



Coimisiún na Scrúduithe Stáit
State Examinations Commission

Cor na Madadh, Baile Átha Luain, Co. na hIarmhí.
Cornamaddy, Athlone, Co. Westmeath.

S68/26

**TO THE MANAGEMENT AUTHORITIES OF POST PRIMARY SCHOOLS AND
OTHER ENTITIES RECOGNISED BY THE SEC TO HOLD EXAMINATIONS**

**Important Information in relation to the upload of Coursework on the SEC
Schools Portal 2027**

The circular provides important information as follows;

- A) Coursework Rules and Procedures 2026/2027 booklet
- B) Senior Cycle Redevelopment Tranche 1 Additional Assessment Components (AAC)
- C) Procedures for submitting coursework for Leaving Certificate 2027
- D) File naming conventions
- E) Coursework submission timelines for schools
- F) Access to the Schools Portal

A) Coursework Rules and Procedures 2026/2027 booklet

The updated Coursework Rules and Procedures 2026/2027 booklet will issue to schools in due course. Until the issue of the new Coursework Rules and Procedures booklet, the Coursework Rules & Procedures document for 2025-2026 remains valid and applicable. Everyone involved in the delivery of coursework should read and familiarise themselves with the contents of the updated Coursework Rules and Procedures booklet when issued.

B) Senior Cycle Redevelopment Tranche 1 Additional Assessment Components (AAC)

With the rollout of Senior Cycle Redevelopment, the following tranche 1 subjects with Additional Assessment Components will be submitted to the Schools Portal in 2027

- Ancient Greek
- Biology
- Business
- Chemistry
- Climate Action and Sustainable Development
- Drama, Film and Theatre Studies
- Latin
- Physics

The SEC will provide a cover page in Microsoft Word format for all new tranche 1 Senior Cycle subjects that include additional assessment components for digital submission. Candidates must include this template as the first page of their completed report. Candidates will be free to work with any word processing software of their choosing on any platform but must convert their final report to PDF, in a similar fashion to the past number of years.

The expected structure of the completed report will be clearly explained in the relevant subject briefs. This will outline the sections, font, margins and word counts which must be adhered to in completing the report. The submitted final PDF must adhere to the report structure that is outlined in the brief or risk forfeiting some marks.

In the case of Drama, Film and Theatre Studies, candidates are required to submit an MP4 file in addition to a PDF document. Instructions regarding the format and length of the recorded performance will be outlined in the subject brief. Both files must be submitted together in a folder titled in accordance with the naming conventions set out in **Appendix 1** of this circular.

C) Procedures for submitting coursework for Leaving Certificate 2027

With the exception of Leaving Certificate Applied Mathematics and the new tranche 1 subjects, the SEC will continue to provide digital booklets in Microsoft Word (.docx) format for all remaining subjects where coursework is submitted as a PDF. However, candidates will be free to use other suitable software packages such as Google Docs and Microsoft 365, when working with the booklets. Schools should only use these versions of the booklets and should not create fillable PDF documents for their students. When candidates are submitting their completed digital coursework booklet for these subjects, they will be required to convert the completed booklet to PDF format before submitting it to their teacher for upload through the Schools Portal. Candidates will also be required to print the final version of their PDF booklet as submitted, which should be retained in the school until the appeals process has been completed. Candidates should proof-read carefully this copy that they have printed from the PDF file, so as to ensure that all of their work is visible. Any work that is not visible on the printed copy will likewise not be visible to examiners marking the work digitally and can therefore not gain any marks. When candidates sign the P.2 form that will be submitted to the SEC to authenticate their work, they are also confirming that the printed version of the PDF, which they have checked, is the same as the one that is being submitted digitally to the SEC. Ensuring that the version submitted is the correct one remains the candidate's responsibility throughout.

The facility to convert from Microsoft Word, Google Docs or Apple Pages into PDF format for final submission of the booklet is readily available within each of these products and information on how to do so is available online.

Further information, including subject-specific instructions, will issue when the digital booklets in the various subjects are being made available on our website, which will be in line with the established timelines for the issuing of coursework booklets in the subjects concerned.

Candidates should read carefully the specific instructions for each subject. For example, where Geography candidates will traditionally have drawn onto graph paper in a physical booklet there will be new guidelines on inserting hand-drawn sketches, maps, graphs, etc. into the digital booklets.

A printed version of each candidate's final coursework submission, alongside digital copies of all submitted coursework files (PDF, MP4, or both), should be retained safely by the school authority until the appeals process has concluded.

D) File naming conventions

Digital coursework components will be submitted through the Schools Portal (<https://schools.examinations.ie>). Schools will be provided with login credentials for the Schools Portal during the first term of the school year. A user guide and FAQ document are available to download from the SEC website at: <https://www.examinations.ie/?l=en&mc=ex&sc=dcw>

To assist both schools and the SEC to track and manage coursework components, candidates must use a specific naming format when submitting their work. These file names consist of the year, the subject code, the component number, the language used (English or Irish) and the candidates examination number. This file name is followed by the file extension. **Appendix 1** sets out the naming convention that should be used for each component. The candidate's examination number will be unique for each candidate. Candidates' examination numbers will issue to schools prior to the upload of Home Economics coursework to the Schools Portal.

Please note that the Schools Portal will not allow files or folders to be uploaded if they do not follow this naming convention. Accordingly, in order to ensure that school personnel are not faced with re-naming files, it is important that the candidates use the correct naming conventions when submitting their work to their teacher.

E) Coursework submission timelines for schools

Subject	Coursework Completion Date	Schools Portal Submission Window
Coursework Submission Window 1		
Home Economics	02 November 2026	10 – 13 November 2026
Coursework Submission Window 2		
Latin	27 November 2026	18 – 21 January 2027
Ancient Greek	27 November 2026	18 – 21 January 2027
Physics	11 December 2026	18 – 21 January 2027
Economics	11 December 2026	18 – 21 January 2027
Physical Education Physical Activity Project	18 December 2026	18 – 21 January 2027
Classical Studies	15 January 2027	18 – 21 January 2027
Coursework Submission Window 3		
Biology	26 February 2027	08 – 11 March 2027
Coursework Submission Window 4		
Business	12 March 2027	06 – 09 April 2027
Climate Action and Sustainable Development	12 March 2027	06 – 09 April 2027
Computer Science	19 March 2027	06 – 09 April 2027
Physical Education Performance Assessment	19 March 2027	06 – 09 April 2027
Coursework Submission Window 5		
Applied Mathematics	09 April 2027	26 – 29 April 2027
Agricultural Science	09 April 2027	26 – 29 April 2027
Geography	16 April 2027	26 – 29 April 2027
Drama Film and Theatre Studies	23 April 2027	26 – 29 April 2027
Chemistry	23 April 2027	26 – 29 April 2027
Coursework Submission Window 6		
History	30 April 2027	04 – 07 May 2027
Politics and Society	30 April 2027	04 – 07 May 2027
Religious Education	30 April 2027	04 – 07 May 2027

To provide for exceptional circumstances, where a candidate has been granted an extension to their Physical Education - Physical Activity Project, e.g. due to illness, the Schools Portal will open on the 04th and 05th of February 2027 to allow schools to upload this component.

The Schools Portal will also re-open from 17 May to 19 May 2027 to allow schools to upload coursework in the case of candidates who are granted an extension to the coursework completion dates for all of the other subjects listed in this circular. Schools will **not** have the option to upload the Physical Activity Project on the Schools Portal in May 2027.

F) Access to the Schools Portal

Following the introduction of dedicated user roles on the Schools Portal, these role-based permissions remain in effect for 2027. These user profiles ensure that access to specific areas of the portal is restricted to only those that require it, in order to ensure that the integrity of the data is maintained and that sensitive candidate information remains protected. The Schools Portal is used by schools to:

1. Access Leaving Certificate, Leaving Certificate Applied and Junior Cycle results
2. Access Provisional Certificates of results for Junior Cycle Candidates
3. Upload Leaving Certificate Coursework
4. Make an application for a Deferred Examination on behalf of a candidate/s.

The user profiles will include

1. **Principal Account** – This account will have access to *all* areas of the Schools Portal. This account will allow the user to carry out any of the four tasks listed above.
2. **Leaving Certificate Coursework Account** – This account will allow the user to upload coursework and access the coursework dashboard. The account user will not be able to access any other area of the portal.
3. **Leaving Certificate Deferred Examination Account** – This account will allow the user to make an application for a deferred examination on behalf of a candidate. The account user will not be able to access any other area of the portal.

User account information and passwords for Principal and Coursework accounts will be issued to Principals in advance of the first coursework submission period. Account information and passwords for Deferred Examination applications will issue closer to the June examinations in 2027.

Enquiries in relation to this circular should be directed by email to schoolsportal@examinations.ie or by telephone to 090 644 2416/2745.

Niall Loftus, HEO
School Portal Section
State Examinations Commission
October 2026

Appendix 1. File Naming Conventions

In the examples below the candidate number 123456 is used for illustrative purposes only.

Subject	Component	English Filename (for a candidate whose number is 123456)	Irish Filename (for a candidate whose number is 123456)
Agricultural Science	Individual Investigative Study	2027-024-2-EV-123456.pdf	2027-024-2-IV-123456.pdf
Ancient Greek	Ancient Greek Study Report	2027-007-2-EV-123456.pdf	2027-007-2-IV-123456.pdf
Applied Mathematics	Mathematical Modelling Project	2027-020-2-EV-123456.pdf	2027-020-2-IV-123456.pdf
Biology	Biology in Practice Investigation	2027-025-2-EV-123456.pdf	2027-025-2-IV-123456.pdf
Business	Business Alive Investigation Study	2027-033-2-EV-123456.pdf	2027-033-2-IV-123456.pdf
Chemistry	Chemistry in Practice Investigation	2027-022-2-EV-123456.pdf	2027-022-2-IV-123456.pdf
Classical Studies	Classical Studies Research Study Report	2027-008-2-EV-123456.pdf	2027-008-2-IV-123456.pdf
Climate Action and Sustainable Development	Climate Action and Sustainable Development Project	2027-571-2-EV-123456.pdf	2027-571-2-IV-123456.pdf
Computer Science	Coursework Project	2027-219-3-EV-123456.zip	2027-219-3-IV-123456.zip
Drama, Film and Theatre Studies	Drama, Film and Theatre Studies Creativity in Practice Project	<p>2027-572-2-EV-123456 (Folder Name)</p> <p>Inside the folder, there should be two files: one video in mp4 format and a report in pdf format. These should have the following file names:</p> <p>Video: 2027-572-2-EV-123456.mp4</p> <p>PDF Document: 2027-572-2-EV-123456.pdf</p>	<p>2027-572-2-IV-123456 (Folder Name)</p> <p>Inside the folder, there should be two files: one video in mp4 format and a report in pdf format. These should have the following file names:</p> <p>Video: 2027-572-2-IV-123456.mp4</p> <p>PDF Document: 2027-572-2-IV-123456.pdf</p>
Economics	Economics Research Study	2027-034-2-EV-123456.pdf	2027-034-2-IV-123456.pdf
Geography	Geographical Investigation	2027-005-2-EV-123456.pdf	2027-005-2-IV-123456.pdf

Subject	Component	English Filename (for a candidate whose number is 123456)	Irish Filename (for a candidate whose number is 123456)
History	Research Study Report	2027-004-2-EV-123456.pdf	2027-004-2-IV-123456.pdf
Home Economics	Food Studies Journal	2027-098-2-EV-123456.pdf	2027-098-2-IV-123456.pdf
Latin	Latin Research Study Report	2027-006-2-EV-123456.pdf	2027-006-2-IV-123456.pdf
Politics and Society	Citizenship Project	2027-568-2-EV-123456.pdf	2027-568-2-IV-123456.pdf
Physical Education	Physical Activity Project	<p>2027-225-2-EV-123456 (folder name)</p> <p>Inside the folder, there should be four files: three videos in mp4 format and a report in pdf format. These should have the following file names:</p> <p>Section A video: 2027-225-A-EV-123456.mp4</p> <p>Section B video: 2027-225-B-EV-123456.mp4</p> <p>Section C video: 2027-225-C-EV-123456.mp4</p> <p>PDF document: 2027-225-2-EV-123456.pdf</p>	<p>2027-225-2-IV-123456 (folder name)</p> <p>Inside the folder, there should be four files: three videos in mp4 format and a report in pdf format. These should have the following file names:</p> <p>Section A video: 2027-225-A-IV-123456.mp4</p> <p>Section B video: 2027-225-B-IV-123456.mp4</p> <p>Section C video: 2027-225-C-IV-123456.mp4</p> <p>PDF document: 2027-225-2-IV-123456.pdf</p>
	Performance Assessment	2027-225-3-EV-123456.mp4	2027-225-3-IV-123456.mp4
Physics	Physics in Practice Investigation	2027-021-2-EV-123456.pdf	2027-021-2-IV-123456.pdf
Religious Education	Religious Education Coursework	2027-223-2-EV-123456.pdf	2027-223-2-IV-123456.pdf