



# Further information in relation to the Calculated Grades process

The Esinet Calculated Grades Application, to be used for the transmission of the estimated percentage marks and class rank orders, is on its way. Further details including guidance in relation to the use of this system will issue shortly as will a circular on the arrangements for the Calculated Grades Aide including payment arrangements (which will follow the State Examinations Commission's Examination Aides model).

## 1. Issue with fillable pdf version of Form B

An issue was brought to our attention with the fillable pdf version of Form B that was made available on the website. (On row 19 of the rank order list, the form would not allow the user to insert an estimated percentage mark in the relevant cell.) An amended version was uploaded to the website on 30 May at 12:20pm. If any teacher in your school intends to fill out this form digitally, and if you or they downloaded it before this time, please download a fresh copy. We apologise for any inconvenience caused.

## 2. Subjects outside of the school

Information in relation to subjects being studied outside of school is set out in the *Guide for Schools on Providing Estimated Percentage Marks and Class Rank Orderings*, section 16.1.

As stated, an important objective in using the Calculated Grades model, in the current health emergency, is to allow as many students as possible to have their learning achievements acknowledged in a way that allows them to progress to third-level education or the world of work. Consequently, every possible effort should be made to obtain a satisfactory evidence base. Students are depending on their schools to seek whatever evidence is necessary for this process, in order that they can receive a Calculated Grade in these subjects. In the first instance this is likely to include contacting the parent or guardian of these students to elicit as much information as possible, in relation to any connections with a teacher or tutor, who may have been involved in some way with the learning and who might therefore be able to assist the school in arriving at an estimated mark.

The principal, in collaboration with a teacher or tutor who is providing tuition outside of the school, should consider as broad a range of evidence as possible so that all avenues are pursued to ensure the provision of an estimated mark in these cases. This evidence may vary from subject to subject given the range of subjects involved. The subjects may include both curricular subjects and the non-curricular languages.

The Calculated Grades Executive Office (CGEO) continues to liaise with a number of teacher networks, that support teaching and learning in the non-curricular languages,

to support their engagement with the Calculated Grades process in relation to any Leaving Certificate students that they are engaged with.

Post Primary Language Ireland (PPLI)\* will provide assistance to schools in relation to the provision of estimated marks for students who have been engaged in the study of languages with teachers and tutors provided by PPLI.

It is important to note that not all students have engaged in tuition provided by PPLI and therefore this approach may not apply to all students in the school. Other avenues will need to be pursued in relation to students taking languages outside of school and who have not engaged with PPLI.

\* Post-Primary Languages Ireland (PPLI) is a DES-funded project of the Curriculum and Assessment policy unit in the Department of Education and Skills. It is a dedicated unit providing expertise and support for foreign languages education in Ireland, predominantly at post-primary level. Its focus is on enhancing and broadening the opportunities available to students for learning foreign languages.

### **Clarification in relation to the completion of forms for subjects outside of school:**

Where a subject is being studied outside of school, a Form A with the estimated percentage mark is required for each student. The principal completes a Form C. A rank order is not required in these cases. It is stated on Form C that where there is a group of students studying a subject out of school with the same teacher/tutor, a Form B may be completed for this group of students. This is not essential but may be completed if the teacher/tutor wishes to do so. The estimated mark for subjects outside of school will be entered to the Esinet Calculated Grades application from the Forms C. In the case of subjects outside of school, the rank order will not be considered in the standardisation process by the Department given that they are not part of a class group within a school.

As noted in the guide, if, having made every possible effort to identify evidence on which to base a judgment, the principal is of the view that the school has insufficient evidence on which to base an estimate, Form D should be completed, providing details on the form. These forms should be retained securely with the other documentation. In the event that there is a Form D for a subject for a student, the CGEO will contact the school to confirm with the school the process undertaken to arrive at a decision that an estimated mark could not be provided.

### **3. LCVP Portfolio of coursework for repeat students**

In the case of repeat students taking LCVP Link Modules, the State Examinations Commission has been asked to make the Portfolio of Coursework mark, from the previous sitting of the Leaving Certificate, available to schools to assist them with the estimation process. As for all other students, the estimated percentage mark should be for the link modules as a whole, (portfolio and examination,) the only difference being that in this case it will incorporate the known mark from the coursework from the previous sitting.

#### **4. Students no longer in the system for examination purposes**

All students who are entered for examinations with the State Examinations Commission will appear on the Esinet application for inclusion in the Calculated Grades process. It is expected that schools will provide with an estimated percentage mark and class rank order for every student listed. In the event that the school is aware that a student has formally withdrawn from the examinations (or from some subjects), it is essential that the school formally withdraws them from the examination process. This can be done by contacting Entries section in the State Examinations Commission at [entries@examinations.ie](mailto:entries@examinations.ie) if the school is certain that the student has actually withdrawn.