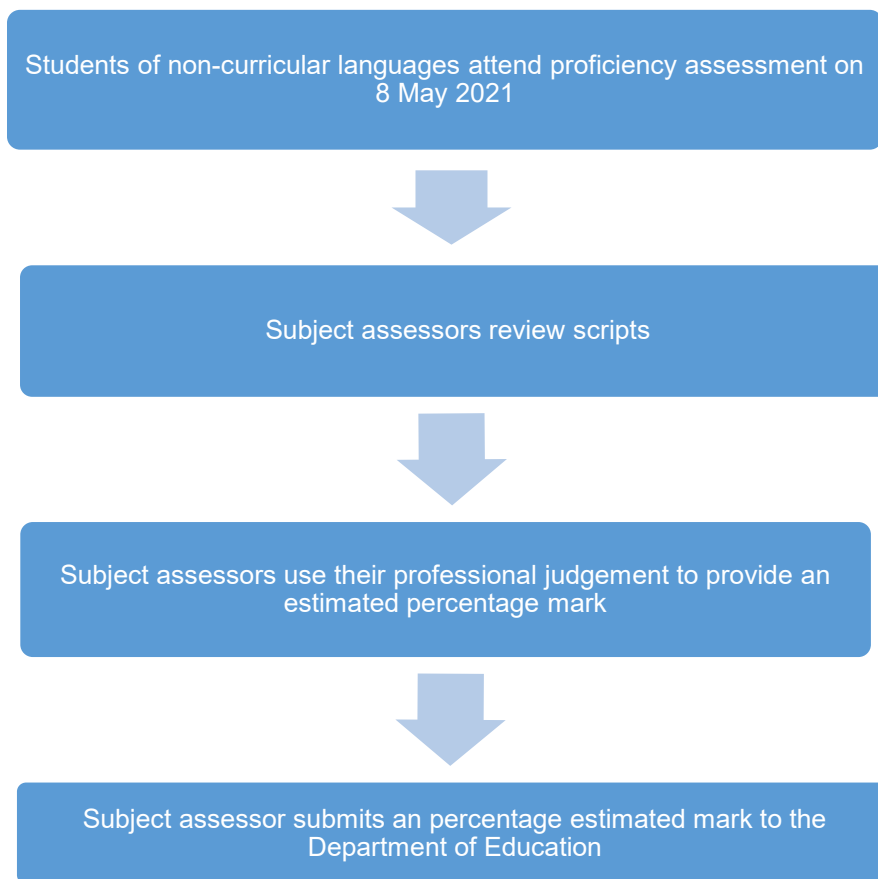
1. Students must have made arrangements to sit the Leaving Certificate and registered on the Candidate Self-Service Portal before 16 March 2021.
2. Students should continue studying for their Leaving Certificate as normal.
3. School principals will appoint an Accredited Grades Aide with responsibility for administering the processes for students studying subjects out-of-school and for out-of-school learners.
4. In conjunction with the holding of a Leaving Certificate Vocational Programme (LCVP) examination on the morning of 8 May 2021, the Accredited Grades Aide and/or principal will arrange for the same examination centre and supervision

arrangements for the holding of the non-curricular language Proficiency Assessment on the afternoon of 8 May 2021.

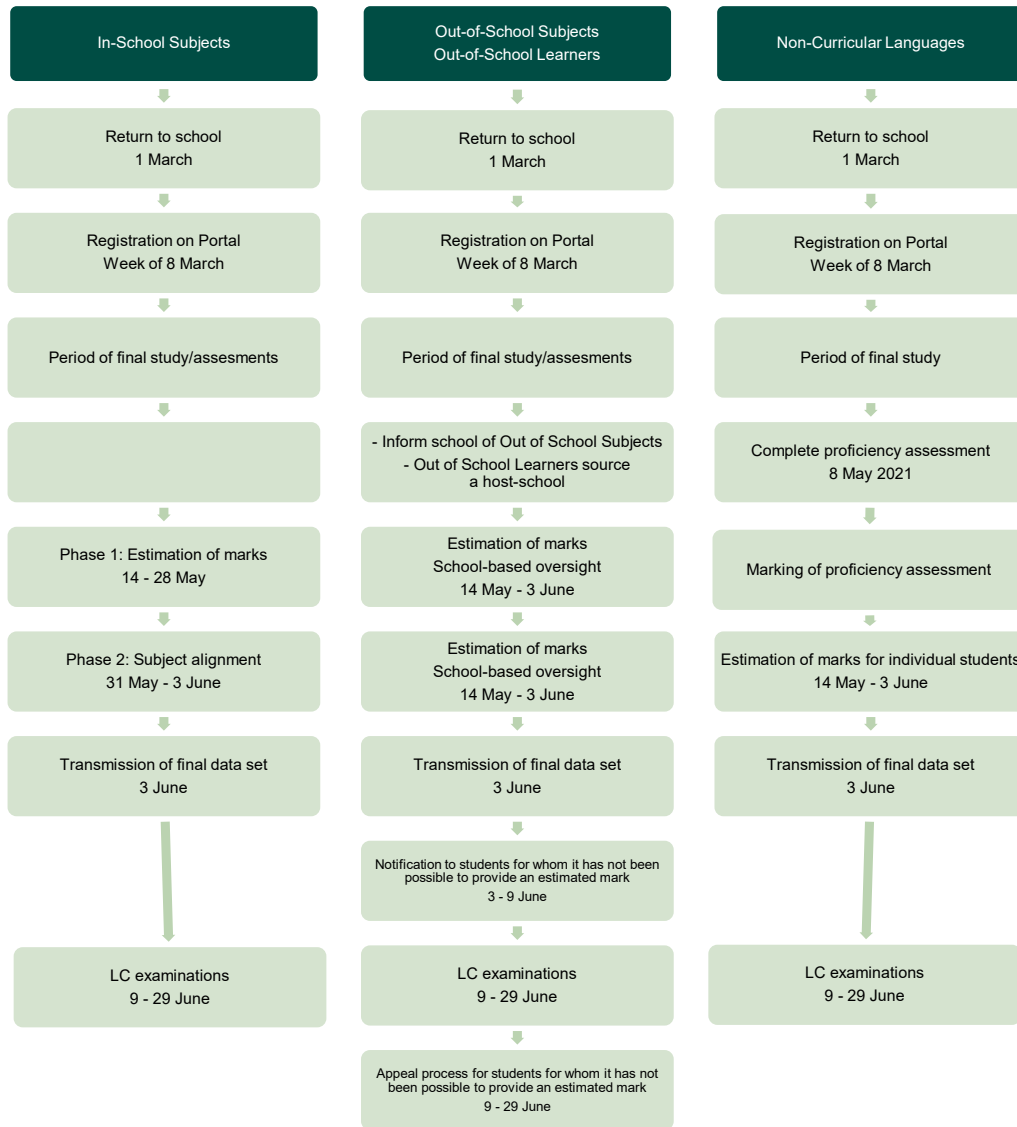
5. Schools will be provided with a list of all the relevant students who have entered for a non-curricular language in Leaving Certificate 2021. All such students are eligible to complete the Proficiency Assessment whether or not they have applied for an Accredited Grade. If they do not complete the Proficiency Assessment, their only route to a grade in the subject is through completion of the Leaving Certificate examination in June 2021.
6. All materials required for the conduct of the Proficiency Assessment will be delivered to schools during the week of 3 May 2021. Arrangements will be provided for the return of completed assessments to the Department of Education.
7. The completed Proficiency Assessments will be used as evidence by a team of subject assessors in the relevant languages who will attend a Subject Alignment Meeting before making professional judgements with respect to the final estimated percentage mark to be submitted for each student. The purpose of the Subject Alignment Meeting will be to ensure that all subject assessors are applying standards that are appropriate and consistent.
8. Estimated percentage marks will be submitted centrally by the Department of Education.

**Note:** Unless, students have applied for an Accredited Grade in their non-curricular language on the Candidate Self-Service Portal (CSSP), they will not receive an Accredited Grade even where they have completed the Proficiency Assessment. Therefore, they must, if they have not already done so, register for an Accredited Grade in their non-curricular language during the period when the Candidate Self-Service Portal (CSSP) reopens between 27 April and 30 April 2021.

### 3.2.3 Flowchart of the process



### 3.3 Accredited Grades: comparison of process for in-school and out-of-school students

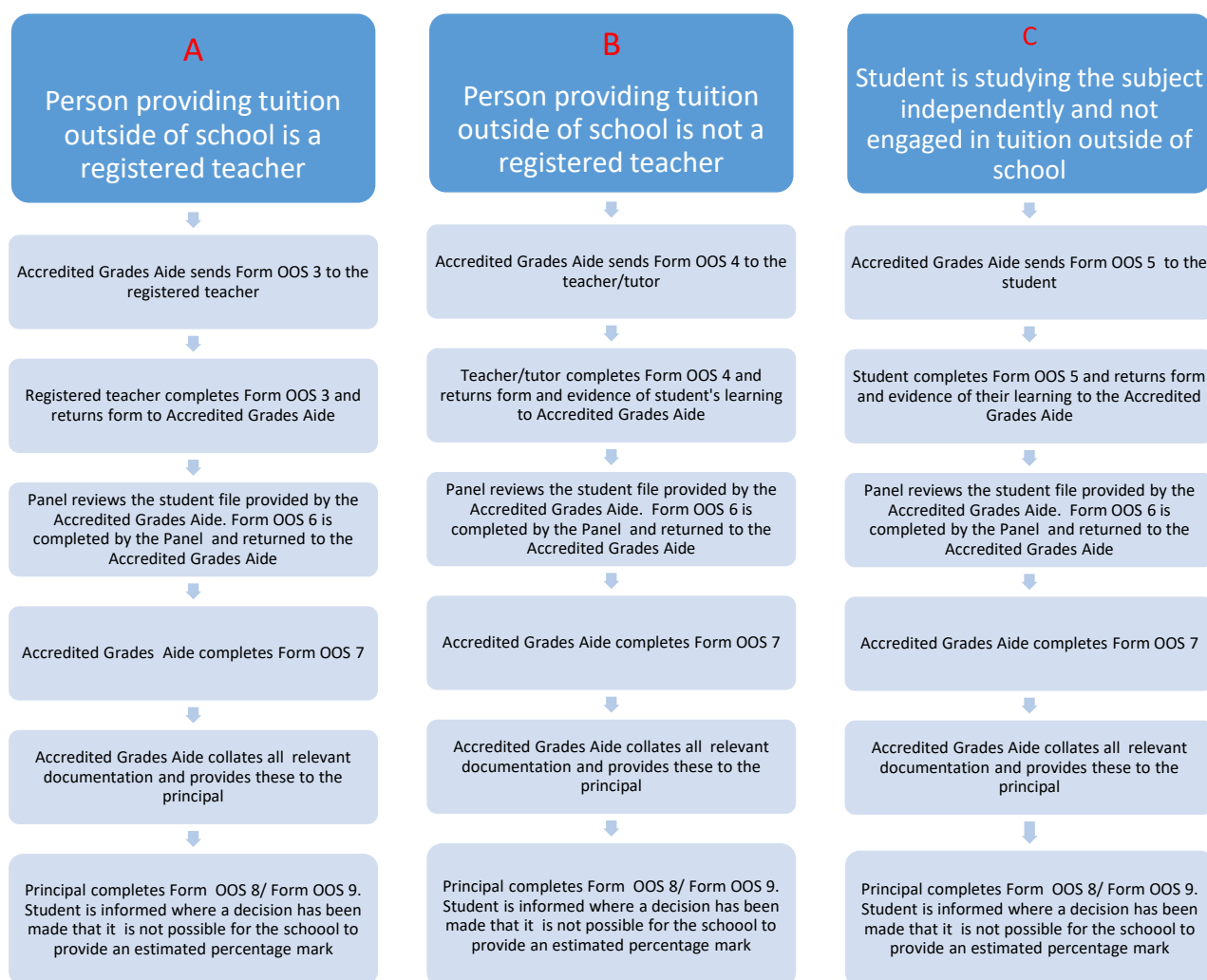


### 3.4 Routes to an estimated percentage mark

(Out-of-school subjects and Out-of-school learners excluding students studying non-curricular languages)

Students engaging in this process should have completed and returned Form OOS 1 to the principal. The Accredited Grades Aide will **issue Form OOS 2 to all students who submitted a Form OOS 1**. The information provided on Form OOS 2 will determine which route to follow as outlined below.

**Note:** The meaning of the term ‘registered teacher’ is defined on page 2 of this document



\* Where a person providing tuition does not engage in the process, the Accredited Grades Aide should follow route C. In addition, where a conflict of interest is identified by a teacher/tutor in routes A or B, route C should be followed. For further detail on conflict of interest refer to Section 8 in the

*Guide to Accredited Grades for Leaving Certificate 2021 for (a) Out-of-School Subjects, and (b) Out-of-School Learners (March 2021).*

## **4. Roles: Detailed Information on various roles**

### **4.1 Introduction**

All persons involved in this process should familiarise themselves with the following documents, and any updates, including but not limited to;

- A Guide to State Examinations and Accredited Grades for Leaving Certificate 2021 (February 2021) available [here](#)
- Guide to Accredited Grades for Leaving Certificate 2021 for (a) Out-of-School Subjects, and (b) Out-of-School Learners (March 2021) available [here](#)
- Accredited Grades for Leaving Certificate 2021: Guide for Schools on Providing Estimated Percentage Marks (April 2021)

### **4.2 Roles and responsibilities**

The roles and responsibilities which must be carried out by the principal, Accredited Grades Aide and Panel of Registered Teachers have been outlined in *Circular S15/2021* and in Section 2 of the *Guide to Accredited Grades for Leaving Certificate 2021 for (a) Out-of-School Subjects, and (b) Out-of-School Learners (March 2021)* (and any updates thereto).

Further guidelines are issued in this section for the Accredited Grades Aide and the Panel of Registered Teachers.

#### **4.2.1 Principal**

- Facilitate external candidates who are out-of-school learners to use the school as a host school for the purposes of receiving Accredited Grades
- Establish Panel/s of three Registered Teachers to provide professional judgements regarding estimated percentage marks for students studying subjects out of school or out-of-school learners. The Panel shall include two core members (e.g. the deputy principal and year head for sixth year) who will be involved in the review of all cases. The third member may vary depending on the subjects under review and should be chosen so as to provide a balance of expertise across the curriculum. Normally, Panel members will be serving teachers/tutors in the school, but if necessary a Panel member may be sourced elsewhere (e.g. from former staff, or staff from other schools). The principal of the school, or the coordinator/manager of the centre, shall not be a member of the Panel. Participation on the Panel is voluntary and Panel members will be paid<sup>5</sup>
- Support the implementation of those procedures which students studying subjects outside of school and students who are out-of-school learners will be required to follow in order to be considered for an estimated percentage mark in the Accredited Grades process

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<sup>5</sup> Each Panel member will be remunerated at a rate of €34.74 per subject reviewed for each student

- Provide overall oversight of the process by which estimated percentage marks are submitted for students studying subjects out of school and out-of-school learners
- Review the process applied to the collection of data for individual students to ensure that the appropriate procedures were followed
- When satisfied that correct procedures have been followed, oversee the submission of data.

### 4.3 Accredited Grades Aide

In relation to the Accredited Grades process for out-of-school subjects and out-of-school learners, roles and responsibilities associated with the Accredited Grades Aide have been outlined in the *Guide to Accredited Grades for Leaving Certificate 2021 for Out-of-School Subjects and Out-of-School Learners* (March 2021) and further elaborated on in Circular S15/2021.

The Accredited Grades Aide will work under the general guidance of the principal and deputy principal management team. A core part of the role in respect of out-of-school subjects and out-of-school learners will involve assisting with the administration of the required procedures including liaising with:

- students with respect to submission of information and evidence for consideration by the Panel of Registered Teachers
- external teachers/tutors with respect to submission of evidence and suggested estimated percentage marks for consideration by the Panel of Registered Teachers
- the Panels of Registered Teachers, with respect to the sharing of information and evidence provided by students and external teachers/tutors
- the principal, with respect to the submission of estimated percentage marks.

#### 4.3.1 Forms to be completed

To support the work of the Accredited Grades Aide, a number of standard forms have been designed which facilitate the collection of information and evidence for review by the Panel of Registered Teachers. Forms provided in the suite of standard forms (Appendix A to J) will be completed by different individuals.

Overall administration of the suite of forms will be the responsibility of the Accredited Grades Aide. As the composition of the Panel of Registered Teachers may vary in respect of different subjects, it is intended that a separate suite of forms will be completed for each subject in which a student applies for an Accredited Grade.

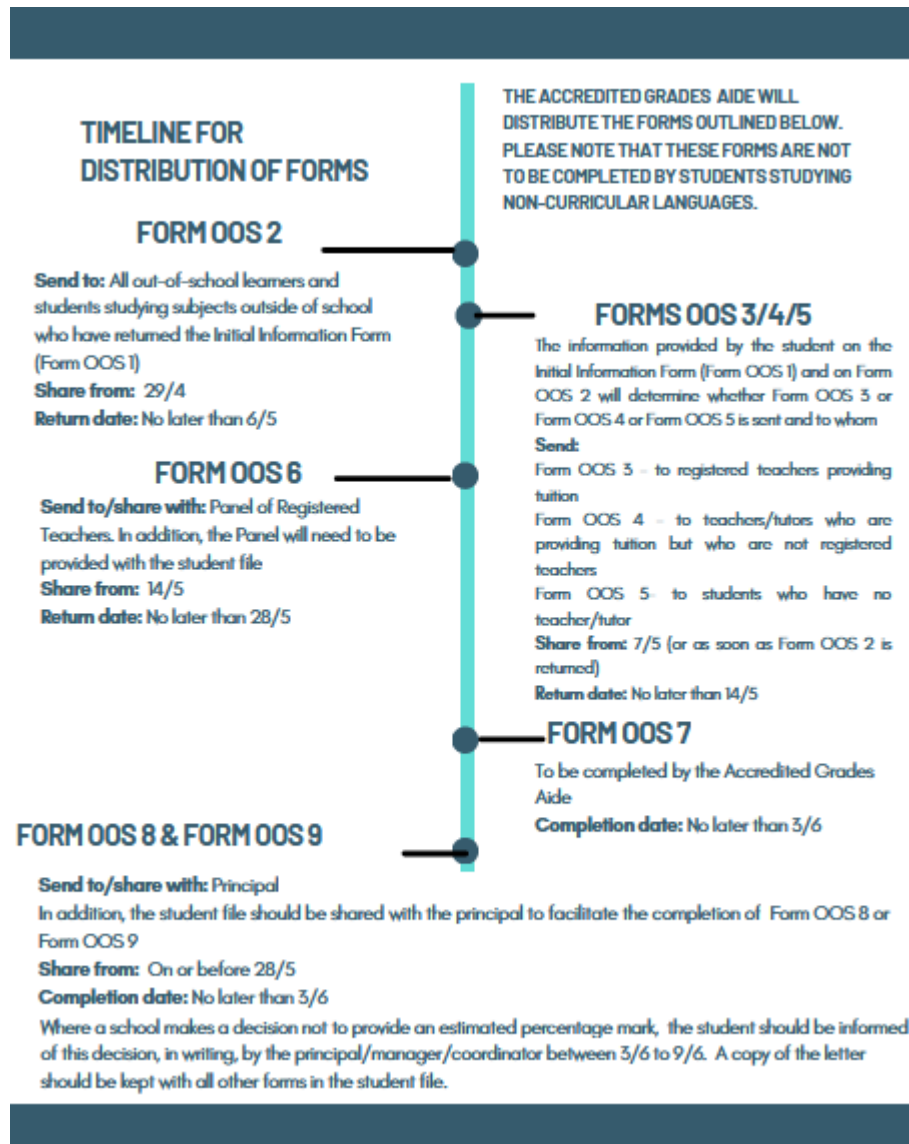
An outline of the purpose, associated timeline and person completing the forms is provided on the next page.

Form	Timeline	To be completed by	Purpose
<b>OOS 1</b> (Appendix A)	Submitted no later than 22 April	Students studying subjects out-of-school, and out-of-school learners	Inform the school of intent to seek an Accredited Grade in a subject/s
<b>OOS 2</b> (Appendix C)	29 April- 6 May	Students studying subjects out-of-school, and out-of-school learners excluding students studying non-curricular languages  <b>NB</b> students studying coursework with practical coursework components must read Section 4.4.1 before completing OOS 2	Confirm student details and information on the subject for which they seek an Accredited Grade. A form should be completed for each subject.
<b>In general, only one of the following forms (OOS 3, OOS 4 and OOS 5) will be required for each subject for which an Accredited Grade is being sought.</b>			
<b>OOS 3</b> (Appendix D)	7-14 May  (or before the 7 <sup>th</sup> if OOS 2 has been returned)	Registered teacher providing tuition	Support submission of information and provisional estimated percentage mark in the relevant subject to the Panel of Registered Teachers
<b>OOS 4</b> (Appendix E)	7-14 May  (or before the 7 <sup>th</sup> if OOS 2 has been returned)	Persons who are providing tuition but are not registered teachers	Support submission of information, provisional estimated percentage mark and evidence of learning in the relevant subject to the Panel of Registered Teachers
<b>OOS 5</b> (Appendix F)	7-14 May  (or before the 7 <sup>th</sup> if OOS 2 has been returned)	<b>ONLY</b> for students listed in the three categories below: <ul style="list-style-type: none"> <li>▪ students not in receipt of external tuition, or</li> <li>▪ students for whom a conflict of interest has been declared by a teacher/tutor in OOS 3 or OOS 4</li> <li>▪ students whose teacher/tutor has not engaged with the Panel of Registered Teachers</li> </ul>	Support submission of evidence of learning in the relevant subject to the Panel of Registered Teachers by the student



<b>OOS 6</b> (Appendix G)	14 – 28 May	Panel of Registered Teachers	Record information and professional judgments. Sign off at end of process
<b>OOS 7</b> (Appendix H)	28 May – 3 June	Accredited Grades Aide	Sign off at end of process in order to confirm that all procedures have been followed correctly and accurately
<b>OOS 8</b> (Appendix I)	28 May – 3 June	Principal/manager/coordinator	Record of the estimated percentage mark awarded which will be used to inform data submission. Sign off at end of process in order to confirm that all procedures have been followed correctly and accurately
<b>OOS 9</b> (Appendix J)	28 May – 3 June	Principal/manager/coordinator	Sign off where a decision has been made that it is <b>not</b> possible to submit an estimated percentage mark and to confirm that all procedures have been followed correctly and accurately.

## 4.3.2 Timeline – distribution of forms



### 4.3.3 General steps to support the administration of forms

<p><b>General points relating the sharing of all forms</b></p>	<ul style="list-style-type: none"> <li>▪ Accredited Grades Aide should share the following documents, and any relevant updates, below with persons completing the standard forms;             <ul style="list-style-type: none"> <li>○ <i>A Guide to State Examinations and Accredited Grades for Leaving Certificate 2021 (February 2021) available <a href="#">here</a></i></li> <li>○ <i>Guide to Accredited Grades for Leaving Certificate 2021 for (a) Out-of-School Subjects, and (b) Out-of-School Learners (March 2021) available <a href="#">here</a></i></li> <li>○ <i>Accredited Grades for Leaving Certificate 2021: Guide for Schools on Providing Estimated Percentage Marks (April 2021)</i></li> <li>○ <i>Guide for Schools and Students on implementing the Accredited Grades Process for Out-of-School-Subjects and Out-of-School Learners (April 2021)</i></li> </ul> </li> <li>▪ Blank forms may be shared by the Accredited Grades Aide via email, post (or in person to students in the school). If sending a form by email, it is recommended that you request a delivery receipt and read receipt.</li> <li>▪ It is important that given the confidential nature of the data provided, every effort is made to ensure that forms are returned securely and to the correct email address</li> </ul>
<p><b>General points relating to all forms received</b></p>	<ul style="list-style-type: none"> <li>▪ The Accredited Grades Aide should check all returned forms to ensure that all sections are completed</li> <li>▪ If the student/teacher/tutor does not return the form by the timeline indicated on the form, the Accredited Grades Aide should contact the student and keep a note of such communications (see Appendix L). More than one method of communication should be used on more than one occasion in attempting to contact the student/teacher/tutor. In the event that it is not possible to contact a teacher/tutor, the student should be asked to confirm that the contact details are correct. If it is not possible to contact the teacher/tutor, or the teacher/tutor does not agree to participate in the process, then the student should be requested to complete OOS 5 and submit evidence of their learning (Route C).</li> <li>▪ The timelines for the return of forms has been created to facilitate all information being available to the Panel of Registered Teachers no later than the 14th of May. Forms and, as relevant, evidence of learning should be accepted up to the 14th of May</li> <li>▪ Completed forms should be stored by the Accredited Grades Aide in individual student files</li> <li>▪ Arrangements should be put in place for the safe and confidential storage of any information and evidence submitted.</li> </ul>
<p><b>OOS1</b></p>	<p><b>On receipt of the completed form</b></p> <ul style="list-style-type: none"> <li>▪ Accredited Grades Aide receives and files Form OOS1</li> <li>▪ Students' names and examination numbers should be cross checked with the Accredited Grades Matrix (SEC) and with the principal to ensure that all students who have submitted a Form OOS 1 have already been accepted by the school/centre for the Accredited Grades/examinations process. Further guidance is outlined in Circular S19/21</li> <li>▪ Ensure that the student has received a receipt of Form OOS 1</li> <li>▪ A file should be opened for each student which will eventually contain, on a subject-by-subject basis, sets of completed forms. This file will eventually be shared with the Panel of Registered Teachers.</li> </ul>

<p><b>OOS 2</b></p>	<p><b>Issuing of forms</b></p> <ul style="list-style-type: none"> <li>▪ The Accredited Grades Aide will issue a Form OOS 2 to all students who submitted Form OOS 1. Suggested text has been drafted to accompany the form (see Appendix M)</li> </ul> <p><b>On receipt of the form</b></p> <ul style="list-style-type: none"> <li>▪ The application route ticked in Section B of Form OOS 2 will support the Accredited Grades Aide in identifying who will be involved in the next stage of the process and, therefore, which of Forms OOS 3, 4 or 5 should be shared</li> </ul>
<p><b>OOS 3</b></p>	<p><b>Issuing forms</b></p> <ul style="list-style-type: none"> <li>▪ The Accredited Grades Aide will issue a Form OOS 3 (see Appendix M for suggested text to accompany the form).</li> </ul> <p><b>On receipt of the form</b></p> <ul style="list-style-type: none"> <li>▪ The Accredited Grades Aide should check that the subject level chosen by the teacher matches the level recorded on the Accredited Grades Matrix (SEC) after the Candidate Self Service Portal (CSSP) closes in late April. If there is a discrepancy, Form OOS 3 will need to be re-issued to the teacher/tutor. The teacher/tutor should be advised to provide a provisional estimated percentage mark in line with the level chosen by the student on the CSSP</li> <li>▪ The Accredited Grades Aide should acknowledge receipt of the returned completed form</li> <li>▪ Teachers/tutors completing Form OOS 3 may choose to submit evidence of the student's learning <u>but it is not a requirement</u> <ul style="list-style-type: none"> <li>▪ Should a teacher/tutor wish to deliver the evidence in-person, arrangements should be made in line with the school's Covid 19 Response Plan</li> <li>▪ The Accredited Grades Aide should advise the teacher/tutor to label each item of the student's work (item number, student name, address and subject) and, in addition to completing Form OOS 3, complete part H and I of Form OOS 4</li> <li>▪ The Accredited Grades Aide should review the evidence presented and ensure that items are labelled with the item number, student's name, address and subject. A receipt should be issued by the Accredited Grades Aide to acknowledge receipt of the items using part J of Form OOS 4</li> </ul> </li> </ul>
<p><b>OOS 4</b></p>	<p><b>Issuing forms</b></p> <ul style="list-style-type: none"> <li>▪ The Accredited Grades Aide will issue a Form OOS 4 (see Appendix M for suggested text to accompany the form).</li> </ul> <p><b>On receipt of the form</b></p> <ul style="list-style-type: none"> <li>▪ The Accredited Grades Aide should check that the subject level chosen matches the level recorded on the Accredited Grades Matrix (SEC) after the Candidate Self Service Portal (CSSP) closes in late April. If there is a discrepancy, Form OOS 4 needs to be re-issued to the teacher/tutor. The teacher/tutor should be advised to suggest a provisional estimated percentage mark which is in line with the level chosen by the student on the CSSP</li> <li>▪ Teachers/tutors completing Form OOS 4 are required to submit evidence of the student's learning <ul style="list-style-type: none"> <li>▪ Should a teacher/tutor wish to deliver the evidence in-person, arrangements should be made in line with the school's Covid 19 Response Plan</li> <li>▪ The Accredited Grade Aide should advise the teacher/tutor to label each item of the student's work (item number, student name, address and subject)</li> </ul> </li> </ul>

	<ul style="list-style-type: none"> <li>▪ The Accredited Grades Aide should check that the list of evidence recorded in part H of Form OOS 4 corresponds with what is presented. If both align a receipt should be issued to the teacher/tutor using part J of the form. If the list and evidence do not align the teacher/tutor should be contacted to discuss the discrepancy and the form should be adjusted before issuing a receipt</li> </ul>
<b>OOS 5</b>	<p><b>Issuing forms</b></p> <ul style="list-style-type: none"> <li>▪ The Accredited Grades Aide will issue a Form OOS 5 to the student (see Appendix M for suggested text to accompany the form)</li> </ul> <p><b>On receipt of the form</b></p> <ul style="list-style-type: none"> <li>▪ The Accredited Grades Aide should check that the subject level chosen by the student matches the level recorded on the Accredited Grades Matrix (SEC) after the Candidate Self Service Portal closes in late April/May.</li> <li>▪ Students completing Form OOS 5 are required to submit evidence of their learning for review by the Panel. <b>Students should be advised that their evidence should be concise and focused on illustrating their learning.</b> <ul style="list-style-type: none"> <li>▪ Should a student wish to deliver the evidence in-person, arrangements should be made in line with the school's Covid 19 Response Plan <ul style="list-style-type: none"> <li>▪ The Accredited Grade Examinations Aide will need to advise the student to label each item of their work (item number, student name, student's address and subject)</li> <li>▪ The Accredited Grades Aide should check that the list of evidence recorded in part B of Form OOS 5 corresponds with what is presented. If both align a receipt should be issued to the student using part D of the form. If the list and evidence do not align the student should be contacted to discuss the discrepancy and the form should be adjusted</li> </ul> </li> </ul> </li> <li>▪ <b>If the student does not provide a completed Form OOS 5 and evidence of their learning within the timeframe, the Accredited Grades Aide should contact the student to remind them that the Panel of Registered Teachers will not submit any mark on their behalf unless information and evidence is provided. It will not be possible for students to submit evidence after the Panel has concluded its work.</b></li> </ul>
<b>OOS 6</b>	<ul style="list-style-type: none"> <li>▪ The Accredited Grades Aide should liaise with the principal to ascertain contact details for the Panel members</li> <li>▪ The Accredited Grade Aide should liaise with one of the core members of the Panel to discuss arrangements for meetings</li> <li>▪ The Panel members should be provided with Form OOS 6, the student files and all submitted evidence of learning</li> </ul>
<b>OOS 7</b>	<ul style="list-style-type: none"> <li>▪ Towards the end of the process, to confirm that all obligations have been fulfilled, the Accredited Grades Aide should complete Form OOS 7</li> </ul>
<b>OOS 8</b> <b>OOS 9</b>	<ul style="list-style-type: none"> <li>▪ The Accredited Grades Aide should provide the principal with the student file to support them in completing either Form OOS 8 or Form OOS 9 and providing overall oversight of the process.</li> <li>▪ Where it is decided that it is not possible to submit an estimated percentage mark on behalf of a student, the principal should complete Form OOS 9. In this instance, the principal should notify the student in writing of the school's decision (see Appendix K). A copy of this letter should be maintained in the student file</li> <li>▪ All student files should be retained in the school in a secure location until further notice. Student files will contain completed forms and evidence of learning submitted for review by the Panel of Registered Teachers</li> </ul>

	<p>In the event of an appeal that may arise as a result of a decision by the Panel not to submit an estimated percentage mark for a subject such an appeal will only involve a review of the procedures implemented. The evidence of learning retained on file will not form part of such a procedural review. Retaining evidence of learning on file is to facilitate administration.</p>
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## 4.4 Panel of Registered Teachers

The school principal will appoint a Panel of three Registered Teachers. Guidance in relation to the formation of the Panel can be found in Section 2.1 of the *Guide to Accredited Grades for Leaving Certificate 2021 for (a) Out-of-School Subjects and (b) Out-of-School Learners*.

This role requires Panel members to;

- be familiar with all guidelines provided to support the provision of estimated percentage marks
- cooperate with the principal and the Accredited Grades Aide in implementing necessary procedures
- review the evidence provided by either the external teacher/tutor or student
- collaborate in professional dialogue, including with external teachers/tutors if necessary
- draw on available evidence to use their professional judgement to arrive at an estimated percentage mark which will be provided to the principal

Each Panel member will be remunerated at a rate of €34.74 per subject reviewed for each student.

### 4.4.1 Nine key steps to support the Panel of Registered Teachers

#### Step 1. Background reading

Members of the Panel should familiarise themselves with the following documents, and any relevant updates;

- *A Guide to State Examinations and Accredited Grades for Leaving Certificate 2021 (February 2021) available [here](#)*
- *Guide to Accredited Grades for Leaving Certificate 2021 for (a) Out-of-School Subjects, and (b) Out-of-School Learners (March 2021) available [here](#)*
- *Accredited Grades for Leaving Certificate 2021: Guide for Schools on Providing Estimated Percentage Marks (April 2021)*
- *Guide for Schools and Students on implementing the Accredited Grades Process for Out-of-School-Subjects and Out-of-School Learners (April 2021)*

#### Step 2. Planning and preparation

With reference to the timeline and with the support of the Accredited Grades Aide, Panel members will make the necessary arrangements to convene to review evidence and information provided

The Accredited Grades Aide will provide the Panel with the student file, which contains completed relevant OOS forms as well the evidence submitted of student's learning

*Note: Panel members should expect to see the following forms in all student files: Form OOS 1 and Form OOS 2. In general one of the following will be presented Form OOS 3 or 4 or 5. However, if a conflict of interest is declared by a teacher/tutor in Form OOS 3 or Form OOS 4, or if a teacher/tutor does not complete the forms, or a teacher/tutor who is not registered does not provide evidence of the student's learning, Form OOS 5 should also be present.*

### Step 3. Evidence of learning

Panel members should note that evidence of learning is a requirement only when Form OOS 4 and Form OOS 5 are completed. Where Form OOS 3 is completed registered teachers have the option to submit evidence of student's learning.

*Note: Students/ teachers/tutors presenting evidence of the student's learning to the Panel have been asked to sign declarations to authenticate that the evidence provided is the work of the student named on the form. It is very important that the declarations on Form OOS 4 or Form 5 have been signed to ensure the legitimacy of the evidence provided. Should a teacher/tutor completing Form OOS 3 wish to submit evidence they too should complete a declaration regarding the evidence submitted. If the declaration is not signed the Accredited Grades Aide should liaise with the teacher/tutor/student to complete this step. If the teacher/tutor did not agree to sign the declaration the student should have been provided with the opportunity to present evidence of their own learning and complete Form OOS 5. If the declaration remains unsigned, it will not be possible for the Panel to authenticate the evidence of learning submitted and to provide an estimated percentage mark to the principal.*

### Step 4. Review of evidence

The Panel of Registered Teachers will consider and will review all evidence when deciding on an estimated percentage mark. In addition to the support provided in this Guide, when reviewing evidence the Panel should make particular reference to the highlighted sections of the following documents, and any relevant updates;

- *Section 6: A Guide to State Examinations and Accredited Grades for Leaving Certificate 2021 (February 2021) available [here](#)*
- *Section 7: Guide to Accredited Grades for Leaving Certificate 2021 for (a) Out-of-School Subjects, and (b) Out-of-School Learners (March 2021) available [here](#)*
- *Section 15.1 Accredited Grades for Leaving Certificate 2021: Guide for Schools on Providing Estimated Percentage Marks (April 2021)*

Specific criteria for what should be included in evidence submitted for consideration by the Panel of Registered Teachers has not been set out. The evidence that teachers/tutors/students choose to submit should illustrate the student's learning with respect to the aims and learning outcomes of specifications (curriculums) and syllabuses. Students have been asked to be mindful of the guidance provided in the above referenced publications when providing evidence to the Panel. **The evidence submitted should be concise and focused on illustrating student's learning.**

It is possible for students to provide previous Leaving Certificate results as part of a range of evidence to support their application for an Accredited Grade. Certified copies of these results may be submitted as part of a range of evidence.

### Step 5. Reviewing provisional estimated percentage marks from teachers/tutors

Registered teachers have been asked to use their professional judgement, drawing on available evidence, to *provide* a provisional estimated percentage mark for each student seeking an Accredited Grade. Normally, registered teachers are not required to provide evidence of student's learning for review by the Panel, but may be asked to do so if the Panel feels it is required.



Persons providing tuition who are not registered teachers have been asked to *suggest* a provisional estimated percentage mark. In addition, as outlined previously, evidence of student’s learning will also be provided in this instance for the Panel of Registered Teachers to review.

The Panel of Registered Teachers will consider all provisional estimated marks provided or suggested by teachers or persons providing tuition.

**Step 6. Collaborate in professional dialogue**

This will involve Panel members engaging in professional discussions about the information and, where appropriate, the evidence provided. The Panel may contact the teachers/tutors who completed Form OOS 3 or OOS 4, to discuss the basis for their provisional estimated marks.

**Step 7. Decide on the final estimated mark**

The Panel should use their professional judgement when reviewing whatever information and evidence is available to reach an overall judgement in relation to a student’s expected performance.

**The estimated percentage mark will be presented in the form of a percentage score and may range from 0.00% to 100.00%.**

**NOTE: Subjects with practical coursework components**

The following subjects have a practical coursework component

Agricultural Science	Design & Communication Graphics	Geography	Politics & Society
Art	Economics	History	Religious Education
Construction Studies	Engineering	Home Economics (Scientific & Social)	Technology

Students who are studying subjects with coursework components outside of a school setting, will be aware that coursework will only be accepted for assessment where it has been completed under the supervision of a teacher in a school or centre recognised by the SEC for examination purposes. They will also be aware, that for examination purposes, this work must be authenticated by both this teacher and the school principal in this school or centre. It is the responsibility of the student to fulfil this requirement for examination purposes. Further details are provided in State Examinations Circulars S68/08, S69/04 and S64/20.

In order to maintain the integrity of the assessment process, students applying for an Accredited Grade in subjects with coursework components should seek an estimated percentage mark from the teacher in the school or centre recognised by the SEC for

examination purposes who has provided oversight of the students engagement with the coursework and who will or would have authenticated their coursework for the purpose of the examinations.

Students should identify on Form OOS 2, the name and contact details of the relevant teacher. They should inform the teacher that they have provided this information to the Accredited Grades Aide who will liaise with the teacher and provide them with Form OOS 3 to complete. The teacher in question should use this form to provide an overall estimated percentage mark for the student in the subject.

If the student has also worked under the guidance of other teachers/tutors, they should inform the teacher who is facilitating and providing oversight of the completion of their coursework of this. That teacher may collaboratively review and consider the evidence of student's learning in conjunction with those other teachers/tutors. However, it is important to note that it is the teacher who is providing oversight on the completion of their coursework who should provide an overall estimated percentage mark for a particular subject by completing Form OOS 3.

Where students do not fulfil the requirement to have Form OOS 3 completed by a teacher in a school or centre recognised by the SEC for examination purposes, who is providing oversight on the completion of their coursework, they will have to forfeit the marks allocated to the Coursework element of the relevant subject. In this situation, the Panel should apply the deductions outlined in the table below.

	<b>Written Examination</b>	<b>Coursework</b>
History	80%	20%
Geography	80%	20%
Religious Education	80%	20%
Politics and Society	80%	20%
Economics	80%	20%
Home Economics*	80%	20%
Agricultural Science	75%	25%
Art	43%	57%
Construction Studies – Higher level	50%	50%
Construction Studies – Ordinary level	40%	60%
Engineering – Higher level	50%	50%
Engineering – Ordinary level	40%	60%
Technology	50%	50%
Design and Communication Graphics	60%	40%

\* Except in a very small number of cases where students are doing the Craftwork elective. For these students, the coursework component (Journal + practical element of Craftwork elective) is 30% and the written paper is 70%.

**Step 8. Complete Form OOS 6**

Complete parts A, B, C, D and E where it is possible to provide an estimated percentage mark for the student.

Complete parts A, B and F where a decision has been made that it is not possible for the Panel to provide an estimated percentage mark.

*Note: An appeals process will be available to students where a decision has been made that it is not possible for the Panel of Registered Teachers to provide an estimated percentage mark. Panel members should be aware that if an appeal arises Panel members may be required to reconvene in the event that the appeal is upheld.*

**Step 9. File management**

The Panel should ensure that a completed Form OOS 6 is retained in the student file and that the completed student file is returned to the Accredited Grades Aide.

**Further Information**

The most current information on all matters relating to Leaving Certificate examinations and the Accredited Grades process will be available on an ongoing basis on [gov.ie/LeavingCertificate](http://gov.ie/LeavingCertificate).

The Department will also support school leaders, teachers and other school personnel, tutors, parents and students by providing a dedicated phone-line service for queries on the Accredited Grades process.

The Department can be contacted in this regard by calling the Helpline on 057-9324461 (and select option 2). The phone line will be open from Monday 26 April 2021 and will operate Monday to Friday, 10.00 to 17.00.

Alternatively, queries can be e-mailed to [LCinfo@education.gov.ie](mailto:LCinfo@education.gov.ie)

## Appendices

<b>Appendix A:</b>	<b>Form OOS 1 (Initial Information Form)</b>
<b>Appendix B:</b>	<b>Suggested text for school to acknowledge receipt of Form OOS 1</b>
<b>Appendix C:</b>	<b>Form OOS 2</b>
<b>Appendix D:</b>	<b>Form OOS 3</b>
<b>Appendix E:</b>	<b>Form OOS 4</b>
<b>Appendix F:</b>	<b>Form OOS 5</b>
<b>Appendix G:</b>	<b>Form OOS 6</b>
<b>Appendix H:</b>	<b>Form OOS 7</b>
<b>Appendix I:</b>	<b>Form OOS 8</b>
<b>Appendix J:</b>	<b>Form OOS 9</b>
<b>Appendix K:</b>	<b>Suggested text for letter if Form OOS 9 is required</b>
<b>Appendix L:</b>	<b>Templates for tracking correspondence</b>
<b>Appendix M:</b>	<b>Suggested text to accompany Forms OOS 2, OOS 3, OOS 4, OOS 5</b>

Please note that fillable PDF versions of these forms are available [here](#).

### GDPR

All completed forms should be retained securely with the other evidence and documentation. It is very important that care is taken that all forms and evidence related to the process are treated in compliance with the school's data protection policy.

When sending emails, precautions should be taken when entering email addresses to direct forms appropriately.

## Leaving Certificate 2021 Accredited Grades

## Initial Information Form

## Out-of-school Subjects and Out-of-school Learners

Read the '*Guide to Accredited Grades for Leaving Certificate 2021 for (a) Out-of-School Subjects, and (b) Out-of-School Learners*' before completing this form.

For students studying out-of-school subjects, this form is to let your school know that you are studying some subjects entirely outside of school and that you wish to access Accredited Grades in those subjects. You should look for written confirmation from your school that your information has been received (see Appendix 1).

For out-of-school learners, you must find a host school, or host centre of learning, recognised by the SEC for the purpose of holding examinations, to oversee the submission of estimated marks on your behalf. The host school will be the school, or centre of learning, where you had arranged to sit the written examinations in June. This form is to be used to provide information to the host school of learning. You should look for written confirmation from your host school that your information has been received (see Appendix 1).

Please tick which of the following below represents your application for an Accredited Grade:

Out-of-school subject       Out-of-school learner

To complete this information form you will be required to:

- provide candidate details - Section A
- provide proof of identify - Section B (Out-of-school Learners ONLY)
- provide subject information - Section C
- sign candidate declaration - Section D

All completed information forms should be submitted to your school/host school. Schools should retain this form on file. This information form will be acknowledged by your school (see Appendix 1 for suggested text). If you do not receive written acknowledgment from your school you should make contact with the school.

Please ensure that BLOCK CAPITALS are used when entering details throughout this form.

This Initial Information Form should be submitted in hard copy, or electronically, to the relevant principal/coordinator no later than Thursday 22 April.

**Section A. Candidate details**

Name:	
Examination number:	
Postal address:	
E-mail address:	
Telephone number:	
Programme of study:	Leaving Certificate/LCVP <input type="checkbox"/> LCA <input type="checkbox"/>

**Section B. Proof of identity (Out-of-school Learner ONLY)**

Out-of-school learners will be required to present a copy of one of the forms of identification listed below to school management.

Any one of the following forms of identification is acceptable:

- Driving Licence
- Passport
- Garda I.D. (for over 18s)
- USIT Student Identity Card
- Public Services Card
- Other

Please tick which copied document you will attach to this information form.

You may be asked to provide the original document at a later stage.

**Section C: Subject information**

Subject:		Level: (H/O/F/C)		Receiving tuition?	Yes <input type="checkbox"/> No <input type="checkbox"/>
<b>Teacher/Tutor details (only to be completed if you have a teacher/tutor)</b>					
Name					
Telephone					
email					

Subject:		Level: (H/O/F/C)		Receiving tuition?	Yes <input type="checkbox"/> No <input type="checkbox"/>
<b>Teacher/Tutor details (only to be completed if you have a teacher/tutor)</b>					
Name					
Telephone					
email					

Subject:		Level: (H/O/F/C)		Receiving tuition?	Yes <input type="checkbox"/> No <input type="checkbox"/>
<b>Teacher/Tutor details (only to be completed if you have a teacher/tutor)</b>					
Name					
Telephone					
email					

Subject:		Level: (H/O/F/C)		Receiving tuition?	Yes <input type="checkbox"/> No <input type="checkbox"/>
<b>Teacher/Tutor details (only to be completed if you have a teacher/tutor)</b>					
Name					
Telephone					
email					

Subject:		Level: (H/O/F/C)		Receiving tuition?	Yes <input type="checkbox"/> No <input type="checkbox"/>
<b>Teacher/Tutor details (only to be completed if you have a teacher/tutor)</b>					
Name					
Telephone					
email					

Subject:		Level: (H/O/F/C)		Receiving tuition?	Yes <input type="checkbox"/> No <input type="checkbox"/>
<b>Teacher/Tutor details (only to be completed if you have a teacher/tutor)</b>					
Name					
Telephone					
email					

Subject:		Level: (H/O/F/C)		Receiving tuition?	Yes <input type="checkbox"/> No <input type="checkbox"/>
<b>Teacher/Tutor details (only to be completed if you have a teacher/tutor)</b>					
Name					
Telephone					
email					

Subject:		Level: (H/O/F/C)		Receiving tuition?	Yes <input type="checkbox"/> No <input type="checkbox"/>
<b>Teacher/Tutor details (only to be completed if you have a teacher/tutor)</b>					
Name					
Telephone					
email					

Subject:		Level: (H/O/F/C)		Receiving tuition?	Yes <input type="checkbox"/> No <input type="checkbox"/>
<b>Teacher/Tutor details (only to be completed if you have a teacher/tutor)</b>					
Name					
Telephone					
email					

Subject:		Level: (H/O/F/C)		Receiving tuition?	Yes <input type="checkbox"/> No <input type="checkbox"/>
<b>Teacher/Tutor details (only to be completed if you have a teacher/tutor)</b>					
Name					
Telephone					
email					

Please insert additional boxes if required.



**Section D. Candidate declaration**

I confirm that:

- I have read the guidance document '*Guide to Accredited Grades for Leaving Certificate 2021 For (a) Out-of-School Subjects, and (b) Out-of-School Learners*' and agree to cooperate with all procedures contained therein
- I have received permission from all teacher/tutors listed on this form to share contact information to support my application
- I agree to the Accredited Grades Aide in the school making contact with my teacher(s)/tutor(s) named in order to receive information for this process
- All information provided by me on this information form is correct.

Signature:	Date:
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The above declaration must be signed. If the form is completed digitally, then it must be printed out and signed.

### Appendix 1 : Suggested text- school receipt of information form

*Suggested text which may be used by the school to acknowledge receipt of a candidate's information form.*

Name of school

Address

Date

Dear \_\_\_\_\_,

I wish to acknowledge receipt of your information form with respect to the Accredited Grade process as [an out-of-school learners or student studying a subject outside of school] *delete as appropriate.*

You will be contacted in due course if further information is required.

Yours sincerely,

---

Principal

## Form OOS 2

### Instructions:

1. To be completed by **all relevant students** i.e. Students with Out-of-School Subjects and Out-of-School Learners, **with the exception of students studying non-curricular languages**
2. It is important that **a separate form** should be completed **for each subject**

### Important Note

If you are attending one of the eleven private colleges\* on a fulltime basis and you are entered for your examinations through the college, you do not need to complete this form as you are most likely to be treated as equivalent to a school-going candidate for the purposes of an Accredited Grade. In this instance, the private college will oversee the submission of an estimated percentage mark for you and therefore you do not need to complete this form or follow this process. If you are anyway unsure you should contact the private college to clarify this matter with them immediately.

*\*Leinster Senior College, Ashfield College, Institute of Education, Yeats College Waterford/Cork, Bruce College Cork, Limerick Tutorial College, Dean College, Hewitt College, The Rye Institute, The Dublin Academy of Education*

### A. Student, subject and level details

Student's name:			
Student's examination number:			
Postal address:			
E-mail address:			
Telephone number:			
School / host school roll number:			
Subject:			
Level entered on Candidate Self Service Portal (CSSP)	Higher	Ordinary	Foundation
Teacher's/tutor's name as relevant:			
Teacher's/tutor's telephone number, as relevant:			
Teacher's/Tutor's email address, as relevant:			
Have you been granted a Reasonable Accommodation at the Certificate Examinations (RACE)?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
	If you have ticked yes above you must provide supporting documentation with this application form		

**NB:** students applying for an Accredited Grade in subjects with coursework components should nominate the teacher in a recognised school who would have authenticated their coursework for examination purposes as the teacher providing them with tuition outside of school, Further information is provided in Section 4.4.1 of the Guide for Schools and Students on implementing the Accredited Grades Process for Out-of-School-Subjects and Out-of-School Learners (April 2021)

## B. Application route

In relation to the subject named in part A, please select a, b or c below:

- (a) The person providing my tuition outside of school is a registered teacher
- (b) The person providing my tuition outside of school is not a registered teacher
- (c) I am studying the subject independently and not engaged in tuition outside of school

## C. Declaration of student

I confirm that all information provided is correct and I agree to the school sharing relevant information such as reasonable accommodation(s) granted for Leaving Certificate 2021 with relevant parties in the determination of an estimated percentage mark where appropriate. As relevant, I have attached documentation relating to the Reasonable Accommodations at the Certificate Examinations.

Signature:	Date:
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The above declaration must be signed. If the form is completed digitally, then it must be printed out and signed in advance of being scanned and emailed or posted.

**A hard copy/electronic version of this signed form must be returned by to the Accredited Grades Aide in your school or host school no later than May 6<sup>th</sup> 2021.**

## Form OOS 3

To be completed by a registered teacher providing tuition

## Instructions:

- Teachers/tutors who are completing this form should familiarise themselves with the following documents (and any updates thereto);
  - *A Guide to State Examinations and Accredited Grades for Leaving Certificate 2021 (February 2021)*
  - *Guide to Accredited Grades for Leaving Certificate 2021 for (a) Out-of-School Subjects, and (b) Out-of-School Learners (March 2021)*
  - *Accredited Grades for Leaving Certificate 2021: Guide for Schools on Providing Estimated Percentage Marks (April 2021)*
  - *Guide for Schools and Students on implementing the Accredited Grades Process for Out-of-School-Subjects and Out-of-School Learners (April 2021)*
- Normally, registered teachers are not required to provide evidence of student's learning for review by the Panel, but may be asked to do so if the Panel feels it is necessary.
- A **hard copy/electronic version** of this form should be returned to the Accredited Grades Aide no later than **May 14<sup>th</sup> 2021**.
- The Accredited Grades Aide will confirm receipt of the form.

## A. Student, subject and level details

Student's name:	
Postal address:	
Subject:	
Level <small>Note: this should be the level that the student has entered on the Candidate Self Service Portal</small>	

## B. Teacher/tutor details

Name:	
Postal address:	
Telephone number:	
E-mail address:	

## C. Conflict of interest

This section should **only** be completed where an actual or perceived conflict of interest has been identified in relation to the provision of an estimated percentage mark.

Signature:	Date:
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The above declaration must be signed. If the form is completed digitally, and in the absence of an electronic signature, it must be printed out and signed in advance of being scanned and emailed or posted.

Where a conflict of interest is identified, you should ONLY complete parts A, B and C and return this form to the Accredited Grades Aide immediately. The student you are tutoring will now be contacted by the Accredited Grades Aide to provide evidence of their learning to the Panel of Registered Teachers.

### D. Declaration of registration status

For the purposes of the Accredited Grades system for Leaving Certificate 2021, the term 'registered teacher/tutor' is taken to mean a person who must be

- Currently registered as a teacher with the Teaching Council of Ireland, or
- Have previously been registered with the Teaching Council of Ireland and not have been removed from the register for cause such as professional misconduct, or
- Teaching in a centre for education recognised by the Minister for Education
- Teaching in a centre recognised by the SEC for examination purposes

<b>Please tick the box below which describes your status as registered teacher/tutor.</b>	✓
Currently registered as a teacher with the Teaching Council of Ireland, or	
Have previously been registered with the Teaching Council of Ireland and not have been removed from the register for cause such as professional misconduct, or	
Teaching in a centre for education recognised by the Minister for Education, or	
Teaching in a centre recognised by the SEC for examination purposes.	

Please outline below how you will provide evidence to the Accredited Grades Aide of your registered status.

Teaching Council registration number if currently registered:	
State proof of status*, given to the school and returned with this form	

(\*e.g. e-cert from the Teaching Council, letter from manager/coordinator if working in a centre for education recognised by the Minister for Education or letter from principal of previous school if retired teacher)

I confirm that the information provided above is true and correct:

Teacher/Tutor signature:	Date:
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The above declaration must be signed. If the form is completed digitally, and in the absence of an electronic signature, it must be printed out and signed in advance of being scanned and emailed or posted.

**E. Relevant information considered**

I have taken account of all relevant information available to me about this student’s achievement levels in the subject as follows

my experience of working with the student, and the quality of their assignments	Yes <input type="checkbox"/> not applicable <input type="checkbox"/>
my own records of the student’s work, level of achievement	Yes <input type="checkbox"/> not applicable <input type="checkbox"/>
marks, grades, and other subject-specific information available	Yes <input type="checkbox"/> not applicable <input type="checkbox"/>
the quality of work demonstrated in any partially or fully completed Leaving Certificate examination coursework	Yes <input type="checkbox"/> not applicable <input type="checkbox"/>

In addition, when determining the estimated percentage mark submitted,

I have taken account of any bonus marks that the student would have received for answering through Irish	Yes <input type="checkbox"/> not applicable <input type="checkbox"/>
I have taken into consideration the various assessment components, where applicable, for the subject area, such as oral, aural, written, practical and coursework	Yes <input type="checkbox"/> not applicable <input type="checkbox"/>
I have based my estimate on the assumption that any approved reasonable accommodations would have been made available.	Yes <input type="checkbox"/> not applicable <input type="checkbox"/>

**F. Evidence and basis to support a provisional estimated percentage mark**

Please outline briefly the evidence and basis on which the validity and integrity of the provisional estimated percentage mark supplied has been established.


**G. Estimated percentage mark**

Insert the overall percentage mark that you believe this student will achieve if they proceed to take the 2021 examinations, based on their current observed levels of achievement. The estimate should reflect composite overall performance in the subject, with each component of the examination considered and taking account of the adjustments to the Leaving Certificate examinations 2021.

Provisional estimated percentage mark:	%
--	---

H. Declaration regarding the registered teacher provisional estimated percentage mark

I confirm that:

- I have made all reasonable efforts to assemble as much of the relevant information as possible
- I have given due consideration to my experience of working with the student
- Following these considerations, the estimate is my considered professional judgment as to the overall percentage mark that this student is most likely to achieve if they were to sit the adjusted examinations in 2021
- Where requested, I agree to participate in further conversations with the Panel of Registered Teachers about the student’s learning
- I have attached proof of my status as a registered teacher to this form.

Teacher/Tutor signature:	Date:
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The above declaration must be signed. If the form is completed digitally, and in the absence of an electronic signature, it must be printed out and signed in advance of being scanned and emailed or posted.

**A hard copy/electronic version of this signed form must be returned by to the Accredited Grades Aide no later than May 14<sup>th</sup> 2021.**



## Form OOS 4

To be completed by those **providing tuition who are not a registered teacher**

## Instructions:

1. Teachers/tutors who are completing this form should familiarise themselves with the following documents (and any updates thereto);

- *A Guide to State Examinations and Accredited Grades for Leaving Certificate 2021 (February 2021)*
- *Guide to Accredited Grades for Leaving Certificate 2021 for (a) Out-of-School Subjects, and (b) Out-of-School Learners (March 2021)*
- *Accredited Grades for Leaving Certificate 2021: Guide for Schools on Providing Estimated Percentage Marks (April 2021)*
- *Guide for Schools and Students on implementing the Accredited Grades Process for Out-of-School-Subjects and Out-of-School Learners (April 2021)*

2. Teachers/tutors who are completing this form are required to provide written evidence of the student's learning to the Panel of Registered Teachers to support the suggested estimated percentage mark.

3. Teachers/tutors should contact the Accredited Grades Aide in the school to organise the sharing of evidence which is to be considered by the Panel of Registered Teachers.

4. A **hard copy** of this form should be included with the **hard copies of the written evidence** of learning being provided to the Accredited Grades Aide no later than **May 14<sup>th</sup> 2021**.

5. The Accredited Grades Aide should return a signed and dated copy of part J of this form to the teacher/tutor so as to provide a record that each item of evidence as listed in part H has been received by the school.

**A. Student, subject and level details**

Student's name:	
Postal address:	
Subject:	
Level: <small>Note: this should be the level that the student has entered on the Candidate Self Service Portal</small>	

**B. Teacher/ Tutor details**

Name:	
Postal address:	
Telephone number:	
E-mail address:	

**C. Conflict of interest**

This section should **only** be completed where an actual or perceived conflict of interest has been identified in relation to providing an estimated percentage mark.

Signature:	Date:
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The above declaration must be signed. If the form is completed digitally, then it must be printed out and signed.

Where a conflict of interest is identified, you should ONLY complete parts A, B and C and return this form to the Accredited Grades Aide immediately. The student you are tutoring will now be contacted by the Accredited Grades Aide to provide evidence of their learning to the Panel of Registered Teachers.

**D. Relevant information considered**

I have taken account of all relevant information available to me about this student’s achievement levels in the subject as follows:

my experience of working with the student, and the quality of their assignments	Yes <input type="checkbox"/> not applicable <input type="checkbox"/>
my own records of the student’s work, level of achievement	Yes <input type="checkbox"/> not applicable <input type="checkbox"/>
marks, grades, and other subject-specific information available	Yes <input type="checkbox"/> not applicable <input type="checkbox"/>
the quality of work demonstrated in any partially or fully completed Leaving Certificate examination coursework	Yes <input type="checkbox"/> not applicable <input type="checkbox"/>

In addition, when determining the estimated percentage mark submitted,

I have taken account of any bonus marks that the student would have received for answering through Irish.	Yes <input type="checkbox"/> not applicable <input type="checkbox"/>
I have taken into consideration the various assessment components, where applicable, for the subject area, such as oral, aural, written, practical and coursework	Yes <input type="checkbox"/> not applicable <input type="checkbox"/>
I have based my estimate on the assumption that any approved reasonable accommodations would have been made available.	Yes <input type="checkbox"/> not applicable <input type="checkbox"/>

**E. Evidence and basis to support a provisional estimated percentage mark**

Please outline briefly the evidence and basis on which the validity and integrity of the suggested provisional estimated percentage mark supplied has been established.


**F. Provisional estimated percentage mark**

Insert the overall percentage mark that you believe that this student will achieve if they proceed to take the 2021 examinations, based on their current observed levels of achievement. The estimate should reflect composite overall performance in the subject, with each component of the examination considered and taking account of the adjustments to the Leaving Certificate examinations 2021.

Provisional estimated percentage mark:	%
--	---

**G. Declaration regarding the teacher/ tutor provisional estimated percentage mark**

I confirm that:

- I have made all reasonable efforts to assemble as much of the relevant information as possible
- I have given due consideration to my experience of working with the student
- Following these considerations, the estimate is my considered judgement as to the overall percentage mark that this student is most likely to achieve in if they were to sit the adjusted examinations in 2021
- Where requested, I agree to participate in further conversations with the Panel of Registered Teachers about the student’s learning.

Teacher/tutor signature:	Date:
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The above declaration must be signed. If the form is completed digitally, and in the absence of an electronic signature, it must be printed out and signed in advance of being scanned and emailed or posted.

**H. List the relevant evidence to be submitted to the Panel of Registered Teachers**

<p><b>Instruction:</b></p> <ul style="list-style-type: none"> <li>• Each item submitted as evidence of learning should be numbered</li> <li>• Each numbered item should be outlined below.</li> <li>• Evidence should be concise and focused on illustrating student’s learning</li> </ul>
--

**I. Teacher/Tutor Declaration**

I confirm that:

- the evidence submitted is entirely the work of the student named on this form
- I agree to the evidence being retained by the school
- all evidence submitted clearly states the following information: item number, student’s name, postal address and subject.

Teacher/Tutor name:	
Signature:	Date:

The above declaration must be signed. If the form is completed digitally, then it must be printed out and signed.

**J. Accredited Grades Aide receipt**

Upon receipt of evidence from the student **the Accredited Grades Aide should complete this part of the form** and forward a copy to the teacher/tutor. A copy should be retained in the student file.

I confirm that:

- the evidence listed in part H of this form has been submitted to the school

Name of Accredited Grades Aide:
Date:

## Form OOS 5

Completed by students submitting evidence to the Panel of Registered Teachers

**Instructions:**

1. OOS 5 should **only** be completed by:

- students who are not engaged in tuition,
- students whose external teachers/tutors have declared a conflict of interest in providing an estimated percentage mark ,
- students whose external teachers/tutors have not engaged with the process.

2. An OOS 5 form should be completed for **each** subject.

3. Students should read the following documents, and any relevant updates, before completing this form:

- *A Guide to State Examinations and Accredited Grades for Leaving Certificate 2021 (February 2021)*
- *Guide to Accredited Grades for Leaving Certificate 2021 for (a) Out-of-School Subjects, and (b) Out-of-School Learners (March 2021)*
- *Accredited Grades for Leaving Certificate 2021: Guide for Schools on Providing Estimated Percentage Marks (April 2021)*
- *Guide for Schools and Students on implementing the Accredited Grades Process for Out-of-School-Subjects and Out-of-School Learners (April 2021)*

4. Students should contact the Accredited Grades Aide in the school to organise the sharing of evidence which is to be considered by the Panel of Registered Teachers. Evidence submitted should be concise and focused on illustrating student's learning.

5. A **hard copy** of this form should be included with the **hard copies of the written evidence** of learning being provided to the Accredited Grades Aide no later than **May 14<sup>th</sup> 2021.**

6. The Accredited Grades Aide should return a signed and dated copy of part D of this form to the student so as to provide a record that each item of evidence as listed in part B below has been received by the school.

**A. Student, subject and level details**

Student's name:	
Students examination number:	
Subject:	
Level:	

**B. List the relevant evidence to be submitted to the Panel of Registered Teachers**

**Instruction:**

- Each item submitted as evidence of learning should be numbered
- Each numbered item should be outlined below.
- Evidence should be concise and focused on illustrating your learning.

**C. Student Declaration**

I confirm that:

- the evidence submitted is entirely my own work
- I agree to the evidence being retained by the school
- all evidence submitted clearly states the following information: item number, my name, address and subject

Student name:	
Signature:	Date:

The above declaration must be signed. If the form is completed digitally, then it must be printed out and signed.

**D. Accredited Grades Aide receipt**

Upon receipt of evidence from the student **the Accredited Grades Aide should complete this part of the form** and forward a copy to the student. A copy should be retained in the student file.

I confirm that:

- the evidence listed in part B of this form has been submitted to the school

Name of Accredited Grades Aide:
Date:

**Form OOS 6**  
**Completed by the Panel of Registered Teachers for all students**

Instructions:

1. Teachers/tutors who are completing this form should familiarise themselves with the following documents (and any updates thereto);
  - *A Guide to State Examinations and Accredited Grades for Leaving Certificate 2021 (February 2021)*
  - *Guide to Accredited Grades for Leaving Certificate 2021 for (a) Out-of-School Subjects, and (b) Out-of-School Learners (March 2021)*
  - *Accredited Grades for Leaving Certificate 2021: Guide for Schools on Providing Estimated Percentage Marks (April 2021)*
  - *Guide for Schools and Students on implementing the Accredited Grades Process for Out-of-School-Subjects and Out-of-School Learners (April 2021)*
2. A copy of this form should be returned to the Accredited Grades Aide no later than **May 28<sup>th</sup> 2021**.
3. When the Panel is able to provide an estimated percentage mark, parts A, B, C, D and E of this form should be completed.
4. Where the Panel of Registered teachers decides that it is not possible to submit an estimated percentage mark, only parts A,B and F of this form should be completed.

**A. Student, subject and level details**

Student' name:	
Examination number:	
Subject:	
Level:	

**B. Relevant information considered**

We have taken account of all relevant information and or evidence provided by

A registered teacher	Yes <input type="checkbox"/> N/A <input type="checkbox"/>
A person providing tuition but who is not a registered teacher	Yes <input type="checkbox"/> N/A <input type="checkbox"/>
The student	Yes <input type="checkbox"/> N/A <input type="checkbox"/>

In addition, when determining the estimated percentage mark submitted,

we have taken account of any bonus marks that the student would have received for answering through Irish	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
we have checked if the student is entitled to reasonable accommodations	Yes <input type="checkbox"/> No <input type="checkbox"/>
we have based our estimate on the assumption that any approved reasonable accommodations would have been made available	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>

**C. Estimated percentage mark**

Insert the overall percentage mark that the Panel believes this student will achieve if they proceed to take the 2021 examinations, based on the review of submitted information and evidence. The estimate should reflect composite overall performance in the subject, with each component of the examination considered and taking account of the adjustments to the Leaving Certificate examinations 2021.

Estimated percentage mark:		%
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**D. Basis for estimated percentage mark**

Please outline briefly the basis on which the estimated percentage mark supplied has been established.




**E Declaration regarding the Panel of Registered Teachers when providing an estimated percentage mark**

We confirm:

- that we have given due consideration both to the information and or evidence presented and liaised with the teacher/tutor where necessary
- following these considerations, the estimate is our considered professional judgment as to the overall percentage mark that this student is most likely to achieve in if they were to sit the adjusted examinations in 2021
- that no conflict of interest, either actual or perceived, exists which would preclude or hinder our role as a member of this Panel of Registered Teachers
- that we reviewed the actions outlined in the checklist below and are satisfied all have been completed.

<b>Checklist of action required by the Panel of Registered Teachers</b>
we have read and familiarised ourselves with all relevant guidelines
we have cooperated with the principal and Accredited Grades Aides in implementing necessary procedures
we have reviewed the evidence and information provided by either the student or a nominated external teacher/tutor
we have engaged in collaborative professional dialogue, drawing on the evidence provided by the student or external teacher/tutor if necessary, regarding the evidence reviewed and the estimated percentage marks assigned
we used our professional judgement, drawing on the evidence provided by the student or external teacher/tutor to arrive at, where possible, an estimated percentage mark which will be provided to the principal/coordinator/manager
we attest that we have not or will not under any circumstances discuss with or disclose to any student or parent/guardian of any student the estimated percentage mark that the school has submitted.

To be completed by Panel of Registered Teachers member 1	Date:
PRINTED NAME:	
Signature:	

To be completed by Panel of Registered Teachers member 2	Date:
PRINTED NAME:	
Signature:	

To be completed by Panel of Registered Teachers member 3	Date:
PRINTED NAME:	
Signature:	

The above declarations must be signed. If the form is completed digitally, then it must be printed out and signed.

**F. In the event where a decision has been made that it is not possible for the Panel of Registered Teachers to submit an estimated percentage mark**

Please outline the reason below:

Teacher/tutor/student did not engage with the process by completing and returning the required forms	Yes <input type="checkbox"/> No <input type="checkbox"/>
Teacher/tutor/student returned the forms which support the provision of information and evidence for review by the Panel but did not sign the relevant declarations	Yes <input type="checkbox"/> No <input type="checkbox"/>
No evidence was available for the Panel of Registered Teachers to review.  (Note that if an estimated mark was provided by a registered teacher for review by the Panel, the registered teacher is NOT required to submit evidence. Consequently, this reason cannot be used in those circumstances.)	Yes <input type="checkbox"/> No <input type="checkbox"/>

Please provide additional details to elaborate on the reason(s) above, as appropriate. For example, note attempts to establish contact, or reasons for unavailability of evidence.


We confirm:

- that no conflict of interest, either actual or perceived exists which would preclude or hinder our role as a member of this Panel of Registered Teachers
- we attest that we have not or will not under any circumstances discuss with or disclose to any student or parent/guardian of any student the decision made by the Panel.

To be completed by Panel of Registered Teachers member 1	Date:
PRINTED NAME:	
Signature:	

To be completed by Panel of Registered Teachers member 2	Date:
PRINTED NAME:	
Signature:	

To be completed by Panel of Registered Teachers member 3	Date:
PRINTED NAME:	
Signature:	

The above declarations must be signed.

<p><b>Form OOS 7</b></p> <p>Completed by the <b>Accredited Grades Aide</b></p>
--

**Student details**

Student' name:	
Examination number:	
Subject:	
Level:	

As Accredited Grades Aide for the school, I confirm:

<b>Checklist of action required by Accredited Grades Aide</b>
where appropriate, I assisted the student with respect to the submission of evidence for consideration by the Panel of Registered Teachers
where appropriate, I liaised with the external registered teacher with respect to the submission of evidence and suggested estimated percentage marks for consideration by the Panel of Registered Teachers
where appropriate, I liaised with the external teacher/tutor with respect to the submission of evidence and suggested estimated percentage marks for consideration by the Panel of Registered Teachers
I assisted the Panel of Registered Teachers, with respect to the sharing of information and evidence provided by the student and or external teacher/tutor
I administered all the necessary documentation to support the process

Name:	Date:
Signature:	

The above declarations must be signed. If the form is completed digitally, then it must be printed out and signed.

## Leaving Certificate 2021: School provision of an estimated mark for Out-of-School Subjects and Out-of-School Learners

Before completing this form read the following documents (and any updates thereto):

- *A Guide to State Examinations and Accredited Grades for Leaving Certificate 2021;*
- *Guide to Accredited Grades for Leaving Certificate 2021 for (a) Out-of-School Subjects, and (b) Out-of-School Learners (March 2021)*
- *Accredited Grades for Leaving Certificate 2021: Guide for Schools on Providing Estimated Percentage Marks (April 2021)*
- *Guide for Schools and Students on implementing the Accredited Grades Process for Out-of-School-Subjects and Out-of-School Learners (April 2021)*

The principal/deputy principal should complete this form in any case where:

1. the school is providing an estimated percentage mark for a student enrolled in the school but taking an additional subject outside of the school, or
2. the school is providing an estimated percentage mark for an out-of-school learner who has applied through the school for consideration for Accredited Grades.

The three-person Panel of Register Teachers will review the evidence provided by either the student or a nominated external teacher/tutor and collaborate in professional dialogue, including with external teachers/tutors if necessary, regarding the evidence reviewed and the estimated percentage marks assigned to candidates. The final estimated percentage mark will be determined by the Panel of Registered Teachers in the school.

The principal, deputy principal(s), teachers/tutors, Leaving Certificate Aide or other members of school staff must not under any circumstances discuss with or disclose to any student or parent or guardian of any student the estimated percentage marks that the school is submitting.

### A. Student, subject and level details

Student's name:			
Student's examination number:			
School roll number:			
Subject:			
Level as confirmed to school by SEC	Higher	Ordinary	Foundation

### B. Estimated percentage mark

Insert the mark the school is providing on behalf of the student.

Estimated percentage mark:	%
----------------------------	---

**C. Declaration**

I confirm that:

- The Panel of Registered Teachers has completed its work in line with the procedures set out in the *Guide for Schools and Students on implementing the Accredited Grades Process for Out-of-School-Subjects and Out-of-School Learners* (April 2021)
- All reasonable efforts have been made to ensure the integrity of the process

Signature:	Principal <input type="checkbox"/> or Deputy Principal <input type="checkbox"/>	Date:
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The above declaration must be signed. If the form is completed digitally, then it must be printed out and signed.

**D. Conflict of interest**

This section should **only** be completed where a perceived or real conflict of interest has been identified in relation to giving an estimated percentage mark.

I confirm that:

- Arrangements appropriate to the circumstances have been made, and
- I have provided additional oversight and approval on the estimated percentage mark.

Signature:	Principal <input type="checkbox"/> or Deputy Principal <input type="checkbox"/>	Date:
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## Leaving Certificate 2021: Out-of-school learners and out-of-school subjects Subject entry for which the school cannot provide an estimated mark

This form is completed by the school principal/manager/coordinator where a decision has been made that it has not been possible for the school to submit an estimated percentage mark.

The principal/deputy principal should complete this form in any case where:

- a student entered for an Accredited Grade is studying a subject outside of school, and
- the student has not withdrawn from the subject, and
- following the completion of the work of the Panel of Registered Teachers, a decision has been reached that an estimated mark cannot be provided.

### A. Student, subject and level details

Student's name:			
Student's examination number:			
School roll number:			
Subject:			
Level as confirmed to school by SEC	Higher	Ordinary	Foundation

### B. Reason for inability to provide an estimated mark

Please outline the reason below:

Teacher/tutor/student did not engage with the process by completing and returning the required forms	Yes <input type="checkbox"/> No <input type="checkbox"/>
Teacher/tutor/student returned the forms which support the provision of information and evidence for review by the Panel but did not sign the relevant declarations	Yes <input type="checkbox"/> No <input type="checkbox"/>
No evidence was available for the Panel of Registered Teachers to review.  (Note that if an estimated mark was provided by a registered teacher for review by the Panel, the registered teacher is NOT required to submit evidence. Consequently, this reason cannot be used in those circumstances.)	Yes <input type="checkbox"/> No <input type="checkbox"/>

Please provide additional details to elaborate on the reason(s) above, as appropriate. For example, note attempts to establish contact, or reasons for unavailability of evidence.


**C. Declaration**

I confirm that:

- All procedures have been implemented by the school to provide an estimated percentage mark
- All reasonable efforts have been made to establish evidence on which to base an estimated percentage mark and it has not proven possible to do so
- the student has been informed of this decision and their right to appeal this decision as outlined on [www.gov.ie/leavingcertificate](http://www.gov.ie/leavingcertificate)

Signature:	Principal <input type="checkbox"/> or Deputy Principal <input type="checkbox"/>	Date:
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The above declaration must be signed. If the form is completed digitally, then it must be printed out and signed.

## Appendix K

Suggested text for letter to be sent by the **school principal** when a decision has been made not to provide an estimated percentage mark for a subject

Name of school

School address

Date

Dear \_\_\_\_\_,

I wish to inform you that it has been decided that it is not possible to provide an estimated percentage mark in **[subject]** because:

*[DELETE AS APPROPRIATE]*

- Teacher/tutor/student did not engage with the process by completing and returning the required forms
- Teacher/tutor/student returned the forms which support the provision of information and evidence for review by the Panel but did not sign the relevant declarations
- Other than situations where a provisional estimated mark was provided by a registered teacher, no evidence was available for the Panel of Registered Teachers to review

Procedures to appeal a decision not to provide an estimated percentage mark to a student are available on [www.gov.ie/leavingcertificate](http://www.gov.ie/leavingcertificate)

Yours sincerely,

\_\_\_\_\_

Principal



# Appendix L

## Templates for the Accredited Grades Aide to track correspondence

Student's name:	
Student's examination number:	
<b>Subject:</b>	

Form	Date shared	Sent to	Date returned	Completed ✓
OOS 1				
Copy of letter sent by school to acknowledge OOS 1				
OOS 2				
OOS 3				
OOS 4				
OOS 5				
OOS 6				
OOS 7				
OOS 8				
OOS 9				
Copy of letter sent by school to student if OOS 9 completed				

## Appendix L

### Optional template for recording of contact made

In the event that a teacher/tutor/student does not return forms and or correspondence sent, please keep a record of the occasions on which you attempted to make contact with the teacher/tutor or student.

Student's name:	
Student's examination number:	
<b>Subject:</b>	

Method of communication	Date	Time

## Appendix M

<b>Suggested text for email/letter when sending Form OOS 2</b>
--

School name

Address

Date

Dear \_\_\_\_\_,

I am contacting you in relation to the Accredited Grades process 2021 as you submitted a completed Form OOS 1 to the school.

To proceed with the next stage of the process, I have attached a Form OOS 2 to this [\[email/letter\]](#).

You are required to complete this form and submit a completed hard copy/ electronic copy of this form to the school. If you are submitting this form via postal service, it should arrive in the school no later than **6 May 2021** and should be addressed to [\[name of Accredited Grades Aide, school address\]](#). If submitting the form electronically, it should be sent to [\[email address\]](#) no later than **6 May 2021**.

You should familiarise yourself with the documents below (and any updates thereto) prior to completing the form attached;

- *A Guide to State Examinations and Accredited Grades for Leaving Certificate 2021 (February 2021) available [here](#)*
- *Guide to Accredited Grades for Leaving Certificate 2021 for (a) Out-of-School Subjects, and (b) Out-of-School Learners (March 2021) available [here](#)*
- *Accredited Grades for Leaving Certificate 2021: Guide for Schools on Providing Estimated Percentage Marks (April 2021)*
- *Guide for Schools and Students on implementing the Accredited Grades Process for Out-of-School-Subjects and Out-of-School Learners (April 2021)*

Should you have any further queries or questions please contact me via my school email address [\[insert\]](#) or by phone on [\[school phone number\]](#).

Yours faithfully,

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[\[Please type name underneath if signing the letter\]](#)

Accredited Grades Aide

## Appendix M

<b>Suggested text for email/letter when sending Form OOS 3 or Form OOS 4</b>
--

School name

Address

Date

Dear \_\_\_\_\_,

I am contacting you in relation to the Accredited Grades process 2021. [Student's name] a Leaving Certificate candidate 2021, has applied for an Accredited Grade in [higher/ordinary/foundation level] [subject].

[Student's name] informed the school that you are providing them with tuition in [subject] and shared your contact details so that we could contact you in relation to gathering information [and evidence of learning (if Form OOS 4 is being sent)]. The information [and evidence of learning provided (if Form OOS 4 is being sent)] will be shared with and reviewed by the Panel of Registered Teachers in the school to arrive at an estimated percentage mark where it is possible to do so.

Registered teachers should complete Form OOS 3. Normally, registered teachers are not required to provide evidence of student's learning for review by the Panel, but may be asked to do so if the Panel feels it is necessary.

Persons providing tuition who are not registered teachers should complete Form OOS 4. They **must** provide evidence of the student's learning.

You should familiarise yourself with the documents below (and any updates thereto) prior to completing the form attached;

- *A Guide to State Examinations and Accredited Grades for Leaving Certificate 2021 (February 2021) available [here](#)*
- *Guide to Accredited Grades for Leaving Certificate 2021 for (a) Out-of-School Subjects, and (b) Out-of-School Learners (March 2021) available [here](#)*
- *Accredited Grades for Leaving Certificate 2021: Guide for Schools on Providing Estimated Percentage Marks (April 2021)*
- *Guide for Schools and Students on implementing the Accredited Grades Process for Out-of-School-Subjects and Out-of-School Learners (April 2021)*

The documents above, are designed to support you in understanding the Accredited Grades process and in providing/suggesting an estimated percentage mark.

I have attached Form [OOS 3 or OOS 4] which should be completed and submitted to the school no later than **14 May 2021**. (When Form OOS 4 is issued In addition to returning Form OOS 4, you will need to gather evidence of the student's learning in the subject named above and make arrangements for the evidence to be provided to the school. Bearing in mind the current public health guidance, any in-person delivery of evidence should be by prior arrangement with school management. All evidence of the student's

## Appendix M

learning submitted should be clearly labelled with the item number, student's name, address and subject. Evidence of learning should be concise and focused on illustrating student's learning.

**If you do not to participate in this process on behalf of the student name above, you should contact me immediately using my school email address [insert] or by phone on [school phone number].**

Should you have any further queries or questions please contact me via email or by using phone number above.

Yours faithfully,

---

[Please type name underneath if signing the letter]

Accredited Grades Aide

## Appendix M

### Suggested text for email/letter when sending Form OOS 5

School name

Address

Date

Dear \_\_\_\_\_,

I am contacting you in relation to the Accredited Grades process 2021 as you have applied for an Accredited Grade in **[higher/ordinary/foundation level]** **[subject]** by submitted forms OOS 1 and OOS 2.

I am sending you this letter/email as **[please tick relevant box below]**

- you indicated on Form OOS 2 that you are not receiving tuition in the relevant subject
- your teacher/tutor has identified a conflict of interest in providing information to the Panel of Registered Teachers on your behalf and therefore cannot submit information or evidence on your behalf
- it has not been possible to contact your teacher/tutor using the contact details you provided on the forms submitted to the school **[and using the alternative contact details you have since provided (if applicable)]**.

You should familiarise yourself with the documents below (and any updates thereto) prior to completing the form attached;

- *A Guide to State Examinations and Accredited Grades for Leaving Certificate 2021 (February 2021) available [here](#)*
- *Guide to Accredited Grades for Leaving Certificate 2021 for (a) Out-of-School Subjects, and (b) Out-of-School Learners (March 2021) available [here](#)*
- *Accredited Grades for Leaving Certificate 2021: Guide for Schools on Providing Estimated Percentage Marks (forthcoming publication, expected April 2021)*
- *Guide for Schools and Students on implementing the Accredited Grades Process for Out-of-School-Subjects and Out-of-School Learners (April 2021)*

I have attached Form OOS 5 which should be completed and submitted to the school with the evidence of your learning by post or in person no later than **14 May 2021**. Evidence of learning should be clearly labelled with the item number, your name, address and subject. Please refer to the section 7 in the *Guide to Accredited Grades for Leaving Certificate 2021 for (a) Out-of-School Subjects, and (b) Out-of-School Learners (March 2021)* and the *Accredited Grades for Leaving Certificate 2021: Guide for Schools on Providing Estimated Percentage Marks (April 2021)* (and any updates thereto) as a reference when gathering evidence of your learning.

The evidence that you submit should be concise and focus on illustrating your learning with respect to the aims and learning outcomes of the specifications (curriculums) and syllabuses as relevant. The evidence submitted will be retained by the school.

## Appendix M

Any written evidence of learning which is submitted should be clearly labelled with the item number, your name, examination number and subject.

Should you have any further queries or questions please contact me via my school email address [insert] or by phone on [school phone number].

Yours faithfully,

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[Please type name if signing the letter]

Accredited Grades Aide