



## Coimisiún na Scrúduithe Stáit

State Examinations Commission

Corr na Madadh, Baile Átha Luain, Co. na hIarmhí, N37 TP65

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Circular S10/23

### IMPORTANT INFORMATION IN RELATION TO ONLINE MARKING, EXAMINATION PAPER DESIGN AND STATIONERY DESIGN 2023

#### To the Management Authorities of Post-primary Schools and other Entities recognised by the SEC to hold examinations

The purpose of this circular is to provide information on:

1. Continued roll out of Online Marking in certain Leaving Certificate and Junior Cycle subjects in 2023
2. Information for Candidates
3. Examination Paper Design
4. Examination Stationery Design
5. Appendices
  - Appendix 1 - List of subjects being marked online this year
  - Appendix 2 - Samples of covers of the Leaving Certificate answerbook, Leaving Certificate returnable question-and-answerbook and Junior Cycle returnable question-and-answerbook
  - Appendix 3 – Detail of stationery items which apply to each subject
  - Appendix 4 - Samples of supplementary stationery.

School authorities should instruct candidates about what to expect in the examinations on foot of the information in this circular including the appendices. The SEC will be issuing further information for candidates in due course.

#### **1. Continued roll out of Online Marking in certain Leaving Certificate and Junior Cycle subjects 2023**

The subjects that will be marked online in 2023 for the **Leaving Certificate and Junior Cycle examinations** are listed in **Appendix 1** with the expanded range of subjects noted as (New for 2023). This appendix and all other appendices should be brought to the attention of all Junior Cycle and Leaving Certificate candidates.

#### **2. Information for Candidates**

Before the examinations commence, candidates sitting any of the examinations in subjects which will be marked online should be made aware of the following:

- Candidates must complete their responses in blue or black pen. **Coloured pens, gel pens or highlighters must not be used.** The scanning process may not capture what the candidate has

written on the page if anything other than blue or black pen is used. **Text not captured in the scanning process will not be visible to the examiner for marking.** Pencils and coloured pencils may be used for completing diagrams and graphs.

- Candidates are required to write their **Day and Month of Birth** and their **Examination number** in the spaces provided on the front cover of all material that they are submitting during the examination. The SEC checks each candidate's examination number against their day and month of birth, as they have entered it. It is vital that candidates pay particular attention when completing this information on **each** front cover, including the cover of supplementary paper.
- On the Leaving Certificate answerbook candidates must indicate the subject, level and language version (Gaeilge or English) for which the answerbook is being used. To do this they must fully shade in the relevant circles on the cover. Accuracy when completing this is vital to ensure that the script is routed to the correct examiner for marking – see **Appendix 2** for example.
- Candidates will be required to clearly write each question number within the answerbook in the space provided and to begin each question on a new page.
- Candidates should not use correction fluid (such as *Tippex*) on examination material. Where a candidate makes an error, they should just cross out the error, and continue with their work. This is the case for all subjects, whether they are marked manually or online, as there is a possibility that the cancelled work may merit the award of marks. It should therefore be crossed out but left visible to the examiner.
- Candidates should complete their responses using the spaces provided on the examination paper or in the answerbook as appropriate to the subject to ensure that all of their responses are captured in the scanning process. Anything outside of these areas or in the margins may not be seen by the examiner.

### **3. Examination Paper Design**

There is no material change to the content of examination papers as a result of them being marked online. The changes described here relate to formatting and appearance only.

Broadly speaking, there are three different formats of Leaving Certificate examination papers:

1. Examinations consisting of a returnable question-and-answerbook that incorporates all the questions and the spaces for answering them. Where relevant, graph pages and other specialised stationery will be incorporated into the returnable question-and-answerbook.
2. Examinations consisting of a returnable question-and-answerbook that incorporates the short answer questions and the spaces for answering them, as well as the lined pages for answering the longer response questions. The longer response questions themselves are presented in a separate question paper. Where relevant, graph pages and other specialised stationery will be incorporated into the returnable question-and-answerbook
3. Examinations in which the question paper is separate from the answerbook or other stationery used. In these examinations, candidates answer all questions in the Leaving Certificate answerbook.

Samples of the above examination material can be found on [www.examinations.ie/online-marking](http://www.examinations.ie/online-marking).

See **Appendix 3** for a full list of the subjects being marked online that will use a returnable question-and-answerbook, as well as those being marked online that will use the Leaving Certificate answerbook.

At Junior Cycle, all subjects have a returnable question-and-answerbook format. Where graph paper and other specialised stationery is required, this is included in each of the relevant Junior Cycle question-and-answerbooks.

### **Leaving Certificate Music**

The written components of Music, with the exception of the Listening and Composing Electives, will be marked online again in 2023. The layout of the **Leaving Certificate Music Composing paper** was changed for the 2021 and 2022 examinations and specimen documents have also been prepared to illustrate this layout change. These are available under the Examination Question Paper Design section on the SEC's webpage on [www.examinations.ie/online-marking](http://www.examinations.ie/online-marking).

## **4. Examination Stationery Design**

SEC-appointed superintendents will be provided with the following stationery products which will be used for all subjects, whether marked online or on paper.

- i. A 36-page Leaving Certificate answerbook for use in all Leaving Certificate subjects where a separate answerbook is required.**

In addition to the front cover and some instructions on page 2, the answerbook has 34 lined pages.

Candidates must indicate the subject, level and language version on the front cover of the answerbook. Accuracy when completing this is vital to ensure that the script is routed to the correct examiner. Please see **Appendix 2** for a completed sample of the front cover.

- ii. Supplementary stationery. There are three Leaving Certificate and two Junior Cycle supplementary stationery products.**

#### **Leaving Certificate**

1. A 4-page supplementary answerbook consisting of a **White coloured** cover page and three lined pages for Leaving Certificate.
2. A 4-page supplementary Graph Paper answerbook consisting of a **White coloured** cover page and three pages of graph paper for Leaving Certificate.
3. A 4-page Accounting stationery answerbook consisting of a **White coloured** cover page and three pages of accounting paper for Leaving Certificate.

#### **Junior Cycle**

1. A 4-page supplementary answerbook consisting of a **Green coloured** cover page and three lined pages for Junior Cycle.
2. A 4-page supplementary Graph Paper answerbook consisting of a **Green coloured** cover page and three pages of graph paper for Junior Cycle.

Please see **Appendix 4** for the cover of each of the five supplementary paper products.

**Teachers should not instruct students to request supplementary answerbooks at the start of an examination.** In line with the SEC's longstanding instructions in all examinations, Superintendents will not hand out supplementary answerbooks at the start of the examination and are instructed to provide supplementary answerbooks to candidates only when they have used the space in their main answerbook.

In certain subjects which require the use of the Leaving Certificate answerbook, such as Leaving Certificate Chemistry, Physics, and Engineering, candidates often require the use of graph paper. As the Leaving Certificate answerbook does not contain graph paper, the supplementary graph paper stationery will be made available upon request by the candidate. Similarly, the supplementary Accounting stationery will be made available upon request.

**Samples of all examination material can be found on [www.examinations.ie/online-marking](http://www.examinations.ie/online-marking)**

If you have any queries in relation to any of the information contained in this document, please contact the Online Marking Section via phone on 090 6442476 or via email on [onlinemark@examinations.ie](mailto:onlinemark@examinations.ie).

**Please bring this document to the attention of teachers and particularly to the attention of candidates and parents/guardians. All of the information detailed here, including samples of all stationery products, can also be found on [www.examinations.ie/online-marking](http://www.examinations.ie/online-marking).**

Geraldine Murphy  
Online Marking Section  
State Examinations Commission  
March 2023

## Appendix 1 - Subjects to be marked online in 2023


Leaving Certificate	Junior Cycle
Irish	Irish T1 (New for 2023)
English	Irish T2 (New for 2023)
Mathematics	English
History	Mathematics (New for 2023)
Geography	History (New for 2023)
Classical Studies (New for 2023)	Geography (New for 2023)
French	French**
German	German (New for 2023)
Spanish	Spanish (New for 2023)
Art, Visual Studies	Engineering (New for 2023)
Applied Mathematics	Business Studies**
Physics	Music (New for 2023)
Chemistry	Home Economics (New for 2023)
Agricultural Science	Science
Biology	Applied Technology (New for 2023)
Engineering	Wood Technology (New for 2023)
Accounting	Religious Education (New for 2023)
Business	
Economics	
Technology	
Music	
Home Economics	
Religious Education	
Physical Education	
Link Modules (LCVP)	
Politics and Society	

Subjects with \*\* next to them were not marked online in 2022 but were marked online in previous years.

**Appendix 2 – Samples of front covers of the Leaving Certificate answerbook, Leaving Certificate returnable question-and-answerbook and Junior Cycle returnable question-and-answerbook**

**(1) Completed front cover of a Leaving Certificate Answerbook**

The example below shows the completed front cover of a Leaving Certificate Answerbook where candidate 123456 whose birthday is 29<sup>th</sup> April, is taking History at Higher level through the medium of English. Candidates should write their examination number and Day and Month of Birth in a clear and legible manner using blue or black pen as demonstrated below.


  
 9999X223X9XL

**Leaving Certificate Examination Answerbook for use in 2023**  
**Scrúdú na hArdteistiméireachta: Freagarleabhar le húsáid in 2023**

Shade in fully the circle for the subject, the level, and the language that you are answering through.  
 Scáthaigh go hiomlán an ciorcal taobh leis an ábhar, an leibhéal, agus an teanga trína bhfreagróidh tú.

Code Cód	Subject Ábhar		Level Leibhéal		Answered through Freagrúladh trí
001	Gaeilge Páipéar 2	<input type="radio"/>	Higher Ardleibhéal	<input checked="" type="radio"/>	English Gaeilge
002 P1	English Paper 1	<input type="radio"/>	Ordinary Gnáthleibhéal	<input type="radio"/>	<input type="radio"/>
002 P2	English Paper 2	<input type="radio"/>			
004	History Stair	<input checked="" type="radio"/>			
021	Physics Fisic	<input type="radio"/>			
022	Chemistry Ceimic	<input type="radio"/>			
027	Engineering Innealtáireacht	<input type="radio"/>			
032	Accounting Cuntasalóicé	<input type="radio"/>			
223	Religious Education Oideachas Iéiligiúin	<input type="radio"/>			

Centre Stamp  
 Stampa an Ionaid

If your subject is not listed, write the subject name here:  
 Mura bhfuil d'ábhar ar an liosta, scríobh ainm d'ábhair anseo:


Examination Number  
Scrúdúimhir

1	2	3	4	5	6
---	---	---	---	---	---

Day and Month of Birth  
Lá agus Mí da Bhreithe

2	9	0	4
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For example, 3rd February is entered as 0302  
 Scríobh 3 Feabhra mar 0302, mar shampla


  
 9999X223X9XL0136

Note: Candidates often make a mistake when completing the “Day and Month of Birth” on the front cover of examination stationery. Instead of inserting their own Day and Month of Birth, they commonly insert either the example date provided (0302) or the date on which the examination is being sat. In order to ensure the accurate and speedy processing of results, great care should be taken by candidates when completing **all** sections on the cover of the examination stationery.

(2) Completed front cover of a Leaving Certificate Returnable Question-and-Answerbook

2022.M14A

2022L010A28L



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State Examinations Commission

<p>Scrúdú na hArdteistiméireachta 2022</p> <p><b>Fraincis</b></p> <p>Triail Chluastuisceana Ardleibhéal</p> <p>Dé Céadaoin 16 Meitheamh 12:10 – 12:50</p> <p>80 marc</p>	<p>Leaving Certificate Examination 2022</p> <p><b>French</b></p> <p>Listening Comprehension Test</p> <p>Higher Level</p> <p>Wednesday 16 June 12:10 – 12:50</p> <p>80 marks</p>
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Scrúduimhir  
Examination Number

1	2	3	4	5	6
---	---	---	---	---	---

Day and Month of Birth  
Lá agus Mí do Bhreithe

2	9	0	4
---	---	---	---

Freagraíodh trí  
Answered through

English	<input checked="" type="radio"/>
Gaeilge	<input type="radio"/>

Scriobh 3 Feabhra mar 0302, mar shampla  
For example, 3rd February is entered as 0302


Stampa an Ionaid  
Centre Stamp

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(3) Completed front cover of a Junior Cycle Returnable Question-and-Answerbook

2022.S26

2022/057C1EL



Coimisiún na Scrúduithe Stáit  
State Examinations Commission

Junior Cycle Final Examination 2022

Science

Common Level

Monday 13 June Morning 9:30 – 11:30

360 marks

Examination Number

7	8	9	1	0
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Day and Month of Birth

1	4	1	2
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For example, 3rd February is entered as 0302

Centre Stamp

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### Appendix 3 - Detail of stationery items which apply to each subject

1. Leaving Certificate – Examinations being marked online which will use the returnable question-and-answerbook

Subject	Levels	Component
Irish*	Higher, Ordinary & Foundation	Written (paper 1 only)
Mathematics	Higher, Ordinary & Foundation	Written (paper 1 & paper 2)
Geography	Higher & Ordinary	Written paper only
French	Higher & Ordinary	Written & Aural
German	Higher & Ordinary	Written & Aural
Spanish	Higher & Ordinary	Written & Aural
Art, Visual Studies	Higher & Ordinary	Written
Applied Maths	Higher & Ordinary	Written
Agricultural Science	Higher & Ordinary	Written paper only
Biology	Higher & Ordinary	Written
Business	Higher & Ordinary	Written
Economics	Higher & Ordinary	Written paper only
Technology	Higher & Ordinary	Written
Music	Higher & Ordinary	Composing & Listening (Core) only
Home Economics	Higher & Ordinary	Written paper only
Physical Education	Higher & Ordinary	Written paper only
Link Modules (LCVP)	Common	Written paper only
Politics & Society	Higher & Ordinary	Written paper only

\*At Higher and Ordinary levels, Irish paper 1 is a returnable question-and-answerbook, as is the Foundation Level Irish paper.

2. Leaving Certificate - Examinations being marked online and are listed on the front of the Leaving Certificate Examination answerbook are:

Subject	Levels	Component
Irish	Higher & Ordinary	Written (paper 2 only)
English	Higher & Ordinary	Written (papers 1 & 2)
History	Higher & Ordinary	Written paper only
Physics	Higher & Ordinary	Written
Chemistry	Higher & Ordinary	Written
Engineering	Higher & Ordinary	Written paper only
Accounting	Higher & Ordinary	Written
Religious Education	Higher & Ordinary	Written paper only

3. All other Leaving Certificate subjects that are not listed in either table above will also use this Leaving Certificate Examination answerbook. Candidates must insert the name of the subject in the box provided on the front cover and shading the level and language version.
4. Junior Cycle - all subjects have a returnable question-and-answerbook format.

## Appendix 4 - Samples of supplementary stationery

### Leaving Certificate Supplementary Paper – Front cover

# Leaving Certificate Supplementary Paper

For use in Leaving Certificate  
Examinations only

# An Ardeistiméireacht Páipéar Breise

Le húsáid i Scrúduithe na  
hArdeistiméireachta amháin

To be completed by the Superintendent <i>Le comhlánú ag an bhFeitheoir</i>	
<b>Date of issue</b> <i>Dáta eisiúna</i>	<b>Time of issue</b> <i>Am eisiúna</i>
<b>Initials</b> <i>Inisealacha</i>	<b>Centre Stamp</b> <i>Stampa an Ionaid</i>

**Examination Number**  
*Scrúduimhir*

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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**Day and Month of Birth**  
*Lá agus Mí do Bhreithe*

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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For example, 3rd February is entered as 0302  
*Scríobh 3 Feabhra mar 0302, mar shampla*

**Subject**  
*Ábhar*

<input type="text"/>
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**Candidate Instructions:**

- Insert the required details above.
- Insert this supplementary paper into your main answerbook.
- Do not fold.

**Treoracha don Iarrthóir:**

- Cuir isteach na sonraí riachtanacha thuas.
- Cuir an páipéar breise seo isteach sa phríomh-fhreagarleabhar.
- Ná fill an páipéar breise seo.

## Leaving Certificate Supplementary Graph Paper – Front cover

# Leaving Certificate Graph Paper

For use in Leaving Certificate  
Examinations only

# An Ardteistiméireacht Grafháipéar

Le húsáid i Scrúduithe na  
hArdteistiméireachta amháin

To be completed by the Superintendent <i>Le comhlánú ag an bhFeitheoir</i>	
<b>Date of issue</b> <i>Dáta eisiúna</i>	<b>Time of issue</b> <i>Am eisiúna</i>
<b>Initials</b> <i>Inisealacha</i>	<b>Centre Stamp</b> <i>Stampa an Ionaid</i>

**Examination Number**  
*Scrúduimhir*

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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**Day and Month of Birth**  
*Lá agus Mí do Bhreithe*

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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For example, 3rd February is entered as 0302  
*Scríobh 3 Feabhra mar 0302, mar shampla*

**Subject**  
*Ábhar*

<input type="text"/>
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**Candidate Instructions:**

- Insert the required details above.
- Insert this graph paper into your main answerbook.
- Do not fold.

**Treoracha don Iarrthóir:**

- Cuir isteach na sonraí riachtanacha thuas.
- Cuir an grafháipéar seo isteach sa phríomh-freagarleabhar.
- Ná fill an páipéar breise seo.

Leaving Certificate Accounting Supplementary Stationery – Front cover

Leaving Certificate  
Accounting  
Stationery

For use in Accounting only

An Ardeistiméireacht  
Stáiseanóireacht  
Chuntasaíochta

Le húsáid i gCuntasaíocht amháin

To be completed by the Superintendent <i>Le comhlánú ag an bhFeitheoir</i>	
Date of issue <i>Dáta eisiúna</i>	Time of issue <i>Am eisiúna</i>
Initials <i>Inisealacha</i>	Centre Stamp <i>Stampa an Ionaid</i>

Examination Number  
*Scrúduimhir*

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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Day and Month of Birth  
*Lá agus Mí do Bhreithe*

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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For example, 3rd February is entered as 0302  
*Scriobh 3 Feabhra mar 0302, mar shampla*

**Candidate Instructions:**

- Insert the required details above.
- Insert this Accounting stationery into your main answerbook.
- Do not fold.

**Treoracha don Iarrthóir:**

- Cuir isteach na sonraí riachtanacha thuas.
- Cuir an stáiseanóireacht Chuntasaíochta seo isteach sa phríomh-freagarleabhar.
- Ná fill an páipéar breise seo.

Junior Cycle  
Supplementary Paper

For use in Junior Cycle Examinations only

An tSraith Shóisearach  
Páipéar Breise

Le húsáid i Scrúduithe  
na Sraithe Sóisearaí amháin

To be completed by the Superintendent <i>Le comhlánú ag an bhFeitheoir</i>	
<b>Date of issue</b> <i>Dáta eisiúna</i>	<b>Time of issue</b> <i>Am eisiúna</i>
<b>Initials</b> <i>Inisealacha</i>	<b>Centre Stamp</b> <i>Stampa an Ionaid</i>

**Examination Number**  
*Scrúduimhir*

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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**Day and Month of Birth**  
*Lá agus Mí do Bhreithe*

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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For example, 3rd February is entered as 0302  
*Scriobh 3 Feabhra mar 0302, mar shampla*

**Subject**  
*Ábhar*

<input type="text"/>
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**Candidate Instructions:**

- Insert the required details above.
- Insert this supplementary paper into your main answerbook.
- Do not fold.

**Treoracha don Iarrthóir:**

- Cuir isteach na sonraí riachtanacha thuas.
- Cuir an páipéar breise seo isteach sa phríomh-fhreagarleabhar.
- Ná fill an páipéar breise seo.

# Junior Cycle Graph Paper

For use in Junior Cycle Examinations only

# An tSraith Shóisearach Grafpháipéar

Le húsáid i Scrúduithe  
na Sraithe Sóisearaí amháin

To be completed by the Superintendent <i>Le comhlánú ag an bhFeitheoir</i>	
<b>Date of issue</b> <i>Dáta eisiúna</i>	<b>Time of issue</b> <i>Am eisiúna</i>
<b>Initials</b> <i>Inisealacha</i>	<b>Centre Stamp</b> <i>Stampa an Ionaid</i>

**Examination Number**  
*Scrúduimhir*

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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**Day and Month of Birth**  
*Lá agus Mí do Bhreithe*

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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For example, 3rd February is entered as 0302  
*Scríobh 3 Feabhra mar 0302, mar shampla*

**Subject**  
*Ábhar*

**Candidate Instructions:**

- Insert the required details above.
- Insert this graph paper into your main answerbook.
- Do not fold.

**Treoracha don Iarrthóir:**

- Cuir isteach na sonraí riachtanacha thuas.
- Cuir an grafpháipéar seo isteach sa phríomh-freagarleabhar.
- Ná fill an páipéar breise seo.