



Coimisiún na Scrúduithe Stáit

State Examinations Commission

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Circular S01/22

IMPORTANT INFORMATION IN RELATION TO ONLINE MARKING, EXAMINATION PAPER DESIGN AND STATIONERY DESIGN 2022

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

The purpose of this document is to provide information on:

1. Continued roll out of Online Marking in certain Leaving Certificate and Junior Cycle subjects in 2022.
2. Examination Paper Design.
3. Examination Stationery Design. In particular, your attention is drawn to Appendix 2 (second bullet point) of this circular in relation to the importance of candidates correctly completing the boxes for their day and month of birth and their examination number.

1. Continued roll out of Online Marking in certain Leaving Certificate and Junior Cycle subjects 2022

The State Examinations Commission (SEC) has successfully used an online marking system to mark certain Leaving Certificate and Junior Cycle subjects in 2019 and to mark Leaving Certificate subjects in 2020 and 2021. Online marking facilitates high quality, reliable marking of candidates' examination responses.

The subjects/components that will be marked online in 2022 for the **Leaving Certificate and Junior Cycle examinations** are listed in Appendix 1 attached. This appendix and all other appendices should be brought to the attention of candidates.

2. 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 examination paper:

1. examinations in which the question paper is separate from the answerbook or other stationery used (see Appendix 4 for example).
2. examinations consisting of a returnable question-and-answerbook that incorporates all the questions and the spaces for answering them (see Appendix 4 for example).
3. 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.

Samples of the above examination material can be found on www.examinations.ie/online-marking.

Where relevant, graph pages and other specialised stationery will be incorporated into the returnable question-and-answerbook.

At Junior Cycle, all subjects have a returnable question-and-answerbook format including English and Science – the two subjects being marked online – see Appendix 3.

Leaving Certificate Music

The written components of Music, with the exception of the Listening and Composing Elective, will be marked online in 2022. The layout of the **Leaving Certificate Music Composing paper** was changed for the 2021 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.

3. Examination Stationery Design

As a result of online marking, the SEC introduced new stationery for Leaving Certificate examinations in 2020 and 2021. With the further expansion of online marking there are changes to the stationery for both Leaving Certificate and for Junior Cycle examinations in 2022 that candidates should be aware of.

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 new Leaving Certificate answerbook for use in all Leaving Certificate subjects where a separate answerbook is required.

This 36-page **answerbook** will be used in all Leaving Certificate subjects that require a separate answerbook. In addition to the front cover and some instructions on page 2, the answerbook has 34 lined pages.

See Appendix 3 for a full list of examinations in which this answerbook will be used.

Candidates indicate the subject, level and language version on the front of the answerbook. Accuracy when completing this is vital to ensure that the script is routed to the correct examiner. Please see Appendix 4 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 5 for samples of all five supplementary paper products.

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. Teachers should not instruct students to request supplementary answerbooks at the start of an examination.

In certain subjects such as Chemistry, Physics, Applied Mathematics and Engineering, the main answerbook does not contain graph paper. If candidates require the supplementary graph paper stationery, it will be made available upon request. Similarly, the supplementary Accounting stationery will be made available upon request by the candidate.

If you have any queries in relation to any of the information contained in this document, please contact the Online Marking & Projects Section via phone on 090 64 42768 or via email on 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 new stationery products, can also be found on www.examinations.ie/online-marking.

Michelle Hanafee
Online Marking & Projects Section
State Examinations Commission
February 2022

Appendix 1- Subjects to be marked online in 2022

Leaving Certificate

Subject	Levels	Component
Irish (New for 2022)	Higher, Ordinary, Foundation	Written (paper 1 & paper 2) Written
English	Higher & Ordinary*	Written (paper 1 & paper 2)
Mathematics	Higher, Ordinary, Foundation**	Written (paper 1 & paper 2) Written
History	Higher & Ordinary*	Written & Coursework
Geography	Higher & Ordinary*	Written & Coursework
French	Higher & Ordinary*	Written & Aural
German (New for 2022)	Higher & Ordinary	Written & Aural
Spanish (New for 2022)	Higher & Ordinary	Written & Aural
Art (New for 2022)	Higher & Ordinary	Written
Applied Mathematics (New for 2022)	Higher & Ordinary	Written
Physics	Higher & Ordinary	Written
Chemistry	Higher & Ordinary	Written
Agricultural Science (New for 2022)	Higher & Ordinary	Written & Coursework
Biology	Higher & Ordinary	Written
Engineering (New for 2022)	Higher & Ordinary	Written
Accounting (New for 2022)	Higher & Ordinary	Written
Business**	Higher & Ordinary	Written
Economics (New for 2022)	Higher & Ordinary	Written & Coursework
Technology (New for 2022)	Higher & Ordinary	Written
Music (New for 2022)	Higher & Ordinary	Composing & Listening [Core] papers only
Home Economics	Higher & Ordinary*	Written paper only
Religious Education (New for 2022)	Higher & Ordinary	Written & Coursework
Physical Education (New for 2022)	Higher & Ordinary	Written paper only
LCVP (Link Modules)	Common	Written paper only
Politics and Society**	Higher & Ordinary	Written and Coursework

Junior Cycle

Subject	Level	Component
English**	Higher & Ordinary	Written
Science**	Common	Written

Certain subjects and levels have previously been marked online in 2019, 2020 and/or 2021. Levels with * next to them indicate that they will be marked online for the first time in 2022. For example, in the case of History, only the Higher level has been marked online previously.

Subjects with ** next to them were not marked online in 2021 but may have been marked online in either 2019 or 2020.

Appendix 2 – For the information of all Candidates

Key Candidate Information

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 should complete their responses in black or blue pen. Gel pens should not be used. Pencils and coloured pencils may be used for completing diagrams and graphs.
- Candidates will also be required to provide their **Day and Month of Birth** on the front cover along with their examination number. This is to allow the SEC to carry out further reconciliation checks to ensure that candidates have inserted their correct examination number. It is vital that candidates pay particular attention when completing this information on the front of their returnable question-and-answerbook, answerbook or any other stationery products they use.
- 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. This must be completed carefully to ensure that the script is presented to the correct examiner for marking – see Appendix 4 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.
- There are some changes to stationery to facilitate the scanning process, details of which are listed in Section 3 of Circular S01/22. Certain features that facilitate scanning and preparation of scripts for online marking will appear on all pages of all of the examination products that candidates hand up – that is, the returnable question-and-answerbooks, the new answerbooks, and the supplementary stationery. These features are: barcodes, L-shaped marks in the four corners, and ‘hatching’ along the central spines. Additionally, all of these products have clearly defined areas where candidates’ answers are to be written. It is important that candidates confine their work to within these areas and do not stray beyond them into the margins, as this risks their work not being seen by the examiner.

Samples of all examination material can be found on www.examinations.ie/online-marking

Appendix 3

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
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.

Junior Cycle – Examinations being marked online which will use the returnable question-and-answerbook

Subject	Levels	Component
English	Higher & Ordinary	Written
Science	Common	Written

Leaving Certificate - Examinations being marked online which will use the new answerbook

Subject	Levels	Component
Irish	Higher & Ordinary	Written (paper 2 only)
English	Higher & Ordinary	Written (papers 1 & 2)
History	Higher & Ordinary	Written paper only
Art	Higher & Ordinary	Written paper only
Applied Mathematics	Higher & Ordinary	Written
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

Appendix 4 – Front covers of the (1) Leaving Certificate Answerbook and (2) Returnable Question-and-Answerbook

(1) Leaving Certificate Answerbook

The example below shows a completed front cover of a Leaving Certificate Answerbook, used by a candidate with examination number 123456 and whose birthday is 29 April, to answer Leaving Certificate Higher Level History, through English.

Candidates should write their examination number and Day and Month of Birth in a clear and legible manner as demonstrated below.

Leaving Certificate Examination Answerbook for use in 2022 Scrúdú na hArdeistiméireachta: Freagarleabhar le húsáid in 2022

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 Freagraíodh trí
001	Gaeilge Páipéar 2 <input type="radio"/>	Higher Ardleibhéal <input checked="" type="radio"/>	English <input checked="" type="radio"/>
002 P1	English Paper 1 <input type="radio"/>	Ordinary Gnáthleibhéal <input type="radio"/>	Gaeilge <input type="radio"/>
002 P2	English Paper 2 <input type="radio"/>		
004	History Stair <input checked="" type="radio"/>		
014	Art Ealaín <input type="radio"/>		
020	Applied Mathematics Matamaitic Fheidhmeach <input type="radio"/>		
021	Physics Fisic <input type="radio"/>		
022	Chemistry Ceimic <input type="radio"/>		
027	Engineering Innealtóireacht <input type="radio"/>		
032	Accounting Cuntasáiocht <input type="radio"/>		
223	Religious Education Oideachas Reiligiúnach <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
Scrúduimhir

1	2	3	4	5	6
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Day and Month of Birth
Lá agus Mí do Bhreithe

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


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

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) Front cover of a Returnable Question-and-Answerbook

2022.M14A

2022L010A2BL



Coimisiún na Scrúduithe Stáit
State Examinations Commission

Scrúdú na hArdeistiméireachta
2022

Fraincis

Triail Chluastuisceana
Ardleibhéal

Dé Céadaoin 16 Meitheamh
12:10 – 12:50

80 marc

Leaving Certificate Examination
2022

French

Listening Comprehension
Test

Higher Level

Wednesday 16 June
12:10 – 12:50

80 marks

Scrúduimhir
Examination Number

<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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Freagraíodh trí
Answered through

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

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

Stampa an Ionaid
Centre Stamp

<input type="text"/>

Appendix 5

Leaving Certificate Supplementary Paper – Front cover only

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>	
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"/>
----------------------	----------------------	----------------------	----------------------	----------------------	----------------------

Day and Month of Birth
Lá agus Mí do Bhreithe

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
----------------------	----------------------	----------------------	----------------------

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

Subject
Ábhar

<input type="text"/>

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 Graph Paper

For use in Leaving Certificate
Examinations only

An Ardeistiméireacht Grafpháipéar

Le húsáid i Scrúduithe na
hArdeistiméireachta 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"/>
----------------------	----------------------	----------------------	----------------------	----------------------	----------------------

Day and Month of Birth
Lá agus Mí do Bhreithe

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
----------------------	----------------------	----------------------	----------------------

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

Subject
Ábhar

<input type="text"/>

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.

Leaving Certificate Accounting Supplementary Stationery – Front cover only

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

An tSraith Shóisearach
Páipéar Breise

For use in Junior Cycle Examinations only

Le húsáid i Scrúduithe
na Sraithe Sóisearaí 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"/>
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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

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>	
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"/>
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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"/>
----------------------	----------------------	----------------------	----------------------

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

Subject
Ábhar

<input type="text"/>

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.