2027L033C2EL

Coimisiún na Scrúduithe Stáit
State Examinations Commission

Leaving Certificate Examination 2027

Business

Business Alive Investigative Study

Higher Level and Ordinary Level

200 marks

1. Information for candidates, teachers and school authority

The assessment of Leaving Certificate Business comprises of two components:

1. Final written examination
2. Business Alive Investigative Study

The Business Alive Investigative Study is worth 200 marks, which is 40% of the overall marks for Leaving Certificate Business. The remaining 300 marks (60%) are for the final written examination.

Coursework must be completed in full and strict compliance with the procedures and conditions outlined in this coursework brief and in the State Examinations Commission (SEC) Coursework Rules and Procedures.

The coursework must be carried out and submitted to the class teacher by 12th March 2027 and will then be submitted to the SEC (**Section 3**).

The authentication process

The authentication process is put in place by the SEC to ensure **the integrity of the examination process** and to ensure **fairness and inter-candidate equity**. The candidate, class teacher and school authority all have a responsibility to ensure that the ongoing preparation of coursework and that the work ultimately submitted to the SEC is the candidate's own individual authentic work. The SEC Coursework Rules and Procedures contains comprehensive information on the authentication process that must be read and adhered to.

It is fully expected that candidates will carry out research as part of their coursework. To fully comply with these SEC Coursework Rules and Procedures, candidates must reference and acknowledge their research sources, including any use of AI, as outlined in **Appendices 1 and 2** of the SEC Coursework Rules and Procedures. To include material that is not created by the candidate and not properly referenced will be considered plagiarism. This is considered cheating. This is a breach of regulations and will be investigated by the SEC - see **Section 18** of the SEC Coursework Rules and Procedures. It is the responsibility of the candidate, the class teacher, and the school authority to ensure that the work being presented to the SEC is the candidate's individual authentic work.

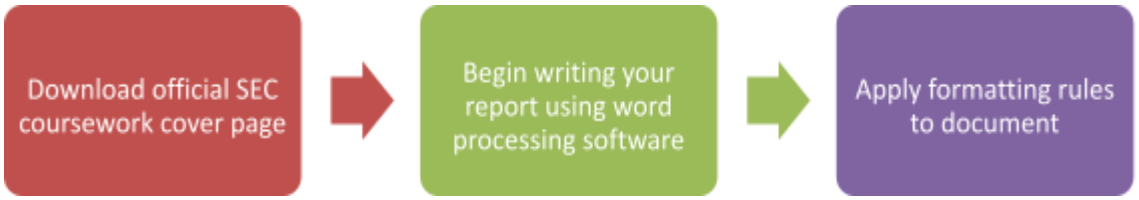
This brief contains the subject specific information and requirements for the completion of Business Alive Investigative Study.

2. Creating your digital report

It is the responsibility of you, the candidate, to create and manage your digital document for completing the report. The SEC provide a cover page in Microsoft Word format (.docx) and this can be downloaded from: Examination Information - State Examinations Commission. You must complete the SEC cover page with all relevant information and it must be incorporated as the first page of your document. The SEC do not provide a submission booklet or template for the report so it is your responsibility to ensure that your report is structured and formatted according to the instructions in this brief (see **Sections 2**, **3** and **6** below).

The final version of the document must be converted to PDF format before it is submitted to the SEC. You may use any suitable word processing software to complete your report,

provided that it has the functionality to convert the document to PDF format once completed. It is strongly recommended that you make and regularly update a backup copy of your digital report, which can be used in the event of loss or corruption.



Report formatting rules

The report you produce must adhere to the following formatting rules:

Section headings	Each section should be clearly identified and begin on a new page of the report. The heading should use the following font: Arial, black, font size 14 and bold. Refer to **Section 6** for section heading names.
Main body text	Arial, black, font size 12 with 1.5 line spacing.
Text editing features permitted	Bold, italics, numbering, and bullets.
Text editing features **not** permitted	Coloured text (black text only), highlighted text, different fonts (Arial only).
Page orientation	Portrait only.
Page numbering	Bottom-centre of each page.
Page margins **No work should appear in the margins as it may not be visible to an examiner.**	Left margin 20 mm Right margin 20 mm Top margin 20 mm Bottom margin 20 mm
Images, tables, graphs	Refer to **Section 4.**

A word count is prescribed for the report and this must be adhered to. If material is presented in excess of the prescribed word count you may lose marks.

3. Submitting your coursework report

Once you have completed your report on or before the completion date you must adhere to the following steps:

1. Convert your report to PDF format. This facility is available in most word processing software.

2. Print the PDF version of your report and proof-read it to ensure that all of your work is visible. Any work that is not visible on this printed copy will likewise not be visible to examiners marking the work digitally and can therefore not gain any marks.

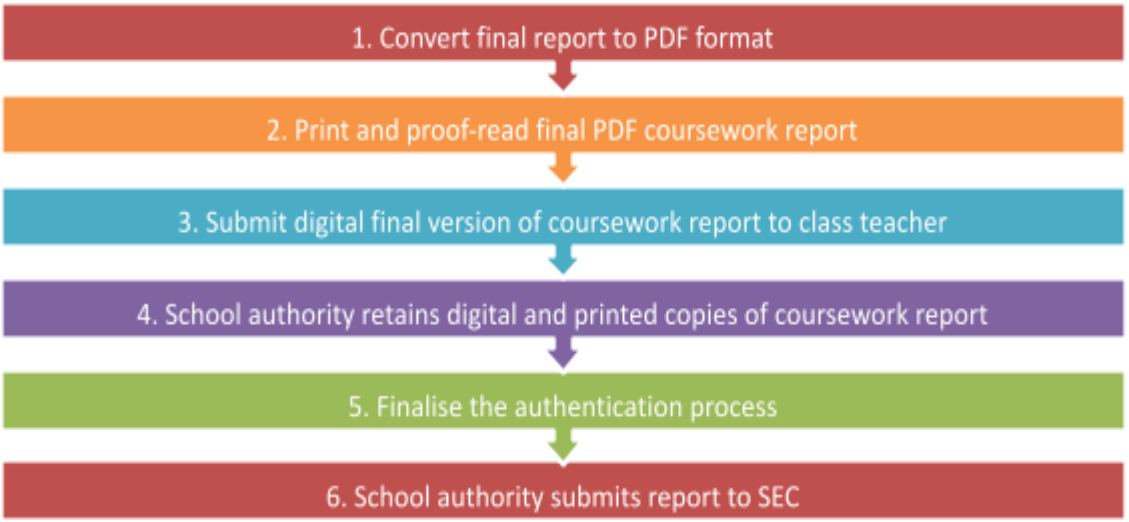
3. Once you are satisfied that the PDF copy of the report you have printed is complete, you should submit the digital version of the report to your class teacher. A Schools Portal circular issues from the SEC each year outlining how you should correctly name your PDF file and you can consult with your class teacher on how to do this.

4. A printed version of your final report and a digital copy of the report should be retained safely by the school authority until the appeals process has been completed.

5. You must finalise the authentication process to confirm that the coursework report being submitted is your own individual authentic work by signing the SEC Authentication Form P.2. This will be provided by your class teacher. Your class teacher and school principal will also sign this form to confirm that you adhered to the authentication process.

6. The school authority will submit your coursework through the Schools Portal. The SEC will issue a circular each year with specific information regarding those subjects whose coursework is submitted digitally through the Schools Portal.

Summary of steps in completing and submitting your coursework report



4. The Investigative Study Process in Business

The brief for the Business Alive Investigative Study is designed to give you an opportunity to demonstrate evidence of your learning in Leaving Certificate Business. When you have finished your study, you will submit a report to the State Examinations Commission.

As you carry out your study, you are strongly encouraged to keep an investigative folder. Your folder may be of use to you as you continuously engage with your study and complete your report. This can be used to keep a record of your thoughts and reflect on how they may change over time. It can also be used to keep a record of relevant learning and support materials. You should **not** submit your investigative folder. Your report will be submitted digitally to the State Examinations Commission for marking.

The stages of the process for completing the investigative study are listed below, please refer to NCCA Guidelines to support the Completion of the Business Alive Investigative Study for detailed guidance and support.

Stage 1: Getting Started
Stage 2: Developing a question to research
Stage 3: Developing a project plan
Stage 4: Identifying sources and gathering information and data
Stage 5: Analysis and evaluation
Stage 6: Applying learning and drawing conclusions Compilation of the final report

Your report should contain no more than **1500 words**. This word count does not include words used in references, in data tables, graphs, diagrams, images, or as labels.

Note that your report will gain marks for communicating clearly with skilful brevity, but fewer marks will be awarded if your report loses coherence through unwarranted length or excessive use of images.

Note that tables, graphs, diagrams, images, etc. may be produced using appropriate software, captured from secondary sources, and embedded in your report. When referring to any specific image in the body of the report, the image must be properly labelled (figure 1, figure 2, etc.). Images should not be used as a means to include addional text. The total number of images allowed throughout the report is **ten**.

5. Topic for the Business Alive Investigative Study

Complete a Business Alive Investigative Study and Report based on the following:



You are required to investigate how a work practice that uses digital technology is impacting either employers or employees.

Support your investigation with appropriate primary and/or secondary data.

6. Business Alive Investigative Study Report Structure

The structure of the Business Alive Investigative Study Report should consist of the following section headings, **each with a suggested word count**. You should include these headings in your Report. Suggested indicative content for each heading is given below.

1. Introduction **approx. 200 words**

- State your research question
- Explain the rationale for choosing this question
- Reflect on how you engaged with your project plan

2. Investigation and Findings **approx. 400 words**

- Explain the purpose and relevance of the different research methods and sources used appropriate to your research question
- Present your research findings in appropriate formats
- Consider a variety of perspectives

3. Analysis and Evaluation **approx. 600 words**

- Analyse your research findings
- Evaluate your research findings
- Demonstrate originality and critical thinking throughout your analysis and evaluation

4. Conclusions **approx. 300 words**

- Present conclusions justified by the analysis and evaluation
- Outline how your planning contributed to the successful completion of the study
- Discuss how your perspective evolved as a result of the study
- Consider how your findings connect to the real world of business

5. References

- Appropriately record the sources of all the information gathered.

7. Mark allocation

The Business Alive Investigative Study Report carries a total of 200 marks. When your work is marked, assessment criteria will be applied, and marks will be allocated to the various elements of the report as outlined below:

Mark Allocation:	
Introduction	20 marks
Investigation, Findings, Analysis and Evaluation	100 marks
Conclusion	30 marks
*Overall Coherence	50 marks

* **Overall Coherence** is not a separate section of the Business Alive Investigative Study Report. Instead, marks for Overall Coherence are awarded based on the overall quality of the report, including the organisation, clarity, and cohesion of the material presented. Evidence of planning and reflection should be clear throughout. Marks are also awarded for logical structure, clarity of expression, originality, effective use of business terminology, and the inclusion of accurate references.