



An Roinn Oideachais  
agus Scileanna  
Department of  
Education and Skills

# Calculated Grades for Leaving Certificate 2020

## A Guide to Calculated Grades for Out-of-School Learners



# 1. Introduction

Note: This guide is NOT for students who are enrolled fulltime in a school and taking an extra subject outside of school. It is ONLY for students who are not enrolled fulltime in a school at all.

Calculated grades are being offered as an option to students in 2020 because of the unprecedented impact that the COVID-19 pandemic has had on education. Students may enter for the Leaving Certificate examinations as a student in a recognised second level school or as an external student from outside the recognised second level school system. Within the category of external students, students may be attending a private college and be entered for their examinations by that college. This category of external student is fully comprehended within the Calculated Grades model which has been developed for implementation by schools and other examinations providers. The process where a student is enrolled in a school on a fulltime basis, but studying an extra subject outside of school is also fully comprehended within the model that has been developed for implementation by schools and other examination providers and therefore the process set out in this guide does not relate to such cases.

A further category of external students are the out-of-school learners who are entered for their examinations as external candidates and who indicated that they were not attending for fulltime tuition at any school, or private college, recognised by the State Examinations Commission (SEC) for the purposes of holding examinations. You are a student in this group.

The process developed by the Calculated Grades Executive Office (CGEO) to address the provision of calculated grades for out-of-school learners is grounded in considerations of objectivity, fairness and equity. The purpose of this guide is to set out the process for you to apply to be considered for calculated grades in a way which is fair to you and to all students and which does not undermine the integrity of the overall approach.

Every effort will be made by the Executive Office to provide calculated grades to as many students as possible, provided that there is credible, satisfactory evidence from an appropriate source, on which an estimated percentage mark can be based. However, in the absence of verifiable and objective evidence, it will not be possible in all cases to provide a calculated grade. Where it is not possible to provide a calculated grade, students will have the opportunity to sit the 2020 Leaving Certificate examination at a later date, when it is safe to do so.

In the interest of equity and fairness to all, it is essential that the principles underpinning the system of calculated grades, and the process of arriving at a calculated grade for out-of-school learners, mirrors as much as possible the process that applies to all other students entered for the 2020 Leaving Certificate examinations. To this end, a set of principles to underpin the Calculated Grades model for this particular group of students has been developed.

## 2. Principles underpinning a calculated grades system in the context of out-of-school learners

The system of calculated grades for out-of-school learners is underpinned by the following key principles, which mirror the principles underpinning the in-school process, as much as is feasible, given the different contexts of both groups of students.

- *Fairness and equity:* The system for calculated grades for out-of-school learners must ensure fairness and equity within this group but also in relation to all other Leaving Certificate students. The system must be such that it neither advantages nor disadvantages, through any grades ultimately awarded, any student in the 2020 Leaving Certificate cohort in its approach and delivery of calculated grades. The arrangements must be as consistent as possible with the general system to ensure fairness and equity.
- *Support for students:* In the absence of a school support system it is essential that out-of-school learners are supported and their needs provided for to the greatest degree possible. All avenues must be explored to ensure that as many students as possible are provided access to the calculated grades system and a valid certification is provided wherever possible.
- *Objectivity:* The mechanism for the provision of estimated marks must be objective in the assessment of a student's expected performance. In the case of out-of-school learners, there must be a range of evidence as similar as possible to the evidence required for the in-school process in order to underpin and support the judgments that are made. All involved must ensure that no bias, unconscious or otherwise, influences the decisions made in relation to a student's expected performance.
- *Connection with formal education and teacher professionalism:* The credibility and integrity of the system as it is articulated for the majority of students is based on the principles which are drawn from the professional code of practice of the Teaching Council. In no small measure, the integrity of the entire process is based on the premise that members of this regulated profession can be relied upon to uphold relevant professional standards. The in-school calculated grades process is assured through layers of oversight involving individual subject teachers, subject departments and school management. Consideration of out-of-school learners in this process requires reliance on alternative forms of oversight and assurance, chief amongst which is reliance on registered teachers where tuition has been provided in centres of education which are not authorised to hold the Leaving Certificate examinations.
- *Collaboration:* In the case where more than one person is involved in the estimation process there will be a collaborative approach, but in the case of out-of-school learners collaboration may in certain cases need to be less relevant given the context.
- *Timeliness:* It is important to ensure that the arrangements for the calculated grades system for this group of students is completed on time to issue results at the same time as for all other students.

### 3. Conflict of Interest

Throughout this guide, we have set out specific circumstances which will allow a teacher or tutor from whom you have received tuition, to provide an estimated percentage mark on your behalf, subject to certain other criteria. To uphold the integrity of the process, it will not be possible, under any circumstances, to accept an estimated mark from a teacher or tutor who is closely related to you (including a brother, sister, parent, spouse, etc.). This would be a direct conflict of interest and accepting estimated marks from a family member would undermine the credibility of the process. The Conflict of Interest declaration must be completed by all those submitting an estimated percentage mark.

## 4. How might a calculated grade be possible for an out-of-school learner?

Out-of-school learners have been preparing for the Leaving Certificate examinations in a variety of contexts. As a student in this group you may have:

- received tuition from a teacher or tutor
- attended lessons or courses in a centre for education outside of the normal post-primary school system which may have included online tuition
- attended lessons on a part-time basis at a private college etc.
- have sat a Leaving Certificate in a previous year
- have studied for the Leaving Certificate examinations completely independently of any support or assistance from any formal education setting or personnel.

### 4.1 Estimating marks

In order for you to receive a calculated grade, an estimate of your expected performance in the examinations needs to be provided in the form of an overall estimated percentage mark that you are most likely to have achieved in each subject had the examinations taken place as normal.

In the case of students enrolled in a school, this estimation process involves a robust three stage process requiring teacher professional judgment, in-school alignment and principal oversight.

If a calculated grade is to be considered possible in your case, as an out-of-school learner, it is essential that the estimation process is equally robust in order that it is fair to you and to all students.

The process of arriving at your estimated percentage mark requires:

- the professional judgment of a teacher/tutor and principal or manager of a centre of education (as appropriate).
- satisfactory, credible evidence from an appropriate source on which to base the estimated percentage mark.

### Sources of professional judgment

This professional judgment is ensured in two possible ways in this process:

- the requirement that the teacher/tutor providing your tuition is currently or previously a registered teacher, or
- the requirement that your tuition has been provided by a centre for education that is recognised by the SEC for the purpose of examinations.

This ensures the involvement of a person with appropriate qualifications, who has signed up to the code of professional conduct applicable to the profession. Furthermore, it ensures that your estimated mark has been arrived at through the professional judgment of someone who has knowledge of the education and examinations system and the national standard, as a result of their experience as a teacher.

## Sources of evidence

Your engagement in tuition regularly over a sustained period during the course of your study for the Leaving Certificate programme (which should have concluded on or before 11 May, as with all other tuition of Leaving Certificate students) is required to provide credible evidence on which to base an estimate of your expected performance. Additional tests, assessments, assignments etc. must not have been set after this date for the purpose of determining an estimated percentage mark. Please note that the only means of getting a calculated grade is through the provision of an estimated mark from an appropriate source. You should not include any additional material with your application form. Under no circumstances will the Calculated Grades Executive Office engage in any process of generating an estimated mark. The role of the CGEO is to determine whether there is an appropriate source from which to accept an estimated percentage mark.

The settings in which you engaged in tuition may include private one-to-one tuition, tuition provided on a part time basis through a centre of learning such as grind school, private college or online tuition, or tuition provided on a part time basis by a centre of learning recognised by the SEC for examination purposes.

### 4.2 Potential routes, in the context of different tuition settings, for sourcing an admissible estimated percentage mark

As outlined above, in order to receive an estimate for a subject, you must have engaged in tuition regularly over a sustained period during the course of your study for the Leaving Certificate, in order that there is an appropriate source from which to receive the estimate. You may be required to provide evidence that demonstrates the frequency and regularity of this tuition. The tuition in which you engaged may vary on a subject basis, therefore, the process of obtaining an estimate may differ between subjects.

You may have followed one or more of the following routes:

#### **Route one:**

You may have engaged with a centre of learning (grind school, private college etc.) not recognised by the SEC for examination purposes. In this case, the teacher/tutor may provide an estimated mark. Oversight on the estimate must be provided by the principal/manager of the centre. One of the people involved in the process must be or have previously been a registered teacher. In the absence of the involvement of a registered teacher, either in your direct tuition or in the centre of education in which you have been receiving tuition, it will not be possible to accept an estimate.

#### **Route two:**

You may have engaged with a centre of learning (grind school, private college etc.) recognised by the SEC for examination purposes. In this case, the teacher/tutor may provide an estimated mark. Oversight on the estimate must be provided by the principal/manager of the centre. Given that this centre is recognised for examination purposes and will have engaged in the calculated grades process for its fulltime students, the involvement of a registered teacher is not an absolute requirement in this setting.

### **Route three:**

You may have engaged in tuition with a registered teacher (currently or previously registered) outside of any centre of learning. In this instance, the teacher may submit an estimated percentage mark provided they are satisfied that there is satisfactory, credible evidence on which to base the estimate.

### **Route four:**

If you are repeating the Leaving Certificate, having previously sat the examinations in 2018 or 2019, which is within the duration of the programme of study for your current Leaving Certificate, you may have engaged in tuition on a one-to-one basis with a tutor, who is not or has never been a registered teacher, or engaged with a centre of learning that is not recognised by the SEC for examination purposes, and where neither the tutor nor the principal/manager is or was a registered teacher.

In this specific case, it may be possible for the Calculated Grades Executive Office to make a connection with the school in which you sat your examinations previously (2018 or 2019). The principal of this school, following collaboration with the tutor, may be satisfied to sign off on your estimate even though you have not been attending this school as part of your study for the Leaving Certificate examinations, 2020. The tutor must provide additional evidence, to the satisfaction of the principal, of your further engagement with your learning since you sat the Leaving Certificate previously.

In the absence of evidence being available through any of the four routes above, it will not be possible for you to receive a calculated grade.

## **4.3 Student-teacher contact and fairness in the calculated grades model**

At the core of both the estimation process and the national standardisation phases of the system of calculated grades is a commitment to objectivity, equality and fairness to you and to all students to protect the integrity of the decision-making process. You must not, under any circumstances, contact any person involved in the estimation process to discuss or with a view to influencing the decision-making process relating to the estimated mark. There are two reasons for this:

- The estimated mark is not necessarily the final mark that you will receive and it would be therefore misleading for you to receive that mark before the calculated grade processes are complete and decisions have been finalised.
- Allowing you access to and discussion of the estimated mark before the calculated grades process is complete would interfere with the process being carried out in an objective manner and ensuring equality and fairness between all students.

## **5. How to apply to be considered for a calculated grade**

In announcing the system of calculated grades, the Minister for Education and Skills made clear that there would be a separate application process for students studying independently and not in a formal school setting to apply to be considered for receipt of calculated grades and that applications would be dealt with on a case-by-case basis. There are a number of useful documents available at [www.gov.ie/leavingcertificate](http://www.gov.ie/leavingcertificate) in relation to the calculated grades process including *A Guide to Calculated Grades for Leaving Students*, and *A Guide for Schools on Providing Estimated Percentage Marks and Class Rank Orderings*. While all the information may not directly apply to your situation, you are advised to read through this

material and the other support material that has been published to date in order to fully understand the process of calculated grades.

## 5.1 Registering on the portal and confirming levels

At this stage you should have registered on the Calculated Grades Student Portal and confirmed the levels shown, which reflects what you previously had entered for, or to change to a lower level. If you have not already registered you should do so, immediately, as you must be registered to opt in to receive calculated grades in the coming weeks. You also need to be registered to access your calculated grades in due course and to access later stages of the process such as the appeals. If you have not confirmed levels through the student portal you will be able to confirm levels on the application form. Please note you may not choose a level higher than the level for which you were initially entered.

## 5.2 The application form

The Calculated Grades Executive Office (CGEO) will contact you by email providing you with the following:

- A copy of this guide
- A digital form to apply to be considered for calculated grades in one or more of the subjects for which you are entered (Appendices). A copy of this digital form is also available to download on [www.gov.ie/leavingcertificate](http://www.gov.ie/leavingcertificate).

### Completing the application form

You may complete the form digitally but it must be printed off and signed. You will be required to:

- List the subjects and levels as already confirmed by you on the Calculated Grades Student Portal. This application will be taken as final confirmation of your level. Please note, you may not choose a level higher than the level for which you were initially entered.
- Provide information relating to your engagement with tuition on a subject-by-subject basis including the name, telephone number and email address of the teacher/tutor, the centre of learning and principal/manager of this centre of learning (as appropriate). Section 4.2 earlier in this document provides clarity in relation to the tuition settings and what is required in each setting in order for an estimate to be accepted. We will use this information to seek an estimated percentage mark on your behalf.
- If you are repeating the Leaving Certificate, having previously sat the examinations in 2018 or 2019, you will be required to provide the name and address of the school in which you were enrolled, when you previously sat the examinations and the name of the principal of that school.
- In the interest of equity and fairness to all students you will be required to sign the application form declaring that all information is correct. At the core of the Calculated Grades model is a commitment to objectivity, equality and fairness and therefore it is essential that all information provided by you and all others engaged in the process as it relates to you is correct.

You should not include any additional material with your application form. Under no circumstances will the Calculated Grades Executive Office engage in any process of generating an estimated mark. The only means of getting a calculated grade is through the provision of an estimated mark from an appropriate source. As outlined previously, under no



circumstances should you discuss the estimation process with any of the people that will be involved in the process.

## **Returning the application form**

Once complete, you must sign the application form and return it by registered post to the Calculated Grades Executive Office no later than Thursday, 2 July at the following address:

Learners out of School,  
Calculated Grades Executive Office,  
Department of Education and Skills,  
Cornamaddy,  
Athlone,  
Co Westmeath.

You should retain a copy of your application form and the receipt of postage. The Executive Office will email you to confirm receipt of your application.

## **6. What happens next?**

On receipt of your application, the Executive Office will consider your application and review all information. As part of this the Executive Office will contact your teacher/tutor. The Executive Office will provide your teacher/tutor with your examination number and confirmation of the level at which you wish to receive a calculated grade. The instructions that will be provided to your teacher/tutor and principal/manager of the centre of learning are included in the Appendices.

### **6.1 The estimation process**

As part of the estimation process, your teacher/tutor will consider all evidence available to them in order to arrive at an estimated percentage mark of your expected performance in the subject in which they provided tuition. On Form A1 they will be required to confirm that they have satisfactory, credible evidence on which to base the estimate. They will also be required to confirm that you engaged in tuition with them, regularly over a sustained period. Where oversight on the estimation process is required, the principal/manager of the centre of learning where you engaged in the tuition will be required to confirm that you have engaged in tuition and that they are satisfied that the estimate is a fair and valid estimate. If you are repeating the Leaving Certificate examinations, the principal of the previous school that you were enrolled in when you sat the examinations (2018 or 2019) may be the person completing this confirmation process in your case.

### **6.2 Decision on your application**

On receipt of the estimate(s) the Executive Office will review all information. You will be contacted once a decision has been made in relation to your application to let you know whether or not it has been possible to accept an estimated percentage mark on your behalf that would allow the generation of a Calculated Grade.

### **6.3 Process of appeal in relation to the decision**

If the decision is that it has not been possible to accept an estimated percentage mark on your behalf that would allow the generation of a calculated grade, you will be notified of this decision and of the reason(s) for the decision. You will be afforded an opportunity to make an appeal against the decision and will be required to set out grounds for this appeal. The appeal process will include a full review of all evidence on which the initial decision was

based. Should you remain dissatisfied with the outcome of the appeal, you will have recourse to an independent appeals scrutiny process which will consist of a review that all processes were carried out correctly.

Further information in relation to the appeals process will issue with the decision notification.

You should note that very tight timeframes will apply to both the appeal and scrutiny processes.

## **7. Further information**

### **7.1 Standardisation of data by the Department**

Your estimate data will be combined with historical data through a process called standardisation in order to generate the calculated grade for you in each subject. This standardisation process will be used to ensure the calculated grades reflect standards that are properly aligned and with a common national standard.

### **7.2 Issue of provisional results and appeals process for calculated grades**

After the standardisation process, your calculated marks will be converted into calculated grades, and these grades will be issued to you. The calculated grades will be expressed in the same manner as currently applies to Leaving Certificate grades – Higher level grade 1, etc.

As has already been made clear in *A Guide to Calculated Grades for Leaving Certificate 2020*, the scope of any appeal of a calculated grade will not encompass a reopening of or challenge to the professional judgments exercised (by your teacher/tutor or principal/manager of the centre of learning) in generating your estimated percentage marks. Accordingly, no documentation other than the final completed Form A1 and your application form, will be considered as part of an appeal.

Further information in relation to the appeals process for calculated grades will issue in due course.

### **7.3 The later examinations**

You will be afforded the opportunity to sit the examinations at a later date as soon as it is practicable and safe to do so. These examinations are under consideration and information will issue in due course in relation to them.

### **7.4 Data Protection**

The main purpose for which the Department of Education and Skills requires the personal data provided by you is to provide you with Calculated Grades in the event that you opt to receive them. The privacy notice outlining further information on the use of personal data in this process, together with full details of the Department's data protection policy is available at [www.education.ie/en/The-Department/Data-Protection](http://www.education.ie/en/The-Department/Data-Protection).

You will not be able to get details of the information provided about you to the Calculated Grades Executive Office before the issue of the results.

Data protection legislation allows for restrictions to be placed on access to certain types of personal data including the results of examinations. Requests for access to estimated

percentage marks will not be active until the date of issue of the calculated grades. After the calculated grades are issued, you will be able to access this information.

## **7.5 Support and information**

If you require clarification in relation to any of the information in this guide or assistance in relation to this process please email [lc2020learnersoutofschool@education.gov.ie](mailto:lc2020learnersoutofschool@education.gov.ie).

You may also telephone (090644) 2776 / 2783 / 2786 from 10:00 to 13:00 and 14:00 to 16:00 daily from Friday 26 June to Thursday 2 July.

## **Appendices**

- **Instructions for Teachers/Tutors and Others Involved in Providing an Estimated Percentage Mark for Out-of-School Learners**
- **Form A1 – Estimated percentage mark for out-of-school learners who have engaged in tuition regularly over a sustained period**
- **Application to be considered for a Calculated Grade by out-of-school learners**

# Instructions for Teachers/Tutors and Others Involved in Providing an Estimated Percentage Mark for Out-of-School Learners

## 1. Introduction

These instructions are to assist teachers/tutors and principals and managers of centres of learning in the estimation process for out-of-schools learners who they have engaged with in relation to their study for the Leaving Certificate, 2020. *A Guide to Calculated Grades for Out-of-School learners* provides specific information in relation to the process as it applies to this group of students. It sets out the principles underpinning the Calculated Grades system for out-of-school learners and provides an outline of the settings in which this group of students may have engaged in tuition which may provide the satisfactory, credible evidence from an appropriate source on which the estimated percentage mark may be based.

These instructions should be read in conjunction with *A Guide for Schools on Providing Estimated Percentage Marks and Rank Orderings* and all other information in relation to the Calculated Grades system for Leaving Certificate, 2020, available on [www.gov.ie/leavingcertificate](http://www.gov.ie/leavingcertificate). While all of the information in the Guide for Schools may not apply in the context of out-of-school learners, the information in relation to arriving at an estimate and the overarching principles of objectivity, equity and fairness as set out in the guide for schools apply to the estimation process for the out-of-school learners.

## 2. What teachers/tutors are asked to do

Teachers/tutors are asked to use their professional judgment, drawing on existing records and available evidence to arrive at an estimated mark for a student who has engaged in tuition with them regularly over a sustained period during the course of their study for Leaving Certificate, 2020. They must be, or previously have been, a registered teacher.

Where the tutor is part of a centre of learning such as a 'grind school', private college etc. and is not or never has been a registered teacher, the tutor is required to liaise with the principal/manager of the centre who will provide oversight of the estimation process provided that they are or have been a registered teacher. Where the centre is recognised by the SEC for examination purposes, the involvement of a registered teacher is not an absolute requirement.

In the case of students repeating the Leaving Certificate in 2020, having previously sat the examinations in 2018 or 2019, the teacher/tutor may be required to collaborate with the principal of the previous school the student was enrolled in, as part of the estimation process.

## 3. What principals/managers of centres of learning are asked to do

Where a student is engaged in tuition in a centre of learning the principal/manager is required to provide oversight on the estimation process and liaise with the teacher/tutor. In the case of students repeating their examinations, and where the tutor has never been registered as a teacher, the principal of the previous school that the student was enrolled in may be asked to assist with and sign off on the estimation process for the student concerned.

## 4. Overview of the estimation process for out-of-school learners

The Calculated Grades Executive Office (CGEO) will contact the teacher/tutor and forward the relevant documentation and information including the student's examination number and confirmation of the level at which the student is entered. In the case of students repeating the examinations, having previously sat them in 2018 or 2019, the CGEO will, where the particular circumstances require it, also contact the principal of the previous school in which the student sat the examinations, to seek their assistance with the oversight of an estimated percentage mark supplied by a tutor

Before commencing the estimation process all documentation must be read. This is available at [www.gov.ie/leavingcertificate](http://www.gov.ie/leavingcertificate) and should include:

- *A Guide to Calculated Grades for Out-of-School Learners* which sets out the process for calculated grades for this group of students.
- *A Guide for Schools on Providing Estimated Percentage Marks and Rank Orderings*. In particular Part II, Sections 6, 7 and 8 which provides guidance on estimating marks. Part III, Section 14.1 provides subject specific information that will be required in the estimation process.
- *Supplement to Guide for Schools on Providing Estimated Percentage Marks and Rank Orderings* provides information on the importance of avoiding unconscious bias in the process.

Once the guidance documentation has been reviewed and the evidence assembled, the teacher/tutor should consider all evidence in the context of the guidance provided, to arrive at an estimated percentage mark that the student is most likely to have achieved at the level concerned. The estimate should be based on the teacher/tutor's professional judgement, balancing different sources of evidence as set out in *A Guide for Schools on Providing Estimated Percentage Marks and Rank Orderings*. The teacher/tutor should complete the relevant sections of Form A1. Where the teacher/tutor is not a registered teacher, the principal/manager of the centre of learning should collaborate with the teacher/tutor. Once satisfied that the estimate is a fair and valid mark based on credible evidence the principal/manager of the centre should complete the relevant section of Form A1 (Appendices).

Where the student is a repeat student and the tutor/teacher is not a registered teacher this collaborative process may involve the principal of the previous school where the student sat their Leaving Certificate examinations. The CGEO will provide the relevant information in such cases.

At no point should the teacher/tutor or the principal/manager engage with the student in relation to the estimate. There is a number of potential routes, in the context of different tuition settings, for sourcing an admissible estimated percentage mark and the process for each route is set out below.

## 4.1 The process for arriving at an estimated mark by tuition setting

### 4.1.1 Route one:

Where a student is engaged with a centre of learning (grind school, private college etc.) not recognised by the SEC for examination purposes, the teacher/tutor may provide an estimated mark for the subject in which they are providing the tuition. Oversight on the estimate must be provided by the principal/manager of the centre following collaboration with the teacher/tutor and provided they are satisfied that there is sufficient credible and appropriate evidence on which to base the estimate.

#### Criteria for the acceptance of an estimated mark:

- Either the teacher/tutor or the principal/manager must be currently registered as a teacher or have previously been registered and not have been removed from the register for cause such as professional misconduct.
- The student must have engaged in tuition regularly over a sustained period (which should have concluded on or before 11 May, as with all other tuition of Leaving Certificate students). Additional tests, assessments, assignments etc. must not have been set after this date for the purpose of determining an estimated percentage mark.
- There must have been no engagement between the student and the teacher/tutor after 11 May in relation to the estimation process as this would undermine the integrity of the process.

#### Process:

- The CGEO will contact the teacher/tutor and forward the relevant documentation and advise them that all material is also available on [www.gov.ie/leavingcertificate](http://www.gov.ie/leavingcertificate).
- The CGEO will also forward the student's examination number and confirmation of the level at which the student is entered.
- The teacher/tutor will read all the relevant documentation including *A Guide for the Calculated Grades System for Out-of-School Learners* and *A Guide for Schools on Providing Estimated Percentage Marks and Rank Orderings* (in particular Sections 6, 7, 8 and 14.1). This will assist the teacher/tutor in identifying a range of evidence to consider and how to carry out the estimation process.
- Once the teacher/tutor has assembled the evidence, they will consider the evidence and use their professional judgment to arrive at an estimated percentage mark, provided they are satisfied that there is credible evidence on which to base the estimate.
- The teacher/tutor should then complete the relevant sections on Form A1 and sign the declaration confirming that all processes were followed.
- Following completion of the Form A1 by the teacher/tutor, the principal/manager should collaborate with the teacher/tutor in relation to the estimate.
- Once the principal/manager is satisfied that there was credible and satisfactory evidence on which to base the estimate and that the estimate is a valid and fair mark, the principal/manager should complete the relevant sections on the Form A1 that the teacher/tutor has provided them with. They should sign-off on the Form A1 confirming the estimate and that all processes have been followed.
- The principal/manager should send the completed Form A1 to the CGEO by registered post. A copy should be retained securely by the principal/manager until the appeals process is completed. The receipt of postage should also be retained.
- All draft documentation should be disposed of securely at this stage.

- At no point should the teacher/tutor or the principal/manager engage with the student in relation to the estimate.

#### **4.1.2 Route two:**

Where a student is engaged with a centre of learning (grind school, private college etc.) recognised by the SEC for examination purposes, the teacher/tutor may provide an estimated mark. Oversight on the estimate must be provided by the principal/manager of the centre. Given that this centre is recognised for examination purposes and will have engaged in the calculated grades process for its fulltime students, the involvement of a registered teacher is not an absolute requirement in this setting.

A similar process should be followed as with route one above. The requirement for a registered teacher (current or previous) as one of the criteria for the acceptance of an estimated mark does not apply in this case.

#### **4.1.3 Route three:**

Where a student is engaged with a registered teacher (currently or previously registered) outside of any centre of learning, the teacher may submit an estimated percentage mark provided they are satisfied that there is satisfactory, credible evidence on which to base the estimate.

#### **Criteria for the acceptance of an estimated mark:**

- The teacher must be currently registered as a teacher or have previously been registered and not have been removed from the register for cause such as professional misconduct.
- The student must have engaged in tuition regularly over a sustained period (which should have concluded on or before 11 May, as with all other tuition of Leaving Certificate students). Additional tests, assessments, assignments etc. must not have been set after this date for the purpose of determining an estimated percentage mark.
- There must have been no engagement between the student and the teacher/tutor after 11 May in relation to the estimation process as this would undermine the integrity of the process.

#### **Process:**

- The CGEO will contact the teacher and forward the relevant documentation and advise them that all material is also available on [www.gov.ie/leavingcertificate](http://www.gov.ie/leavingcertificate). The CGEO will also forward the student's examination number and confirmation of the level at which the student is entered.
- The teacher will read all the relevant documentation including *A Guide to Calculated Grades for Out-of-School Learners* and *A Guide for Schools on Providing Estimated Percentage Marks and Rank Orderings* (in particular Sections 6, 7, 8 and 14.1). This will assist the teacher in identifying a range of evidence to consider and how to carry out the estimation process.
- Once the teacher has assembled the evidence, they will consider the evidence and use their professional judgment to arrive at an estimated percentage mark provided they are satisfied that there is credible and satisfactory evidence on which to base the estimate.
- The teacher should then complete the relevant sections on Form A1 and sign the declaration confirming that all processes were followed.



- The teacher should send the completed Form A1 to the CGEO by registered post. A copy should be retained securely by the teacher until the appeals process is completed. The receipt of postage should also be retained.
- All draft documentation should be disposed of securely at this stage.
- At no point should the teacher engage with the student in relation to the estimate.

#### **4.1.4 Route four:**

Where a student is repeating the Leaving Certificate in 2020, having previously sat the Leaving Certificate in 2018 or 2019 and is:

- Engaging in tuition on a one-to-one basis with a tutor who is not a registered teacher (currently or previously) or
- Engaged with a centre of learning that is not recognised by the SEC for examinations purposes, and where neither the tutor nor the principal/manager is or was a registered teacher.

#### **Criteria for the acceptance of an estimated mark:**

- Where the tutor or the principal/manager (where relevant) is not a registered teacher, the previous school where the student sat their Leaving Certificate examinations may provide oversight and assist with the sign-off on the estimate.
- The tutor must provide additional evidence, to the satisfaction of the principal, of the student's further engagement with their learning since they sat the Leaving Certificate previously.
- The student must have engaged in tuition regularly over a sustained period (which should have concluded on or before 11 May, as with all other tuition of Leaving Certificate students). Additional tests, assessments, assignments etc. must not have been set after this date for the purpose of determining an estimated percentage mark.
- There must have been no engagement between the student and the tutor after 11 May in relation to the estimation process as this would undermine the integrity of the process.

#### **Process:**

- The CGEO will contact the school principal to inform them of the process and to advise them that the tutor will make contact with them shortly.
- The CGEO will contact the tutor and forward the relevant documentation and advise them that all material is also available on [www.gov.ie/leavingcertificate](http://www.gov.ie/leavingcertificate). The CGEO will also forward the student's examination number and confirmation of the level at which the student is entered for.
- The tutor will read all the relevant documentation including *A Guide for the Calculated Grades System for Out-of-School Learners* and *A Guide for Schools on Providing Estimated Percentage Marks and Rank Orderings* (in particular Sections 6, 7, 8 and 14.1) and the supplementary guide provided. This will assist the tutor in identifying a range of evidence to consider and how to carry out the estimation process.
- Once the tutor has assembled the evidence, they will consider the evidence and use their professional judgment to arrive at an estimated percentage mark provided they are satisfied that there is credible and satisfactory evidence on which to base the estimate.

- The tutor should then complete the relevant sections on Form A1 and sign the declaration confirming that all processes were followed.
- The tutor will then contact the principal and arrange to collaborate with him/her in relation to the estimate.
- Once the principal is satisfied that there is credible and satisfactory evidence on which to base the estimate and the estimate is a valid and fair mark, the principal should complete the relevant sections on the Form A1 that the tutor has provided them with. They should sign-off on the Form A1 confirming the estimate and also that all processes have been followed.
- The principal should send the completed Form A1 to the CGEO by registered post. A copy should be retained securely by the principal until the appeals process is completed. The receipt of postage should also be retained.
- All draft documentation should be disposed of securely at this stage.
- At no point should the tutor or the principal engage with the student in relation to the estimate.

## **5. Appeals process for calculated grades**

As has already been made clear in *A Guide to Calculated Grades for Leaving Certificate 2020*, the scope of any appeal of a calculated grade will not encompass a reopening of or challenge to the professional judgments exercised (by the teacher/tutor or principal/manager of the centre of learning) in generating an estimated percentage mark. Accordingly, no documentation other than the final completed Form A1 and the student's application form, will be considered as part of an appeal.

Further information in relation to the appeals process for calculated grades will issue in due course.

## **6. Other information**

### **Return of Form A1**

The process of arriving at an estimate mark should be completed in as timely a manner as is possible. Once the CGEO has contacted the teacher/tutor the Form A1 should be returned in a matter of days.

On completion of the estimation process by the teacher or the principal/manager (as relevant) the signed Form A1 should be returned to the Out-of-School Learners, Calculated Grades Executive Office, Department of Education and Skills, Cornamaddy, Athlone, Co Westmeath.

A copy of the form and the receipt of postage should be retained.

### **Calculated Grades Executive Office**

The Calculated Grades Executive Office may be contacted at [lc2020learnersoutofschool@education.gov.ie](mailto:lc2020learnersoutofschool@education.gov.ie) if you require clarification or assistance in relation to this process.



## Leaving Certificate 2020

### Estimated percentage mark for out-of-school learners who have engaged in tuition regularly over a sustained period

You should read *A Guide to Calculated Grades for Out-of-School Learners* in advance of completing this form. Even though the students in these cases are not attending a recognised school for examination purposes, it is necessary for you to also read *A Guide for Schools on Providing Estimated Percentage Marks and Rank Orderings*. These documents will assist you with the estimation process as appropriate to the context of the out-of-school learners.

Please note that in the event that neither the teacher/tutor nor the principal/manager of a centre (not recognised by the SEC for examination purposes) is not and never has been a registered teacher, it will not be possible for the Calculated Grades Executive Office to provide this student with a calculated grade.

Complete one copy for each student and each subject that you are providing tuition in.

Do not divulge the estimated marks to the student or discuss in any way with them your assessment of their likely performance.

#### 1. Student, subject and level details

Student's name:	
Student's examination number:	
Subject:	
Level, as confirmed by the CGEO:	
Teacher's/Tutor's name:	
Teacher's/Tutor's teacher registration no. (where applicable)	

Note: where a teacher registration number is omitted, it will be taken to mean that the tutor is not and never has been registered as a teacher.

#### 2. Relevant information considered

I have taken account of all relevant information available to me about this student's achievement levels in the subject as a result of my engagement in tuition with them 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 to me from my engagement with the student	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 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"/>



### 3. Estimated percentage mark

Insert the overall percentage mark that you believe that this student would have achieved if the disruptions caused by the COVID-19 virus had never arisen. The estimate should reflect composite overall performance in the subject, with each component of the examination (written, practical, coursework, oral, aural) being considered in accordance with its proper weighting.

Estimated percentage mark:	%
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### 4. Declaration regarding the teacher/tutor estimated mark

I confirm that:

- the student has engaged in tuition regularly over a sustained period in this subject
- I have made all reasonable efforts to assemble as much of the relevant information as possible
- I have given due consideration both to the data and to my experience of working with this student
- I have reflected on the degree to which previous groups of students I taught have achieved Leaving Certificate grades that met my expectations
- there is no conflict of interest in my engagement with this process for this student
- following these considerations, the estimate is my considered professional judgment as to the overall percentage mark that this student is most likely to have achieved if the disruptions caused by the COVID-19 virus had never arisen, and examinations had taken place as usual.

Teacher/Tutor signature:	Date:
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### 5. Declaration of principal or manager of centre as appropriate

I confirm that:

- the student has engaged in tuition regularly over a sustained period in this subject
- I discussed the process and the evidence on which the estimate was based with the teacher/tutor and confirmed with them that the process was carried out in line with the guidance provided
- I have made all reasonable efforts to ensure the integrity of the information and estimate supplied
- there is no conflict of interest in my engagement with this process for this student.

Signature:	Principal/Manager <input type="checkbox"/>	Date:
Principal's or Manager's teacher registration no. (where applicable)		
Name of centre (where applicable)		

Note: where a teacher registration number is omitted, it will be taken to mean that the principal/manager is not and never has been registered as a teacher.

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

The signed form should be returned by registered post to Out-of-School Learners, Calculated Grades Executive Office, Department of Education and Skills, Cornamaddy, Athlone, Co Westmeath.



## Leaving Certificate 2020

Application to be considered for a Calculated Grade by out-of-school learners

Read *A Guide to Calculated Grades for Out-of-School Learners* before completing this form.

All students must complete Sections 1, 2 and 4. Students who are repeating the Leaving Certificate examination having previously sat the examinations in 2018 or 2019 must also complete Sections 3.

Even if you have confirmed the level at which each subject is being taken on the Calculated Grades Student Portal, this application will be taken as final confirmation of your level. **Please note you may not choose a level higher than the level for which you were initially entered.**

Please also note that we cannot award you a calculated grade in a subject unless you have engaged in regular tuition with a suitable teacher or tutor over a sustained period. See the guide for details.

You must not include any additional material with your application form. Under no circumstances will the Calculated Grades Executive Office engage in any process of generating an estimated mark.

### 1. Student details

Student's name:	
Student's examination number:	
Confirmation of email address:	
Telephone number:	

### 2. Declaration of student

I confirm that:

- I agree to the Calculated Grades Executive Office making contact with the teacher/tutor and or centre named (as applicable) in order to receive information about me for this process
- in the subjects indicated I have engaged in tuition regularly over a sustained period
- all information provided 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.

The signed form must be returned by registered post to Out-of-School Learners, Calculated Grades Executive Office, Department of Education and Skills, Cornamaddy, Athlone, Co Westmeath to arrive on or before Thursday, July 2.

### 3. To be completed by students who previously sat the Leaving Certificate examination in 2018 or 2019

The circumstances in which we may need to contact your previous school are set out in *A Guide to Calculated Grades for Out-of-School Learners*.

Year you previously sat the Leaving Certificate examinations	2018 <input type="checkbox"/>	2019 <input type="checkbox"/>
I agree to the Calculated Grades Executive Office contacting the school where I sat my Leaving Certificate examinations previously, where it is necessary, as set out in the Guide	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Name of school:		
Address of school:		
Name of principal:		

### 4. To be completed by all students: subject, level and tuition details

Subject:		Level: (H/O/F/C)		Receiving tuition?	Yes <input type="checkbox"/> No <input type="checkbox"/>
<b>Teacher/Tutor details</b>			<b>Centre details</b>		
Name			Centre name		
Telephone			Principal/manager name		
email			Telephone		
			email		

Subject:		Level: (H/O/F/C)		Receiving tuition?	Yes <input type="checkbox"/> No <input type="checkbox"/>
<b>Teacher/Tutor details</b>			<b>Centre details</b>		
Name			Centre name		
Telephone			Principal/manager name		
email			Telephone		
			email		

**You do not need to print out and return pages 3 to 5 unless you use them.**

Subject:		Level: (H/O/F/C)		Receiving tuition?	Yes <input type="checkbox"/> No <input type="checkbox"/>
<b>Teacher/Tutor details</b>			<b>Centre details</b>		
Name		Centre name			
Telephone		Principal/manager name			
email		Telephone			
		email			

Subject:		Level: (H/O/F/C)		Receiving tuition?	Yes <input type="checkbox"/> No <input type="checkbox"/>
<b>Teacher/Tutor details</b>			<b>Centre details</b>		
Name		Centre name			
Telephone		Principal/manager name			
email		Telephone			
		email			

Subject:		Level: (H/O/F/C)		Receiving tuition?	Yes <input type="checkbox"/> No <input type="checkbox"/>
<b>Teacher/Tutor details</b>			<b>Centre details</b>		
Name		Centre name			
Telephone		Principal/manager name			
email		Telephone			
		email			

Subject:		Level: (H/O/F/C)		Receiving tuition?	Yes <input type="checkbox"/> No <input type="checkbox"/>
<b>Teacher/Tutor details</b>			<b>Centre details</b>		
Name		Centre name			
Telephone		Principal/manager name			
email		Telephone			
		email			

Subject:		Level: (H/O/F/C)		Receiving tuition?	Yes <input type="checkbox"/> No <input type="checkbox"/>
<b>Teacher/Tutor details</b>			<b>Centre details</b>		
Name		Centre name			
Telephone		Principal/manager name			
email		Telephone			
		email			

Subject:		Level: (H/O/F/C)		Receiving tuition?	Yes <input type="checkbox"/> No <input type="checkbox"/>
<b>Teacher/Tutor details</b>			<b>Centre details</b>		
Name		Centre name			
Telephone		Principal/manager name			
email		Telephone			
		email			

Subject:		Level: (H/O/F/C)		Receiving tuition?	Yes <input type="checkbox"/> No <input type="checkbox"/>
<b>Teacher/Tutor details</b>			<b>Centre details</b>		
Name		Centre name			
Telephone		Principal/manager name			
email		Telephone			
		email			

Subject:		Level: (H/O/F/C)		Receiving tuition?	Yes <input type="checkbox"/> No <input type="checkbox"/>
<b>Teacher/Tutor details</b>			<b>Centre details</b>		
Name		Centre name			
Telephone		Principal/manager name			
email		Telephone			
		email			



Subject:		Level: (H/O/F/C)		Receiving tuition?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Teacher/Tutor details			Centre details		
Name	Centre name				
Telephone	Principal/manager name				
email	Telephone				
	email				

Subject:		Level: (H/O/F/C)		Receiving tuition?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Teacher/Tutor details			Centre details		
Name	Centre name				
Telephone	Principal/manager name				
email	Telephone				
	email				