



**AN ROINN OIDEACHAIS
AGUS EOLAÍOCHTA**

**RULES AND PROGRAMME FOR
SECONDARY SCHOOLS
2004/05**

CALENDAR OF IMPORTANT DATES

- 1 October - Latest date for recognition of new schools
(see Rule 11).
- 6 October - October Lists to be sent to the Department.
- May/June - Examination period.
- August/Sept. - Issue of Examination results.



AN ROINN OIDEACHAIS AGUS EOLAÍOCHTA

RULES AND PROGRAMME FOR SECONDARY SCHOOLS 2004/05

N.B. Prescribed material for the certificate examinations to be held in June 2005 and June 2006 is outlined at Appendix 3 and Appendix 4 respectively.

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RULES FOR SECONDARY SCHOOLS

The Minister for Education and Science, in pursuance and by virtue of the Education Acts, 1878 to 1998, and of every other power the Minister thereunto enabling, hereby makes the following rules for the purposes of the said Acts:-

SECTION I. - DEFINITIONS.

1. For the purpose of these rules -

the "Minister" means the Minister for Education and Science;

the "Department" means the Department of Education and Science and includes officers duly authorised to act on behalf of the Minister;

the "Commission" means the State Examinations Commission established by the State Examinations Commission (Establishment) Order, 2003 made under Section 54 of the Education Act, 1998.

a "secondary school" means a school which is recognised by the Minister as providing instruction in an approved curriculum and which complies with the Rules for Secondary Schools made by the Minister;

"school year" means the period beginning on the 1st day of September in any year and ending on the 31st day of August in the next succeeding year;

the "curriculum" means the list of those subjects in which instruction is given to the pupils of the school in courses approved by the Minister;

an "approved course" means a course of instruction in such subjects as are prescribed for the purpose in these rules and where the syllabus for each subject has been approved by the Minister;

a "recognised pupil" means a pupil -

- (i) who is not less than 12 years of age on the 1st day of January of the school year;
- (ii) who, as a rule, has completed a full course of primary education; and
- (iii) who is following an approved course;

a "recognised junior pupil" means a recognised pupil who is following a course not of higher standard than that prescribed for the Junior Certificate Examination;

a "recognised senior pupil" means a recognised pupil who is following a Leaving Certificate Examination course or another approved senior cycle course.

SECTION II. - CONDITIONS FOR RECOGNITION OF SECONDARY SCHOOLS.

GENERAL REGULATIONS.

2. The school premises must be suitable as regards accommodation, equipment, lighting, heating and sanitation.

3. The Minister must be satisfied as to the suitability of the arrangements made for the management, staffing and organisation of the school. The staff of teachers must be sufficient in number, and must be qualified to give instruction in those subjects of the programme which they teach. The staff will not be considered sufficient if, in the opinion of the Minister, the number of pupils in any class is too large to permit of efficient instruction.

4. The school curriculum must include the necessary subjects, and a reasonable proportion of the pupils must receive instruction in each of these subjects.

5. The Manager is required to make adequate arrangements for the keeping, in the manner prescribed, of the school attendance book furnished by the Department, and such particulars as may be required regarding all pupils attending the school shall be entered therein.

6. The attendance book shall be available for inspection on the school premises by the Department's officers.

7. The Manager shall permit the Department's Inspectors to visit the school for the purpose of testing the efficiency of the instruction given and of ascertaining if the Department's regulations are being observed.

8. The Manager shall cause to be held such examinations or other tests of the recognised pupils attending the school as the Minister may require, and shall prepare and furnish to the Department such records of the results of those examinations or tests as may be requested.

9. The Manager shall furnish to the Department at such times and in such manner as may be prescribed:

- (a) Such information as may be required for the purposes of its regulations regarding the names, qualifications and conditions of employment of the members of the teaching staff.
- (b) Copies of the school time-table, curriculum of instruction, and the syllabus followed by each class of recognised pupils in each subject of the Department's programme.
- (c) A list (called the October List) of all the pupils who are following approved courses in the school.

10. The Minister may withdraw recognition from a school which fails to comply with any one of the conditions relating to its recognition or in which, during two successive years, (a) the number of recognised pupils is less than 12, or (b) the instruction given in the school is inefficient.

SECTION III. - ADDITIONAL REGULATIONS FOR THE RECOGNITION OF NEW SCHOOLS.

11. Application for recognition of a new school in respect of any school year must be made in writing and must be sent so as to reach the Department's Office at the beginning of the preceding school year, but not later than the 1st October of that year. For the purpose of this regulation, a school from which recognition has, for any reason been withdrawn shall be regarded as a new school.

12. Recognition will not be accorded to a new school unless the Minister is satisfied after due inquiry that satisfactory arrangements are made for the management of the school, and that sufficient and suitable provision for post- primary education does not exist in the locality for the pupils for whom the school is intended.

13. Application for recognition will not be considered in respect of any school in which, in the opinion of the Minister, the number of pupils eligible for recognition is insufficient, or in which the teaching staff is inadequate to impart efficient instruction in the subjects of the curriculum prescribed in Rule 20. Moreover, in considering an application for recognition due regard will be had to the probability of the growth, success and continuity of the school.

14. The recognition of a new school may be made subject to such conditions as to curriculum as the Minister may consider desirable having regard to the existing provision for post-primary education in the district.

15. The recognition accorded to a new school will be provisional during the first two years, and the renewal of this recognition, or the granting of continued recognition, will depend on the fulfilment by the school of such conditions as the Minister may consider desirable in order to comply fully with the regulations.

16. No new school will be recognised in the Gaeltacht, or in any centre adjacent to the Gaeltacht, unless satisfactory provision is made for the teaching in the school of the subjects of the curriculum through the medium of Irish.

17. (a) Recognition may be granted to a new Class A(1) school in any district in which the Minister is satisfied that sufficient provision does not already exist for giving secondary education through Irish to the pupils for whom the school is intended.

(b) Recognition will not, however, be granted to a Class A(1) school in connection with an existing secondary school unless the following conditions are observed (in addition to the conditions regarding Class A(1) schools mentioned in the Rules for the Payment of Grants to Secondary Schools); (i) as a rule, the total number of pupils eligible for acceptance as recognised pupils in the two schools must be not less than 100, and the number in the Class A(1) school not less than 50; (ii) the accommodation for class work and recreation for the pupils of the Class A(1) school must be separate from that of the other secondary school; (iii) at least three-fourths of the teaching staff must be other than those employed in the adjoining secondary school.

(c) A school which applies for recognition under the preceding paragraph (b) as a Class A(1) school in any year and fails to secure such recognition will be regarded as continuing to form part of the existing secondary school, provided the regulations made by the Minister have been complied with.

18. Where a Class A(1) school is recognised in connection with an existing secondary school under the provision of Rule 17, and where the total number of recognised pupils as defined in the Incremental Salary Rules in the two schools is not more than 200, the two schools shall be regarded as one for the purpose of the payment of head-master's (or headmistress's) incremental salary, and only one teacher shall be entitled to payment of such salary as headmaster (or headmistress); where the total number of recognised pupils in the two schools exceeds 200, each school may be treated as a separate school for the purpose of headmaster's (or headmistress's) incremental salary.

19. Where recognition is sought for a Class A(1) school in connection with an existing secondary school, separate attendance books shall be kept for each school and the various forms and particulars referred to in Rule 9 shall be furnished separately to the Department in respect of each school.

SECTION IV. - THE SCHOOL CURRICULUM AND COURSES OF INSTRUCTION.

20. The curriculum of a secondary school must include instruction in a syllabus approved by the Minister in the following subjects:-

- A. - Irish
- B. - English
- C. - History and Geography
- D. - Mathematics
- E. - Science; or a language other than Irish and English; or a subject of the Business Studies Group
- F. - Civic, Social and Political Education
- G. - Social, Personal and Health Education .

All schools should have an agreed school policy and a suitable Relationships and Sexuality Education Programme in place for senior cycle pupils.

All schools should be actively engaged in the process of developing and agreeing a Substance Use Policy in line with Action 43 of the National Drugs Strategy and Circular 18/02.

Physical Education should form part of the curriculum. The programme should be based on the approved Syllabus in Physical Education (Page 141) and teaching hours should be registered on the school timetable. The phasing in of a revised syllabus at Junior Cycle level for Physical Education (non-examination) commenced in September 2003. The syllabuses in Physical Education have been developed on the basis of a time allocation of two hours per week.

All schools should ensure that students have access to appropriate guidance to assist them in their educational and career choices. Guidance and Counselling is a whole school activity and schools need to agree a School Guidance Plan for implementation throughout all year groups.

The curriculum should also include provision for singing. The provision made for Singing should be included in the school time-table.

21. (1) (a) The Junior Cycle must be of 3 years' duration in all schools. The approved course for recognised junior pupils must include the following subjects:

- (i) Irish
- (ii) English
- (iii) Mathematics
- (iv) ~~History and Geography~~
- (v) Civic, Social and Political Education
- (vi) Not less than two other subjects from the approved list of examination subjects
- (vii) Social, Personal and Health Education (non-examinable) with effect from September 2003.

The Minister also accepts the **Junior Certificate School Programme** as an approved course for recognised junior pupils in those schools where its introduction has been approved by the Minister.

Junior Certificate students and especially those young people at risk of early school leaving need an adequate programme of Guidance and Counselling to assist them in making choices and transitions in the personal/social, educational and career areas.

- (b) The Senior Cycle in all schools must comply with the provisions of Circular Letters M31/93; M47/93 and M2/95 (see Appendix 1).

Senior Cycle students need access to guidance and counselling and an appropriate programme to assist them in their educational and career choices and in their transition from second level education.

In the case of the established **Leaving Certificate** the approved course for recognised senior pupils must include not less than five of the subjects specified in paragraph (2)(b) of this rule, of which one shall be Irish.

In the case of the **Leaving Certificate Vocational Programme (LCVP)** the approved course for recognised senior pupils must include:-

- Two Leaving Certificate subjects from one of the Subject Groupings;
- A Leaving Certificate Modern European Language or a Vocational Language Module;
- Link Modules – *Preparation for the World of Work* and *Enterprise Education*.

LCVP students must take at least five Leaving Certificate subjects, of which one shall be Irish.

The Minister also accepts the **Leaving Certificate Applied** as an approved course for recognised senior pupils in those schools where its introduction has been approved by the Minister.

- (c) Where a pupil has previously been following an approved course in a vocational school, a community college or a comprehensive school which did not include History and Geography he/she may substitute a subject of that course for History and Geography for the purposes of paragraph (a) above.

In special circumstances the Minister may also permit the substitution of another subject from the Department's programme for History and Geography for the purposes of Rule 21(1)(a).

- (d) Where the Minister regards the circumstances as exceptional, a subject not on the Department's programme may be accepted by the Minister as one of the seven subjects required under paragraph (a) above, or as one of the five subjects required under paragraph (b) above, provided that the syllabus is submitted to, and approved by the Minister.

The Minister may also accept as an approved course for the purpose of these rules a course provided in a particular secondary school otherwise than as specified in Rule 21(1), (a) or (b) above, where the Minister considers that the interests of the pupils concerned so warrant, and taking account of the availability of such courses in other schools or institutions. Approval for such an alternative course must be obtained before the commencement of the course, and may be subject to such conditions as the Minister may prescribe.

- (e) Children of foreigners who are diplomatic or consular representatives in Ireland may substitute any other subject from the list of approved subjects for Irish.

- (2) The subjects approved by the Minister for the purposes of this rule are given hereunder:-

- (a) Subjects approved for recognised junior pupils:

- | | |
|---------------------------|--|
| (1) Irish | (15) Home Economics |
| (2) English | (16) Music |
| (3) Mathematics | (17) Art, Craft, Design |
| (4) History and Geography | (18) Materials Technology (Wood) |
| (5) Latin | (19) Metalwork |
| (6) Ancient Greek | (20) Technical Graphics |
| (7) Classical Studies | (21) Business Studies |
| (8) Hebrew Studies | (22) Typewriting |
| (9) French | (23) Environmental and Social Studies # |
| (10) German | (24) Civic, Social and Political Education |
| (11) Spanish | (25) Religious Education. |
| (12) Italian | |
| (13) Science# | |
| (14) Technology * | |

- # A revised syllabus for Science at Higher and Ordinary levels was introduced on an optional basis in September 2003 for examination in the Junior Certificate Examination in 2006 and following years.

All schools which offer Junior Certificate Science should implement the revised syllabus for new entrants to the Junior Cycle from September 2004 and in following years, with the exception of schools which are unable to do so and seek a derogation under Circular Letter M42/04 - Paragraph 2.9.

- * The Junior Certificate Examination in Technology will be available only for candidates following the programme in those

schools where its introduction has been approved by the Minister.

The subject Environmental and Social Studies is restricted to those schools which have previously offered either Humanities or SESP programmes and it may be offered in those schools only, as an alternative subject to the subject History and Geography.

(b) Subjects approved for recognised senior pupils;

- | | |
|-----------------------------|--|
| ✓(1) Irish | (19) Biology |
| ✓(2) English | (20) Agricultural Economics |
| ✓(3) Latin | (21) Engineering |
| ✓(4) Ancient Greek | (22) Technical Drawing |
| ✓(5) Classical Studies | (23) Construction Studies |
| ✓(6) Hebrew Studies | (24) Home Economics -
Scientific and Social |
| ✓(7) French | (25) Accounting |
| ✓(8) German | (26) Business |
| ✓(9) Italian | (27) Economics |
| ✓(10) Spanish | (28) Economic History## |
| ✓(11) History# | (29) Art (including Crafts) |
| ✓(12) Geography# | (30) Music |
| (13) Mathematics | (31) Russian |
| (14) Applied Mathematics | (32) Arabic |
| (15) Physics | (33) Japanese |
| (16) Chemistry | (34) Religious Education* |
| ✓(17) Physics and Chemistry | |
| ✓(18) Agricultural Science | |

These subjects have been grouped as follows:-

Language Group: Irish, English, French, German, Italian, Spanish, Latin, Ancient Greek, Hebrew Studies, Classical Studies, Russian, Arabic, Japanese.

Science Group: Mathematics, Physics, Chemistry, Physics and Chemistry, Biology, Applied Mathematics.

Business Studies Group: Accounting, Business, Economics, Economic History.

Applied Science Group: Engineering, Technical Drawing, Construction Studies, Physics and Chemistry, Agricultural Science, Agricultural Economics, Home Economics-Scientific and Social.

Social Studies Group: History, Geography, Art (including Crafts), Music.

It is recommended that each pupil should take at least three subjects from the group of subjects for which he/she is best fitted, and at least two subjects from outside that group, regard being had to the terms of Rule 37 (g).

*A syllabus for Religious Education at Higher and Ordinary levels, is being introduced, on a phased basis, from September 2003 for the Leaving Certificate Examination in 2005 and after. It is available for pupils in Phase 1 schools (Junior Certificate Religious Education) from September 2003 and for Phase 1 & Phase 2 schools from September 2004.

Revised syllabuses in Geography and in History are being introduced in September 2004 for the Leaving Certificate Examination in 2006 and after.

Economic History, as a separate subject, will be discontinued. It will be examined for the last time in the Leaving Certificate Examination in June 2005.

22. A pupil shall not be eligible for admission to a Leaving Certificate Examination course unless he/she has followed an approved Junior Certificate Examination course of not less than three years' duration as a recognised pupil, or a course of education of similar standard and duration in other than a secondary school.

23. The Minister is prepared to recognise, as approved courses, courses in the secondary programme followed by classes in national schools in which the necessary conditions are complied with. (The conditions for such recognition are set out in Section X).

SECTION V. - EVIDENCE OF AGE OF PUPILS.

24. (1) For any purpose under these Rules, the Minister will accept as satisfactory evidence of age of a pupil a certificate from the School Manager that the date of birth shown on this certificate corresponds with that shown on a public register of births. To enable him/her to furnish this certificate, the manager must obtain from the pupil a certified extract from such a register. If such certified extract cannot be obtained, but only then, the manager may give his/her certificate on the basis of a certified statement from the Registrar General, or from the Registrar, or Assistant Registrar of Births for the area in which the pupil was born, that the pupil's birth was not registered, together with

- (a) a baptismal certificate with the date of baptism and the date of birth stated thereon; or
- (b) a statutory declaration made by a parent or guardian stating, in the prescribed form, the date of birth and also specifying,
 - (i) the declarant's means of knowledge of the date so stated; and
 - (ii) the reasons why a certified extract from a public register of births is not procurable.

(2) In respect of pupils born abroad the manager may base his/her certificate of age on any one of the following documents as evidence of age, provided he/she is satisfied (a) that a certified extract from a public register of births is not obtainable, and (b) that the document is duly authenticated, and states the date of birth:-

- (i) a certificate of birth or baptism extracted from a register of births or baptisms of any Church, Missionary Society, Army Regimental Record, Consulate, or Ship's Record;
- (ii) a declaration as to date of birth made by a parent or guardian before a Notary Public, Magistrate or Consul. Such declaration must state specifically the reasons why any of the documents mentioned in (i) cannot be obtained.

SECTION VI. - CERTIFICATES AND EXAMINATIONS

25. (i) Examinations (hereinafter called the Certificate Examinations) for the award of certificates in accordance with the following rules will be held each year as arranged by the Commission. The examination in each subject shall be based on the programme in the subject published by the Department from time to time.
- (ii) In the case of the Junior Certificate the examination in each subject shall be based on the programmes specified in Circular M16/89, as amended (see Appendix 2).
- (iii) In the case of the established Leaving Certificate, the examination in each subject in 2005 and 2006 shall be based on the programme set out in Rules and Programme for Secondary Schools 2004/05 with the exception of the subjects -

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Mathematics where a revised syllabus at Higher and Ordinary levels has been introduced for examination in 1994 and after and a new syllabus at Foundation level has been introduced for examination in 1997 and after,

Irish where a new Foundation level syllabus has been introduced for examination in 1996 and after and a revised syllabus at Higher and Ordinary levels has been introduced for examination in 1997 and after,

Accounting, French, German, Italian and Spanish where revised syllabuses at Higher and Ordinary levels have been introduced for examination in 1997 and after,

Music and Business where revised syllabuses at Higher and Ordinary levels have been introduced for examination in 1999 and after.

English where a revised syllabus at Higher and Ordinary levels has been introduced for examination in 2001 and after.

Physics and Chemistry where revised syllabuses at Higher and Ordinary levels have been introduced for examination in 2002 and after.

Russian where a new syllabus at Higher and Ordinary levels has been introduced for examination in 2003 and after.

Arabic and Japanese where revised syllabuses at Higher and Ordinary levels have been introduced for examination in 2004 and after.

Biology and Home Economics where revised syllabuses at Higher and Ordinary levels have been introduced for examination in 2004 and after.

Religious Education where a new syllabus at Higher and Ordinary levels is being introduced, on a phased basis, from September 2003 for the Leaving Certificate Examination in 2005 and after. It is available for pupils in Phase 1 schools (Junior Certificate Religious Education) from September 2003 and for Phase 1 and Phase 2 schools from September 2004.

History and Geography where revised syllabuses at Higher and Ordinary levels are being introduced for the examination in 2006 and after.

Economic History, as a separate subject, will be discontinued. It will be examined for the last time in the Leaving Certificate Examination in June 2005

(iv) The prescribed material (plays, prose, poetry, etc.) for the Junior Certificate and the established Leaving Certificate examinations in June 2005 will be as indicated herein at Appendix 3. The prescribed material for the 2006 examinations will be as indicated herein at Appendix 4.

(v) For the subjects Engineering and Construction Studies at the Leaving Certificate Examination the grades awarded will be based on the marks outlined in circular letters S18/89 and S19/89.

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Copies of the circular letters S18/89 and S19/89 may be had from the State Examinations Commission, Athlone, Co. Westmeath.

26. Due notice will be given by the Commission of the times at which the Certificate Examinations will be held.

27. The Department and/or the Commission may hold such other examinations (in addition to Certificate Examinations) as the Minister may consider necessary to test the progress made by recognised pupils and the standard reached by them.

28. All materials (answer-books, drawing-paper, maps, diagrams, pictures, question-papers, tapes etc.) issued by the Commission for the purpose of recording the candidates' answers to the questions set in the examinations held by the Commission are and remain the property of the Commission. Materials not issued by the Commission but forwarded to the Commission for marking, become the property of the Commission.

29. At the Certificate Examinations candidates shall, except where otherwise directed, have the option of answering either in Irish or in English, except in the case of the subjects Irish and English and questions in other language subjects where the use of the target language is specified. Candidates will be supplied with Irish or English versions of the examination papers as indicated on their entry forms.

A candidate who answers in Irish at the written examination in the various subjects as set out below may be given bonus marks in addition to the marks gained in the subject.

Bonus marks at the rate of 10 per cent of the marks obtained will be given to a candidate who obtains less than 75 per cent of the total marks in the case of the following subjects: - Latin, Ancient Greek, Classical Studies, Hebrew Studies, History, Geography, Physics, Chemistry, Physics and Chemistry, Biology, Science, Business, Economics, Economic History, Agricultural Science, Agricultural Economics, Home Economics, Music, Business Studies, History and Appreciation of Art, Civic, Social and Political Education, Religious Education, Arabic, LCVP Link Modules—Written Component only. Bonus marks at the rate of 5 per cent will be given to a candidate who obtains less than 75 per cent of the total marks in the case of the following subjects: - French, German, Italian, Spanish, Mathematics, Applied Mathematics, Accounting, Engineering, Construction Studies, Materials Technology (Wood), Metalwork, Technology, Typewriting, Russian, Japanese. Bonus marks at the rate of 3% will be given to a candidate who obtains less than 75% of the total marks in the case of the subject Art, Craft, Design (Junior Certificate). Above 75 per cent the bonus will be subjected to a uniform reduction until the candidate who scores 100 per cent gets no bonus.

No bonus will be given in the case of the following subjects: - Technical Graphics, Technical Drawing, Leaving Certificate Art (other than History and Appreciation of Art).

For the purpose of the award of bonus marks, Mathematics, Paper I and Paper II, will be treated as separate subjects.

Candidates who answer partly in Irish and partly in English will receive no

bonus marks.

30. Approval, for the purpose of admission to the Certificate Examinations, of a course of study in a particular subject or subjects followed by a pupil elsewhere than at a secondary school, vocational school, community college, community school, comprehensive school, or the approved secondary section of a national school may be given, if the Minister is satisfied that the circumstances so warrant. A school which desires to obtain such approval must make application therefor before 31st October.

THE JUNIOR CERTIFICATE EXAMINATION.

(Note. - The purpose of the Junior Certificate course is to provide a well-balanced, general education suitable for pupils who leave full-time education at the end of compulsory schooling or, alternatively, who wish to enter on more advanced courses of study.)

31. To be eligible to be admitted to the Junior Certificate Examination a pupil must

- (1) (i) have followed an approved Junior Certificate course of not less than three years' duration as a recognised pupil in a secondary school, or in a national school (see Section X);
or
(ii) have followed an approved Junior Certificate course of not less than three years' duration in a vocational school or in a community college. The approved Junior Certificate course for a pupil in a vocational school or in a community college must include instruction in each year in the following:-
- (a) Irish;
 - (b) English;
 - (c) Mathematics;
 - (d) Technical Graphics or Art, Craft, Design or Home Economics or Business Studies;
 - (e) Civic, Social and Political Education;
 - (f) Not less than two other subjects from the approved list;
 - (g) Social, Personal and Health Education (non-examinable) with effect from September 2003.

or

(iii) have followed an approved Junior Certificate Course of not less than three years duration as a pupil of a community school or of a comprehensive school. The approved course for a pupil in a comprehensive school shall include the subjects which from time to time comprise the compulsory common core of subjects in the curriculum of comprehensive schools. The compulsory common core of subjects in the curriculum of comprehensive and community schools must include Civic, Social and Political Education and also Social, Personal and Health Education (non-examinable) with effect from September 2003.

(2) and have made not less than 100 attendances in each year of the course; a lesser number of attendances may, however, be accepted in the following circumstances:

- (a) that the pupil is absent through illness for a prolonged period and is thus prevented from making 100 attendances;
- (b) that the illness is such as does not preclude him/her from following his/her course of study privately under the guidance of the school authorities;
- (c) that a medical certificate in relation to (a) and (b) above is furnished;
- (d) that at the end of the year the school authorities certify that the pupil has followed his/her course of study during the year and is fit to proceed to the next succeeding year of the course.

A recognised senior pupil (including a pupil who is following the Transition Year Programme) shall not be eligible for admission to the Junior Certificate Examination unless he/she is engaged in the Ab Initio study of French, German, Spanish or Italian in which case he/she will be eligible for admission to the Junior Certificate Examination in those subjects only at the time of sitting his/her Leaving Certificate Examination.

32. (i) The subjects of the Junior Certificate Examination are those specified in Rule 21 (2) (a).

(ii) Separate Higher, Ordinary, and Foundation Level papers will be set in the case of Irish, Mathematics and English. In the case of the remaining subjects, with the exception of Civic, Social and Political Education which will be examined at one level only, papers will be set at both Ordinary and Higher Levels.

33. (i) Results at the Junior Certificate Examination will be shown in the form of grades, each grade representing a range of percentage marks as follows:

Grade	Range of Percentage Marks
A	85 or over
B	70 but less than 85
C	55 but less than 70
D	40 but less than 55
E	25 but less than 40
F	10 but less than 25
No Grade	Less than 10

(ii) Each candidate will be awarded a certificate of the grades obtained by him/her in the examination. The results will be shown on the certificates in the form of grades only.

34. (i) Candidates may not take at the one examination:

- (a) Classical Studies and Latin.
- (b) Classical Studies and Ancient Greek.

(ii) The examination in English may include an assessment of Oral proficiency; the examinations in Irish and the modern continental languages may include an optional oral examination. The examinations in History and Geography may include assessments in project work and fieldwork.

marks awarded for such assessment or optional oral examination will be added to those secured in the written paper, and the combined marks will determine the candidates grade in the subject.

- (iii) The examination in Materials Technology (Wood) consists of practical coursework (200 marks) and a theory examination (100 marks).
- (iv) The examination in Metalwork carries 400 marks and consists of two sections:
 - (a) *Techniques and Design* which incorporates all of the practical work and is allocated 300 marks. In the case of the Higher Level, 100 marks is allocated to the written examination, 150 marks to the practical coursework and 150 marks to a practical examination. In the case of Ordinary Level, 300 marks is allocated to practical coursework and there is no practical examination.
 - (b) *Materials and Technology* which is the related technical and technological comprehension, examined by written examination, carrying 100 marks.
- (v) The examination in Business Studies consists of one paper at Ordinary Level and two papers at Higher Level - Paper 1 carries 240 marks and Paper 2 carries 160 marks.
- (vi) The examination in the subject Art, Craft, Design consists of Practical Coursework carrying 300 marks and a Drawing examination carrying 100 marks.
- (vii) The revised syllabus for Junior Certificate Science, which will be examined for the first time in 2006, will be assessed, at both Ordinary level and Higher level, by means of a written examination and coursework. The written examination will be allocated 65% of the total examination marks. There will be two components in the coursework assessment: Coursework A, accounting for 10% and Coursework B, accounting for 25%.

The previous science syllabus, introduced in 1989, will continue to be examined until at least 2006. The examination of this syllabus includes a Local Studies option which consists of a test of practical proficiency, conducted orally. The Local Studies option is available at Higher Level and Ordinary Level. The Local Studies option accounts for 20% and 33½ % of the total examination at Higher and Ordinary Levels respectively.
- (viii) The examination in Environmental and Social Studies, both levels, consists of practical coursework carrying 80 marks and a written examination carrying 120 marks.
- (ix) Details of the examinations in Home Economics and in Music will be as notified separately to the school authorities.
- (x) The examination in Civic, Social and Political Education consists of a Report on an Action Project or a Coursework Assessment Book carrying 180 marks and a written examination carrying 120 marks.

THE ESTABLISHED LEAVING CERTIFICATE EXAMINATION.

(Note. - The aim and purpose of the established Leaving Certificate course is to prepare pupils for immediate entry into open society or for proceeding to further education. The examination is mainly a test of achievement. Employers and others wishing to use it for selection purposes are advised to

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institute their own supplementary tests, which should assess aptitude rather than achievement. High standards will be set in the established Leaving Certificate Examination and it is strongly recommended that pupils should not be presented in too many subjects - not more than seven in any case.)

- 35. (1) To be eligible for admission to the established Leaving Certificate Examination a pupil must have followed an approved established Leaving Certificate course as a recognised senior pupil in a secondary school for not less than two years
or
having satisfied the terms of Rule 22, have followed an established Leaving Certificate Course as specified in Rule 21 (1) (b) for two years in a vocational school or in a community college (with a recognised senior cycle); in a community school or comprehensive school.
- (2) A proportion of the marks for the subjects Home Economics, Construction Studies, Agricultural Science, Agricultural Economics and Engineering will be awarded by way of assessment of the practical work done by students during their course of study.

The State Examinations Commission will accept Practical Coursework for assessment only where it has been completed under the following conditions (State Examinations Commission Circular Letters S74/03 and S75/03 outline the full arrangements):

- The subject must be timetabled (with timetable available to Commission personnel)
- The school/centre must be available for monitoring by Commission personnel
- The Practical Coursework must be completed under the required conditions as set out for individual subjects
- Practical Coursework must be conducted under the supervision of a class teacher with the work authenticated by the teacher and principal in accordance with this circular.

In addition, the Practical Coursework must be undertaken in a designated venue with appropriate facilities for individual Practical Coursework in the case of Leaving Certificate Home Economics, Construction Studies and Engineering.

- (3) As the syllabuses in Chemistry, in Physics and in Biology have been drawn up on the basis that pupils will devote an appropriate amount of time to laboratory/practical work, a candidate will not be admitted to the Leaving Certificate Examination in those subjects in any case where the Commission considers in accordance with directions issued by the Department that an adequate course of laboratory/practical work has not been followed by such candidate. For this purpose records of practical work done should be kept and be available for inspection by the Commission.
- 36. The Subjects of the established Leaving Certificate Examination are those specified in Rule 21(2)(b).
 - 37. (a) (i) Results of the established Leaving Certificate Examination will be shown in the form of grades, each grade representing a range of percentage marks as follows:

Grade	Range of Percentage Marks	Grade	Range of Percentage Marks
A1	90 or over	C3	55 but less than 60
A2	85 but less than 90	D1	50 but less than 55
B1	80 but less than 85	D2	45 but less than 50
B2	75 but less than 80	D3	40 but less than 45
B3	70 but less than 75	E	25 but less than 40
C1	65 but less than 70	F	10 but less than 25
C2	60 but less than 65	No Grade	Less than 10

- (ii) Each candidate will be awarded a certificate of grades obtained by him/her in the examination. The results will be shown on the certificates in the form of grades only.
- (b) Separate Ordinary Level and Higher Level papers will be set in all subjects. In the case of the subjects Irish and Mathematics Foundation Level papers will also be set.
- (c) The examination in the subjects Irish, French, German, Spanish Italian, Russian and Japanese will include oral and aural tests. The marks awarded at these tests will be added to those secured in the written papers and the combined marks will determine the grades obtained by the candidate in these subjects.
- (d) The revised syllabus in Geography will be examined by a terminal written examination (80% of the marks) and an assessment of the candidate's report on a geographical investigation (20% of the marks). This syllabus will be examined for the first time in 2006.
- (e) The revised syllabus in History will be examined by a terminal written examination (80% of the marks) and an assessment of the candidates' report on a research study (20% of the marks). This syllabus will be examined for the first time in 2006.
- (f) The revised syllabus in Home Economics will be examined by a terminal written examination (80% of the marks, unless the Textiles practical coursework option is taken) and an assessment of the candidate's report on the Food Studies practical coursework (20% of the marks). If a candidate takes the Textiles practical coursework option, the terminal written examination will be worth 70% of the marks, with 10% awardable for the Textiles practical coursework and 20% for the Food Studies practical coursework.
- (g) Candidates may not take the following combinations of subjects:
- (i) Physics and Chemistry and either of the separate subjects, Physics or Chemistry.
 - (ii) Economics and Agricultural Economics.
 - (iii) Classical Studies and Latin.
 - (iv) Classical Studies and Ancient Greek.
 - (v) History and Economic History.
- (h) In the case of the **Leaving Certificate Vocational Programme (LCVP)** candidates will be awarded the same certificate as established Leaving Certificate candidates. In addition the LCVP certificates will include an additional statement showing the results of the Link Modules assessment (Pass, Merit or Distinction).
- (i) In the case of the **Leaving Certificate Applied** the certificate will be awarded at three levels:
- | | |
|-------------|-------------|
| Pass | (60 - 69 %) |
| Merit | (70 - 84 %) |
| Distinction | (85 - 100%) |
- Candidates who acquire less than 60% will receive a Record of Experience.

ISSUE OF CERTIFICATES.

38. (i) Certificates will be issued to the schools which entered the candidates for examination. Duplicate certificates will not be issued, but candidates may obtain a certified statement of results on payment of a fee.
- (ii) Any alteration of a Certificate, or of a certified statement of results, renders it invalid and liable to confiscation. Any attempt to utilise a Certificate, or a certified statement of results, which has been altered in any way may constitute fraud and render the persons involved liable to prosecution.

SECTION VII. - MEDALS FOR IRISH COMPOSITION.

39. In order to encourage composition in Irish, the Minister may, provided sufficient merit be shown, award annually up to four medals for the best essays at Junior Certificate Irish (Higher Level) and a similar number of medals for the best essays at Leaving Certificate Irish (Higher Level).

Every pupil admitted under Rule 31 or Rule 35 who obtains Grade A or A1 respectively in Irish (Higher Level) will be regarded as a candidate and there will be no special fee.

SECTION VIII. - NOTICE OF INTENTION TO PRESENT PUPILS FOR EXAMINATION: FEES, Etc.

(A) - ORDINARY CANDIDATES

40. Pupils may be entered for the Junior and Leaving Certificate Examinations only by the authorities of Secondary Schools, Vocational Schools, Community Colleges, Community Schools or Comprehensive Schools.

Applications for entry on behalf of pupils must be made by school authorities at such times and in such manner as may be prescribed. Schools enter candidates for the examination on the basis that they will provide accommodation for those candidates.

41. Entries made after the date notified to schools as the latest date for submission of entries may be accepted only in very exceptional circumstances. In such cases a late fee will be payable in accordance with the fee schedule determined by the Minister and issued by the Commission to schools in respect of any one years examinations.

42. Satisfactory evidence of age as required by Rule 24(1) must be furnished for each pupil named in the notice, unless such evidence has already been furnished to the Commission.

43. The level of fees for the 2005 examinations will be notified separately to school authorities. Candidates who hold a medical card or are dependent on a parent or guardian who is the holder of a current medical card are not liable for examination fees. Medical cards will be accepted only if valid on 1 February 2005 - the date payment is due in the Commission.

44. The examination fees for candidates entered for the examination must be transmitted by the manager or headmaster or headmistress to reach the Commission by 1st February at the latest. Examination fees are not refundable except in very exceptional circumstances. The Commission reserves the right to refuse admission to the Certificate examinations in the case of any candidate in respect of whom the appropriate fee, including any late fees, has not been received, or to withhold examination results.

(B) - CHILDREN FROM COUNTRIES ABROAD

45. Children from countries abroad may substitute any other subject from the list of approved subjects for Irish for the purposes of Rule 21(1) (a) and (b), in line with Rule 46 "Exemption from the study of Irish".

(C) - EXEMPTION FROM THE STUDY OF IRISH

46. Pupils in the following circumstances may be allowed to substitute any other subject from the list of approved subjects for Irish for the purpose of Rule 21(1)(a) and (b):-

- (a) Pupils whose primary education up to 11 years of age was received in Northern Ireland or outside Ireland;
- (b) Pupils who were previously enrolled as recognised pupils in a primary or second-level school who are being re-enrolled after a period spent abroad, provided that at least three years have elapsed since the previous enrolment in the State and the pupil is at least 11 years of age on re-enrolment;
- (c) Pupils
 - (i) who function intellectually at average or above average level but have a **Specific Learning Disability** of such a degree of severity that they fail to achieve expected levels of attainment in basic language skills in the mother tongue, or
 - (ii) who have been assessed as having a **general learning disability due to serious intellectual impairment [i.e. mental handicap]** and are also failing to attain adequate levels in basic language skills in the mother tongue.
 - (iii) who have been assessed as having a **general learning disability due to serious sensory impairment**, and are also failing to attain adequate levels in basic language skills in the mother tongue.

The evidence of such a disability should be furnished by a qualified psychologist, supported in the case of (iii) by a report from an appropriate medical specialist. In addition, a full report on the pupil should be furnished by the school.

- (d) Pupils from abroad, who have no understanding of English, when enrolled, would be required to study one language only, Irish or English.

When a child to whom this rule applies is admitted to a school the management authority may grant the exemption in accordance with the procedures and criteria set out in Circular Letter M10/94 (see Appendix 7).

SECTION IX. - SPECIAL ADMISSION TO THE CERTIFICATE EXAMINATIONS.

(D) - SPECIAL PROVISIONS

47. (a) (i) Except as provided in sub-sections (b) and (c) following, a candidate who is not a recognised pupil may be admitted to the Leaving Certificate Examination, on payment of the appropriate fee, provided that

at least 12 months has elapsed between the end of the candidate's Transition Year or the end of the candidate's final year as a recognised junior pupil, *whichever is the later*, and the beginning of the school year in which the Examination occurs.

or

in the case of a candidate who has not been a recognised junior pupil or a Transition Year pupil, provided the candidate has attained the age of 17 years on or before 31 July of the year of examination.

- (ii) A candidate who is not a recognised pupil of a post-primary school but who is attending an approved course of study outside the State or who is attending a course of study organised under the Vocational Training Opportunities Scheme, the Adult Literacy and Community Education Scheme or the Department of Social, Community and Family Affairs Second-Level Scheme for the Unemployed or an analogous scheme, may be admitted to the Leaving Certificate or Junior Certificate examinations on payment of the appropriate fee.
- (b) A proportion of the marks for the subjects Home Economics, Construction Studies, Agricultural Science, Agricultural Economics and Engineering will be awarded by way of assessment of the practical work done by students during their course of study.

The State Examinations Commission will accept Practical Coursework for assessment only where it has been completed under the following conditions (State Examinations Commission Circular Letters S74/03 and S75/03 outline the full arrangements):

- The subject must be timetabled (with timetable available to Commission personnel)
- The school/centre must be available for monitoring by Commission personnel
- The Practical Coursework must be completed under the required conditions as set out for individual subjects
- Practical Coursework must be conducted under the supervision of a class teacher with the work authenticated by the teacher and principal in accordance with this circular.

In addition, the practical Coursework must be undertaken in a designated venue with appropriate facilities for individual Practical Coursework in the case of Leaving Certificate Home Economics, Construction Studies and Engineering.

- (c) As the syllabuses in Chemistry, in Physics and in Biology have been drawn up on the basis that pupils will devote an appropriate amount of time to laboratory/practical work, a

candidate will not be admitted to the Leaving Certificate Examination in those subjects in any case where the Commission considers in accordance with directions issued by the Department that an adequate course of laboratory/practical work has not been followed by such candidate. For this purpose records of practical work done should be kept and be available for inspection by the Commission.

- (d) (i) Candidates may present only for such subjects as are entered on the form of application submitted to the Commission.
- (ii) Each candidate admitted to the examination under this rule will be given a certificate of the grades obtained by him/her at the examination.

48. Applications on the prescribed forms from such candidates should reach the Commission not later than the 30th November. An application, however, may be accepted in the period from 1st December to 1st February on payment of a late fee per subject, in addition to the normal fee. An application made after 1st February may be accepted only in very exceptional circumstances. In such cases a further late fee per subject will be payable.

Candidates will be assigned to the most convenient examination centre at which accommodation is available.

An examination fee will not be refunded, except in exceptional circumstances, unless the Commission is notified by 1st February, at the latest, that the application for admission to the examination is being withdrawn.

SECTION X. - RECOGNITION OF CLASSES IN NATIONAL SCHOOLS RECEIVING INSTRUCTION IN THE SECONDARY PROGRAMME.

49. Managers of schools who desire to obtain recognition under the terms of Rule 23 for courses of instruction in this programme should make application on the prescribed forms, which can be obtained from the Secretary General, Department of Education and Science, Primary Branch, Athlone, Co. Westmeath. These forms, duly filled, should be sent to the local District Inspector of National Schools not later than 15th September. Application for recognition must be made annually.

Any subsequent change regarding staff, organisation, time-table, etc., in the particulars furnished on these forms should be notified immediately to the Department and to the District Inspector.

50. The conditions for the grant and continuance of recognition in national schools of classes receiving instruction in the Secondary Programme shall be -

- (a) that a high standard is maintained in the work of the ordinary primary classes of the school;
- (b) that the staff in charge of the classes following the secondary programme is adequate in numbers and qualifications;
- (c) that the accommodation is suitable;

- (d) that secondary education is not already within the reach and within the means of the pupils;
- (e) that the proposed courses of instruction for these classes are approved by the Minister.

Recognition of classes following the secondary programme in national schools may at any time be withdrawn because of failure to comply with one or more of the foregoing requirements.

51. The teachers of these classes shall be -

- (a) Persons qualified as Principal or Assistant Teachers under the Rules for National Schools, provided that the Minister is satisfied that the teachers proposed for such classes are qualified to give instruction in the subjects and courses undertaken.
- (b) Persons other than those at (a) who possess a University degree and/or special qualifications in Latin, French, Drawing, Commerce, etc. University graduates are recognised as qualified to teach the subjects in which they passed at their degree examination.

The school as a whole, however, must comply with the ordinary regulations in regard to the complement of qualified primary teachers - the persons indicated at (b) may be recognised only where this condition is observed.

52. (a) The conditions regarding curricula, courses of instruction, examinations, etc., specified in Sections IV and VI of these rules apply to classes and pupils of a national school for whom it is desired to obtain recognition of instruction given in the secondary programme.

- (b) In this connection, a "recognised pupil" means a pupil -
- (i) who is not less than 12 years of age on the 1st day of January of the school year;
- (ii) who, as a rule has completed a full course of primary education; and
- (iii) who makes 70 attendances, as recorded in the attendance book provided by the Department, at an approved course.

(c) The attendance of any pupil after the date of attaining the age of 18 years cannot be included in the returns in respect of which payment is made from the grants administered by the Primary Branch of the Department.

53. (a) A separate attendance book (as supplied by the Department) shall be kept in respect of those pupils who have passed the age of 18 years, and whose names may not be retained on the attendance book of the national school. Attention is directed to the instructions printed on each attendance book, but columns 1 to 6 regarding the furnishing of birth certificates need not be filled in. This attendance book should be forwarded to the Department not later than the 31st July.

(b) In the case of pupils who have not reached the age of 18 years, a separate attendance book is not required, but a statement certified

by the manager of the number of attendances made by each pupil shall be sent to the Department at the end of the school year.

- (c) The definition of "attendance" printed on the special attendance book for secondary classes is not to be interpreted as modifying the definition of "attendance" for the purpose of the Rules for National Schools.

54. The teachers of secondary classes who are members of the recognised staff of the national school or are recognised supernumerary lay assistant teachers shall be subject to general inspection in accordance with Rule 161 of the Rules and Regulations for National Schools.

55. Recognition of classes under Rule 23 will confer no claim to subsequent recognition as a secondary school as defined in these rules.

SECTION XI. - CONDUCT OF CANDIDATES DURING EXAMINATIONS.

56. It is each candidates' **own responsibility** to note carefully the days and hours, as fixed on the time-table, for the examinations in the subjects in which the candidate intends to present himself/herself.

Candidates are required to be in attendance at the examination hall at least half an hour before the examination commences in the subject in which they first present themselves. On subsequent days they are required to be in attendance at least fifteen minutes before the hour stated in the time-table. Candidates will be responsible for making their own arrangements to ensure timely attendance at the examination hall.

External candidates must sign an attendance roll (Form E10A) at the start of each examination. The signature on this roll **must agree with and appear in the same format as that on the candidate's I. D. Card.**

No candidate will be admitted to the examination in any paper after thirty minutes of the time for that paper have elapsed.

57. No candidate may be authorised to leave the examination hall until the expiration of thirty minutes from the time at which the examination began.

58. A candidate may not be permitted to leave the hall and return during the examination period unless the Superintendent is satisfied that the candidate's need to leave the hall is genuine, (e.g. because of illness, urgent need to visit the toilet, etc.). A candidate who leaves the hall during any period of examination shall not be re-admitted during that period unless the candidate has been in the care of a representative of the school authority or, failing that, in the care of the Attendant during the entire period of the absence.

The candidate must hand the answerbook and question paper to the Superintendent on leaving the hall; the Superintendent should record on the cover of the answerbook the time of departure from and return to the hall and the reason for the absence; the time lost by the candidate may not be compensated for at the close of the examination period.

Particulars of any such occurrence should be reported on the appropriate Advice List.

59. A candidate who leaves the examination hall before the expiration of

any period of examination must surrender his/her examination paper and answer book to the Superintendent.

60. A candidate must occupy during the entire examination the place first assigned to him/her by the Superintendent, unless otherwise directed by the Superintendent.

61. A candidate should raise his/her hand if he/she wishes to attract the attention of the Superintendent during the examination.

It is the candidate's responsibility to ensure that he/she brings to the attention of the Superintendent if he/she has not been provided with the level of examination paper at each examination that he/she is due to take.

62. No candidate shall write his/her name on any answer book or other paper supplied. The candidate's number should be entered on every envelope, answer book, map, drawing, or sheet of squared paper used. Candidates should not commence writing until instructed to do so by the Superintendent.

63. A candidate must enter on the envelopes and answer books used by him/her the particulars required as to subject, etc.

64. Any additional answer book, squared paper, etc. issued to a candidate, whether used or unused, should be attached to his/her answer book before it is sealed with the treasury tag provided for that purpose. Candidates will be supplied with Mathematics Tables by the Superintendent. They may not bring their own Mathematical Tables into the examination hall.

65. A candidate shall not bring into the examination hall, or have in his/her possession, or under his/her control, or within his/her reach, whilst he/she is in such room -

- (a) any book or paper (save his/her I.D. card, where such is required, the examination paper, and such answer books, etc., as shall have been supplied to him/her by the Superintendent);
- or
- (b) any memorandum, notes or mobile phone, electronic address book, data bank etc., except a calculator as permitted under the regulations or a bilingual translation dictionary where its use has been approved.

66. In the case of Art examinations of a practical nature (i.e. drawing, craftwork), candidates are permitted to bring such materials into the examination hall as may be notified to schools by the Commission.

67. A candidate shall not, while in the examination hall -

- (a) use, or attempt to use, any book, memorandum, notes or paper (save the examination paper and such answer books, etc., as shall have been supplied to him/her by the Superintendent and a bilingual translation dictionary where its use has been approved); or
- (b) aid, or attempt to aid, another candidate; or
- (c) obtain, or attempt to obtain, aid from another candidate, or Superintendent;
- or
- (d) communicate, or attempt to communicate, in any way, with another candidate within the centre or by electronic means with a person outside the centre.

68. A candidate

- (a) shall not write on the examination paper (except where answers are to be written on part of the examination paper itself e.g. in Mathematics) or I.D. card or Mathematics Tables or on any of the mathematics instruments brought with him/her except where a candidate uses a highlighter pen or underlining as an aid to interpreting the question paper.
- (b) shall not write in his/her answer book anything that is not directly connected with the subject matter of the questions to be answered;
- (c) shall not remove from the answer books any leaf or part of a leaf;
- (d) shall not take out, or attempt to take out, of the examination hall, any answer books, whether used or unused;
- (e) shall not damage the examination hall or its furniture.

69. A candidate who has finished his/her work at least ten minutes before the time appointed for the conclusion of the examination may be permitted to leave the hall on handing up to the Superintendent -

- (a) his/her answer book(s) and
- (b) the examination paper.

70. A candidate who completes his/her work during the last ten minutes of the examination should remain in his/her seat until the Superintendent has collected his/her answer book(s) and he/she should not then leave the hall until the time appointed for the conclusion of the examination unless permitted to do so by the Superintendent.

71. At the conclusion of the examination each candidate who has not already done so should immediately seal his/her answer book(s) or envelope and remain in his/her seat until the Superintendent has collected the answer book(s).

72. A candidate shall, in all matters relative to the examination, submit to, and obey, the directions of the Superintendent.

73. In those subjects in which there is more than one paper, a candidate must take all the papers in a subject from one level, e.g. all papers at Ordinary Level or all at Higher Level. He/she may not be supplied with, or allowed to see, the papers in more than one level in the same subject.

74. Each candidate presenting himself/herself for examination in Construction Studies, Technical Drawing, Engineering, Materials Technology (Wood) or in Technical Graphics is required to bring with him/her a drawing board, T-square, scales, set squares, protractor, compass, pencil, eraser and drawing clips or tape.

Candidates may use mathematical drawing instruments for all examinations. The use of science stencils is permitted for the examinations in the Science subjects. The use of string, thread, a magnifying glass and an opisometer is permitted for the examination in Geography.

The use of calculators is allowed in all examinations, subject to the following:

- (a) The Commission or the Department will not supply calculators to candidates and examination centres will not be responsible for the provision of calculators or batteries.
- (b) The proper working condition of the calculator is the

responsibility of the candidate. No allowance will be made for battery or other calculator failure during the examination.

- (c) Calculators must be silent and must not require the use of an external power supply.
- (d) Calculators may not be borrowed from other candidates during the examination.
- (e) Programmable calculators are not allowed. The term "programmable" includes any calculator that is capable of storing a sequence of keystrokes for later retrieval and execution. It also includes calculators into which a formula or other such expression can be entered by the user. However, the facility to store numbers in one or more memory locations, or to execute procedures that cannot be modified by the user, does not render a calculator programmable.
- (f) Graphics calculators are not allowed.
- (g) Calculators with any of the following facilities are not allowed:
 - data banks
 - dictionaries
 - language translators
 - text retrieval
 - capability of remote communication.
- (h) Candidates must indicate on their answerbooks the make and model of any calculator(s) used in the examination.
- (i) Candidates are not allowed to take an instruction manual into the examination hall. This includes instructions printed on the cover of the calculator.

This rule does not allow a candidate to bring into the examination centre any device that would be otherwise prohibited. In particular, mobile phones, electronic organisers or similar devices are not permitted under any circumstances (see rule 65).

75. A candidate may be expelled from the examination hall if his/her behaviour is such as to jeopardise the successful conduct of the examination. Submission of material of a pornographic nature or any other offensive material or the inclusion of any cash/cheque in the script may result in the examination in all subjects being disallowed.

76. Where the Commission forms the view that there has been a violation of these Rules, it should inform the Department and it will be for the Minister to decide on the penalty to be applied. Where the Minister is of the opinion that any candidate has violated any of these Rules, has attempted to obtain an examination result to which the candidate is not entitled, or has uttered or attempted to utter such a result or has furnished incorrect information in relation to his/her candidature, such candidate shall be liable to be deprived of the examination or of marks, or to have such deduction made as the Minister may think fit from any sum payable in respect of any grant or scholarship obtained by the candidate, according to the opinion which the Minister may form of the gravity of the offence; and the Minister may, if the Minister thinks fit, publish the candidate's name and address, as given in the notice of intention to present for examination, as those of a candidate who

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has been so deprived and the Minister may, according to the opinion of the Minister as to the gravity of the offence, debar the candidate from entering for any of the examinations run by the Department of Education and Science for such period as the Minister may determine.

SECTION XII. - GENERAL POWERS.

77. The Minister may by order, either general or special, extend the time appointed by these rules for doing any act, or classes of acts, and such order shall be valid although made after the time appointed for doing such act shall have expired.

78. The Minister and/or the commission may publish such particulars of the results of the Certificate Examinations and such other information relating thereto as the Minister and/or the Commission may think fit.

79. The Minister's decision upon any question that may arise upon the construction of these rules shall be final and conclusive.

SECTION XIII. - SPECIAL POWERS IN EXCEPTIONAL CASES.

80. Where an accident or an irregularity occurs, or where other special circumstances arise, the Commission may order a second examination to be held, at such centre or centres as the Commission shall think fit, in any portion of the matter of examination; and the grades obtained at such second examination will, for all intents and purposes, be regarded as if they had been obtained at the first examination, unless the Commission when ordering the second examination to be held, shall otherwise direct.

81. If, through any mistake, a candidate is not awarded the grades to which he/she is entitled on his/her answering, the Commission may amend the award of the examiners in accordance with the facts, and adjudge such candidate to have obtained a grant or scholarship, if he/she shall be entitled thereto by his/her grades as amended.

82. Should any list of pupils, claim, declaration, or other prescribed form or fee, fail to reach the Office on or before the date prescribed, the Commission may, in the Commission's discretion, permit the list, claim, declaration, form or fee to be received after that date.

83. Should a manager omit from any list of pupils, claim, declaration, or other prescribed form the name of any student whose name might have been included therein, the Commission, if satisfied of the sufficiency of the cause stated in explanation of the omission, may, in the Commission's discretion, permit the list, claim, declaration or other prescribed form to be amended by adding thereto the name or names.

84. Should a notice under Rule 41 omit to state, or state erroneously, any material particular, the Commission may allow such notice to be amended within such time as the Commission may determine.

SECTION XIV. - COMMENCEMENT OF RULES.

The foregoing rules came into operation on 1st September, 2004