



Coimisiún na Scrúduithe Stáit

State Examinations Commission

Corr na Madadh, Baile Átha Luain, Co. na hIarmhí, N37 TP65

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Circular S10/24

IMPORTANT INFORMATION IN RELATION TO ONLINE MARKING, EXAMINATION PAPER DESIGN AND STATIONERY DESIGN 2024

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

The purpose of this circular is to provide information on:

1. Online Marking in Leaving Certificate and Junior Cycle subjects in 2024
2. Information for Candidates
3. Examination Paper Design
4. Examination Stationery Design
5. Appendices
 - Appendix 1 - List of subjects being marked online this year
 - Appendix 2 - Samples of covers of the Leaving Certificate answerbook, Leaving Certificate returnable question-and-answerbook and Junior Cycle returnable question-and-answerbook
 - Appendix 3 – Detail of stationery items which apply to each subject
 - Appendix 4 - Samples of supplementary stationery

School authorities should instruct all Leaving Certificate and Junior Cycle candidates about what to expect in the examinations on foot of the information in this circular including the appendices.

1. Online Marking in Leaving Certificate and Junior Cycle subjects 2024

As was the case in 2023, the majority of subjects in the 2024 **Leaving Certificate and Junior Cycle examinations** will be marked online. These subjects are listed in **Appendix 1**.

2. Information for Candidates

Candidates sitting any of the examinations in subjects which will be marked online should be made aware of the following:

- Candidates are required to write their **Examination number** and their **Date of Birth** in the spaces provided on the front cover of all answerbooks and all stationery returned at the end of an examination session.

For the 2024 examinations, the date of birth format has been amended to include the year of birth (previously the year of birth was not required). Please see example below, also see samples of examination answerbook covers at **Appendix 2** and samples of examination stationery covers at **Appendix 4**:

Examination Number <i>Scrúdúimhir</i>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	For example, 3rd February 2005 is entered as 03 02 05 <i>Scriobh 3 Feabhra 2005 mar</i> 03 02 05, mar shampla
Date of Birth <i>Dáta Breithe</i>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	

As part of the SEC resulting process we check each candidate's examination number against their date of birth, as they have entered it. This is a critical part of the process and it is imperative that candidates complete their details correctly on each script so that we can reconcile their information in the online marking system.

- Candidates must complete their responses in blue or black pen. **Coloured pens, gel pens, highlighters or erasable pens must not be used.** The scanning process may not capture what the candidate has written on the page if anything other than blue or black pen is used. **Text not captured in the scanning process will not be visible to the examiner for marking.** Pencils and coloured pencils may be used for completing diagrams and graphs.
- 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. Accuracy when completing this is vital to ensure that the script is routed to the correct examiner for marking – see **Appendix 2** for example.
- On the Leaving Certificate answerbook, candidates are required to begin each question on a new page and to clearly write each question number in the space provided.
- 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.

We have also produced a short video containing some of the information outlined above. This can be found at <https://www.examinations.ie/?l=en&mc=ex&sc=e24> under the heading “Information for Candidates”. Please encourage all Leaving Certificate and Junior Cycle candidates to familiarise themselves with these details prior to the commencement of the examinations.

Posters and convenient journal-sized stickers containing this information have recently been provided to schools. The Candidate Information video can also be viewed by scanning the QR code on the posters/stickers.

3. Examination Paper Design

There is no material change to the content of examination papers as a result of them being marked online.

Broadly speaking, there are three different formats of Leaving Certificate examination papers:

1. Examinations consisting of a returnable question-and-answerbook that incorporates all the questions and the spaces for answering them. Where relevant, graph pages and other specialised stationery will be incorporated into the returnable question-and-answerbook.
2. 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. Where relevant, graph pages and other specialised stationery will be incorporated into the returnable question-and-answerbook
3. Examinations in which the question paper is separate from the answerbook or other stationery used. In these examinations, candidates answer all questions in the Leaving Certificate answerbook.

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

See **Appendix 3** for a full list of the subjects being marked online that will use a returnable question-and-answerbook, as well as those being marked online that will use the Leaving Certificate answerbook.

At Junior Cycle, all subjects have a returnable question-and-answerbook format. Where graph paper and other specialised stationery is required, this is included in each of the relevant Junior Cycle question-and-answerbooks.

4. Examination Stationery Design

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 36-page Leaving Certificate answerbook for use in all Leaving Certificate subjects where a separate answerbook is required.**

In addition to the front cover and some instructions on page 2, the answerbook has 34 lined pages.

Candidates must indicate the subject, level and language version on the front cover of the answerbook. Accuracy when completing this is vital to ensure that the script is routed to the correct examiner. Please see **Appendix 2** 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 4** for the cover of each of the five supplementary paper products.

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

In certain subjects which require the use of the Leaving Certificate answerbook, such as Leaving Certificate Chemistry, Physics, and Engineering, candidates often require the use of graph paper. As the Leaving Certificate answerbook does not contain graph paper, the supplementary graph paper stationery will be made available upon request by the candidate. Similarly, the supplementary Accounting stationery will be made available upon request.

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

If you have any queries in relation to any of the information contained in this document, please contact the Online Marking Section via phone on 090 6442476 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 stationery products, can also be found on www.examinations.ie/online-marking.

Geraldine Murphy
Online Marking Section
State Examinations Commission
March 2024

Appendix 1 - Subjects to be marked online in 2024

Leaving Certificate	Junior Cycle
Irish	Irish T1
English	Irish T2
Mathematics	English
History	Mathematics
Geography	History
Classical Studies	Geography
French	French
German	German
Spanish	Spanish
Art, Visual Studies	Engineering
Applied Mathematics	Business Studies
Physics	Music
Chemistry	Home Economics
Agricultural Science	Science
Biology	Applied Technology
Engineering	Wood Technology
Accounting	Religious Education
Business	
Economics	
Technology	
Music	
Home Economics	
Religious Education	
Physical Education	
Link Modules (LCVP)	
Politics and Society	

Appendix 2 – Samples of front covers of the Leaving Certificate answerbook, Leaving Certificate returnable question-and-answerbook and Junior Cycle returnable question-and-answerbook

(1) Completed front cover of a Leaving Certificate Answerbook

The example below shows the completed front cover of a Leaving Certificate Answerbook where candidate 169999 whose date of birth is 24th November 2005, is taking History at Higher level through the medium of English. Candidates should write their examination number and date of birth in a clear and legible manner using blue or black pen as demonstrated below:

Leaving Certificate Examination Answerbook
Scrúdú na hArdteistiméireachta: Freagarleabhar

Shade in fully the circle for the subject, the level, and the language that you are answering through.
Scothaigh go hiomlán an ciorcal taobh leis an ábhar, an leibhéal, agus an teanga trína bhfreagraíocht tú.

Code Cód	Subject Ábhar	Level Leibhéal	Answered through Freagraíocht 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"/>		
021	Physics Fisic <input type="radio"/>		
022	Chemistry Ceimic <input type="radio"/>		
027	Engineering Innealtóireacht <input type="radio"/>		
032	Accounting Cuntasalócht <input type="radio"/>		
223	Religious Education Oileachas 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 ansa:

Examination Number
Scrúdúimhír: 1 6 9 9 9 9

Date of Birth
Dáta Breithe: 2 4 / 1 1 / 0 5

For example, 3rd February 2005 is entered as 03 02 05
Scríobh 3 Feabhra 2005 mar 03 02 05, mar shampla

Note: Candidates often make a mistake when completing the “Date of Birth” on the front cover of examination stationery. Instead of inserting their own Date of Birth, they commonly insert either the example date provided (03/02/05) 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) Completed front cover of a Leaving Certificate Returnable Question-and-Answerbook

2024.M14

2024L010A1BL



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State Examinations Commission

Scrúdú na hArdteistiméireachta
2024

Fraincis

Ardleibhéal

Dé Céadaoin 12 Meitheamh
Maidin 9:30 – 12:00

220 marc

Leaving Certificate Examination
2024

French

Higher Level

Wednesday 12 June
Morning 9:30 – 12:00

220 marks

Scrúdúimhir
Examination Number

1 6 9 9 9 9

Dáta Breithe
Date of Birth

2 4 / 1 1 / 0 5

Freagraíodh trí
Answered through

English

Gaeilge

Scríobh 3 Feabhra 2005 mar 03 02 05, mar shampla
For example, 3rd February 2005 is entered as 03 02 05


Stampa an Ionaid
Centre Stamp



(3) Completed front cover of a Junior Cycle Returnable Question-and-Answerbook

2024.S26

2024J057C1EL



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State Examinations Commission

Junior Cycle Final Examination 2024

Science

Common Level

Monday 10 June Morning 9:30 – 11:30

360 marks

Examination Number

Date of Birth For example, 3rd February 2005 is entered as 03 02 05

Centre Stamp

Appendix 3 - Detail of stationery items which apply to each subject

1. 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
Art, Visual Studies	Higher & Ordinary	Written
Applied Maths	Higher & Ordinary	Written
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.



2. Leaving Certificate - Examinations being marked online and are listed on the front of the Leaving Certificate Examination answerbook are:

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

3. All other Leaving Certificate subjects that are not listed in either table above will also use this Leaving Certificate Examination answerbook. Candidates must insert the name of the subject in the box provided on the front cover and shade in the level and language version.
4. Junior Cycle - all subjects have a returnable question-and-answerbook format.

Appendix 4 - Samples of supplementary stationery

Leaving Certificate Supplementary Paper – Front cover

	 9999X199X9XL								
<h1>Leaving Certificate Supplementary Paper</h1>	<h1>An Ardeistiméireacht Páipéar Breise</h1>								
For use in Leaving Certificate Examinations only	Le húsáid i Scrúduithe na hArdeistiméireachta amháin								
<table border="1" style="width: 100%;"><tr><td colspan="2" style="text-align: center;">To be completed by the Superintendent <i>Le comhlánú ag an bhFeitheoir</i></td></tr><tr><td style="width: 50%; text-align: center;">Date of issue <i>Dáta eisiúna</i></td><td style="width: 50%; text-align: center;">Time of issue <i>Am eisiúna</i></td></tr><tr><td style="text-align: center;">Initials <i>Inisealacha</i></td><td style="text-align: center;">Centre Stamp <i>Stampa an Ionaid</i></td></tr></table>		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>		
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 <i>Scrúduimhir</i>	<table border="1" style="width: 100%;"><tr><td style="width: 15%;"><input type="text"/></td><td style="width: 15%;"><input type="text"/></td><td style="width: 15%;"><input type="text"/></td><td style="width: 15%;"><input type="text"/></td><td style="width: 15%;"><input type="text"/></td><td style="width: 15%;"><input type="text"/></td></tr></table>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>				
Date of Birth <i>Dáta Breithe</i>	<table border="1" style="width: 100%;"><tr><td style="width: 15%;"><input type="text"/></td><td style="width: 15%;"><input type="text"/></td><td style="width: 15%; text-align: center;">/</td><td style="width: 15%;"><input type="text"/></td><td style="width: 15%;"><input type="text"/></td><td style="width: 15%; text-align: center;">/</td><td style="width: 15%;"><input type="text"/></td><td style="width: 15%;"><input type="text"/></td></tr></table> <p style="font-size: small;">For example, 3rd February 2005 is entered as 03 02 05 <i>Scríobh 3 Feabhra 2005 mar 03 02 05, mar shampla</i></p>	<input type="text"/>	<input type="text"/>	/	<input type="text"/>	<input type="text"/>	/	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	/	<input type="text"/>	<input type="text"/>	/	<input type="text"/>	<input type="text"/>		
Subject <i>Ábhar</i>	<div style="border: 1px solid black; height: 20px; width: 100%;"></div>								
Candidate Instructions: <ul style="list-style-type: none">• Insert the required details above.• Insert this supplementary paper into your main answerbook.• Do not fold.	Treoracha don Iarrthóir: <ul style="list-style-type: none">• Cuir isteach na sonraí riachtanacha thuas.• Cuir an páipéar breise seo isteach sa phríomh-fhreagarleabhar.• Ná fill an páipéar breise seo.								
	 9999X199X9XL0104								

Leaving Certificate Supplementary Graph Paper – Front cover



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

Date of Birth
Dáta Breithe

For example, 3rd February
2005 is entered as 03 02 05
*Scriobh 3 Feabhra 2005 mar
03 02 05, mar shampla*

Subject
Ábhar

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
Stationery

An Ardeistiméireacht
Stáiseanóireacht
Chuntasaíochta

For use in Accounting only

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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Date of Birth
Dáta Breithe

<input type="text"/>	<input type="text"/>	/	<input type="text"/>	<input type="text"/>	/	<input type="text"/>	<input type="text"/>
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For example, 3rd February
2005 is entered as 03 02 05
*Scriobh 3 Feabhra 2005 mar
03 02 05, 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

Date of Birth
Dáta Breithe

For example, 3rd February
2005 is entered as 03 02 05
Scriobh 3 Feabhra 2005 mar
03 02 05, 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 Supplementary Graph Paper – Front cover



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

Date of Birth
Dáta Breithe

For example, 3rd February
2005 is entered as 03 02 05
Scríobh 3 Feabhra 2005 mar
03 02 05, mar shampla

Subject
Ábhar

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.

