

13 April 2021

Dear Principal/Manager/Coordinator,

RE: Accredited Grades in Leaving Certificate 2021 for out-of-school subjects, out of school learners, and students of non-curricular languages

(A) Information for students

As you are aware the closing date for applying for Leaving Certificate Examinations 2021 has passed and students have selected the subjects they wish to be examined in. While students will have an opportunity to change levels and their options with respect to Accredited Grades and written examinations in late April/early May, it is no longer possible to add subjects not already selected.

We ask that you would bring the following information contained in the three points below to the attention of all students in your school who are entered for Leaving Certificate 2021. This is necessary in order to inform students who are studying subjects out-of-school and those who are studying non-curricular languages of the processes that they should follow in order to receive an Accredited Grade in those subjects this year. You may already know some of the students who are in these categories but there may be others that you are not aware of yet.

1. All students who are studying subjects out-of-school and students of non-curricular languages should be advised to familiarise themselves with the *Guide to Accredited Grades for Leaving Certificate 2021 for (a) Out-of-School Subjects and (b) Out-of-School Learners* available at gov.ie/leavingcertificate.
2. Students who are studying subject/s entirely outside of school are required to complete and return an Initial Information Form (OOS 1) to their Principal/Manager/Coordinator as soon as possible but no later than Thursday 22 April 2021 (note: this date has been extended to allow more time for students to engage with the process). This form is available at gov.ie/leavingcertificate. These students are those students attending your school but taking subjects outside of the school.

The school/centre should acknowledge receipt of Initial Information Forms in writing and may use the suggested text found in Appendix 1 of the Initial Information Form (OOS 1) to do so. These forms should be retained in the school.

It is very important that these students read the *Guide to Accredited Grades for Leaving Certificate 2021 for (a) Out-of-School Subjects and (b) Out-of-School Learners* and prepare to engage with the processes set out in section three of the guide.

3. Students who have registered for a non-curricular language in Leaving Certificate 2021
These students are not required to complete the Initial Information Form (OOS 1). As a consequence of the particular context of non-curricular languages in the Leaving Certificate, special arrangements are being put in place for all students in this category to access an Accredited Grade. **All** students who are registered for a non-curricular language in Leaving

Certificate 2021 will be provided with an opportunity to complete a written Proficiency Assessment on the afternoon of the 8 May in their school. Students of non-curricular languages should note this date carefully. If they choose not to complete the Proficiency Assessment, the only route to a grade in their non-curricular language is by taking the relevant examination in June.

(B) Information for principals/managers/coordinators.

Schools and centres for education will be required to assist with the organisation of the examination centre and supervision for the Proficiency Assessment. Many schools will also be organising examination centres for the Link Modules Examination (LCVP) on the morning of 8 May. Further guidance relating to the organisation of the Proficiency Assessment will be issued separately.

In addition to the categories of students referred to previously, a further category of candidates are known as 'Out-of-School Learners'. For the purposes of the examinations, these candidates are within the category of "External Candidates"*. This category includes candidates who are not attending for fulltime tuition at any school, or private college, recognised by the State Examinations Commission and those who are being home schooled. For the purposes of Accredited Grades, out-of-school learners are required to nominate a host school or centre to oversee the submission of estimated marks on their behalf. The host school/centre will be the school or centre where the out-of-school learner has arranged to sit the June examinations. (When external candidates registered with the SEC to enter for the Leaving Certificate 2021, they were required to confirm to the SEC that they had permission from the school to sit their examinations at that school. You should already be aware of these candidates.) **All schools and centres are required to facilitate such requests from this cohort of candidates.**

*Schools should note that some external candidates attending a private college might have nominated a school (other than the private college they are attending) as a location for the purposes of sitting their examinations at. For these candidates, the private college is their host school for the purposes of Accredited Grades. The Out-of-School Learner category described above, and that you are asked to facilitate for the purposes of Accredited Grades, only applies to External Candidates not in receipt of full-time tuition.

Out-of-school learners should complete and return an Initial Information Form (OOS 1) to their host school or centre, as soon as possible, but no later than Thursday 22 April 2021. This form is available at gov.ie/leavingcertificate. The school/centre should acknowledge receipt of Initial Information Forms in writing and may use the suggested text found in Appendix 1 of the Initial Information Form (OOS 1) to do so.