



## Leaving Certificate 2020 – School sign-off on estimated mark for a subject studied outside of the school

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

- the school is providing an estimated mark for a student enrolled in the school but taking an additional subject outside of the school, and
- the school is satisfied that there is sufficient evidence available to them to stand over the estimated mark being provided.

If the second condition above is not met, complete Form D instead.

In order for the second condition above to be met, the student's learning has to have been guided by and overseen by a suitable tutor. This tutor will have completed Form A and, if they have been tutoring more than one student from the same school, Form B. The school principal or deputy principal will have liaised with the tutor both before the completion of those forms and after receiving them from the tutor and examining them. Read the two documents *A Guide to Calculated Grades for Leaving Certificate Students 2020* and *Guide to Schools on Providing Estimated Percentage Marks and Rank Orderings* for further details before completing this form.

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

### Student, subject and level details

Student's name:	
Student's examination number:	
Subject:	
Level:	
School roll number:	
Tutor's name:	
Tutor registered with the Teaching Council? Note: This is not an essential requirement.	Yes      No

## Basis for accepting estimated mark

Please outline the basis on which the validity and integrity of the estimated mark supplied has been established. This may include, for example, the discussions with the tutor concerned, information already known about the lessons concerned, and knowledge of the student concerned.

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## Estimated percentage mark

Insert the mark the school is submitting on behalf of the student. In any case where this mark differs from the one supplied by the tutor, the mark should only be amended after consulting with the tutor, and the reasons for the amendment should be given below.

Estimated percentage mark:	%
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Is this the same as the mark supplied by the tutor?	<b>Yes</b>	<b>No</b>
If 'No', give reasons:		

## Declaration

I confirm that:

- I made contact with the tutor in advance, discussed with them what was involved, and ensured that they had a copy of the two documents *A Guide to Calculated Grades for Leaving Certificate Students 2020* and *Guide to Schools on Providing Estimated Percentage Marks and Rank Orderings*
- I have made all reasonable efforts to ensure the integrity of the information and estimate supplied
- in any case where the same subject is also available in the school, I am satisfied that the above estimated mark is based on the application of similar standards to those applied by the teacher(s) in the school.

Signature:	Principal Deputy Principal	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.