



**Coimisiún na Scrúduithe Stáit**  
**State Examinations Commission**

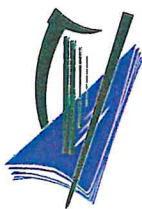
Cor na Madadh, Baile Átha Luain, Co. na hIarmhí.  
 Cornamaddy, Athlone, Co. Westmeath.

**Timelines for submitting practical coursework through the Schools Portal**

| Subject   | Coursework Completion Date | Submission Timeline   |
|---|----------------------------|-----------------------|
| Home Economics                                  | 03 November 2025           | 04 – 07 November 2025 |
| Economics                                       | 12 December 2025           | 12 - 15 January 2026  |
| Physical Education<br>Physical Activity Project | 12 December 2025           |                       |
| Classical Studies                               | 16 January 2026            | 26 – 29 January 2026  |
| Computer Science                                | 19 March 2026              | 23 - 26 March 2026    |
| Applied Mathematics                             | 20 March 2026              |                       |
| Physical Education<br>Performance Assessment    | 23 March 2026              | 24 – 27 March 2026    |
| History   | 17 April 2026              | 20-23 April 2026      |
| Geography                                       | 17 April 2026              |                       |
| Ag Science                                      | 17 April 2026              |                       |
| Religion  | 01 May 2026                | 05 – 08 May 2026      |
| Politics and Society                            | 01 May 2026                |                       |

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 4 February and 5 February 2026 to allow schools to upload this component.

The Schools Portal will also re-open from 18 May to 20 May 2026 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 at the beginning of this circular. Schools will **not** have the option to upload the Physical Activity Project on the School Portal in May 2026.



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## Completing and Submitting Digital Coursework - FAQ

### Candidates - FAQ

**Where can I access information about coursework and download the booklets for specific subjects?**

Information about State Examinations Commission (SEC) coursework along with specific subject information can be found at the following link:

<https://www.examinations.ie/?l=en&mc=ex&sc=he>

The English versions of the digital coursework booklets can be downloaded from the following link: <https://www.examinations.ie/?l=en&mc=ex&sc=dcw>

The Irish versions of the digital coursework booklets can be downloaded from the following link: <https://www.examinations.ie/?l=ir&mc=ex&sc=dcw>

**What types of devices can I use to complete my booklet?**

It is recommended that you use a laptop/desktop or a tablet with a suitable keyboard to complete your booklet. It is not recommended to use a mobile phone to complete your booklet.

**Can I use the booklets with Google Docs, Microsoft 365 or Apple Pages?**

Yes. The coursework booklets have been designed so that they can be used on a variety of platforms. The templates are provided in Microsoft Word (.docx) format but can be readily converted to other formats. Once the booklet is completed it must be converted into a PDF and submitted to SEC via the Schools Portal.

**Do I have to convert my booklet to PDF?**

Yes. Once completed and ready for submission your booklet must be converted to a PDF. This is easily done from with platforms such as Word and Google Docs. You must name your

PDF using the correct naming convention and submit to your teacher. You must save the files as a PDF rather than renaming the file extension as .pdf as doing so will make the file invalid. If your booklet is not in a PDF format or not named correctly it will be automatically rejected by the Schools Portal.

You must also print the final version of your PDF booklet, and give it to your teacher. You should carefully proofread the copy that you have printed from the PDF file, so as to ensure that all of your 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 be awarded any marks.

#### **Can I create a fillable PDF?**

No. Fillable pdf documents are not compatible with SEC's online marking system and therefore cannot be marked online. You must only use the booklet provided by SEC and convert to PDF upon completion of your coursework.

#### **Can I create my own booklet?**

No. You must use the template provided by SEC as this has the correct formatting, sections and instructions that you must use.

For the Leaving Certificate Applied Maths Mathematical Modelling Project in 2026, the SEC will **not** provide a booklet template. SEC will provide a cover page in Microsoft Word format which must be incorporated into the first page of the report produced by the candidates. 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.

#### **Where can I enter text in the booklet?**

You should confine your responses to the areas between the opening and closing square brackets throughout the booklet. For example, when you see the prompt [Enter your text here] you should replace it with your own text. You should also remove the square brackets.

The red text with information regarding font size should not be deleted from any section.

#### **Can the text in a section of the booklet flow onto a new page?**

Yes. It is expected that some sections in certain subjects will require additional pages, where the word count / page limit permits it. In these cases, there are no problems with text flowing onto additional pages and the booklet page count increasing.

**Can I change the font in my booklet?**

No. The font, font size and line spacing has been set in each booklet and must be adhered to. As most of the booklets are marked online it is important that consistent font is used so that it can be viewed by Examiners.

**Can the red instructional text be removed from the booklets?**

The red text should not be removed from the booklets. This text will not be included as part of the overall word count.

**Can I change the structure of the booklet?**

No. It is essential that all of the sections and booklet structure remain unchanged. Additional pages can be added for specific sections where the word count / page limit permits it but the structure should remain unchanged. Failure to adhere to the booklet structure may result in marks being forfeited.

**Can I insert images/tables/graphs into my booklet?**

Each subject has its own specific set of instructions. You must read these carefully and only insert images/tables/graphs into those sections where it states you may do so. If you insert images/tables/graphs in sections of your booklet where you are not asked to do so they will not be considered by the Examiner.

**What is the best method of inserting images, graphs and tables into my booklet?** Where it is permitted you may insert different media, including images and graphs, into your booklet. For subjects such as Home Economics it may be useful to insert tables into your booklet. It is often helpful to email any photos you have taken for your coursework to your own email address so that you have access to them on your laptop or computer.

The links below may be of some assistance to you.

|                                     |  |
|-------------------------------------|--|
| Inserting images in Microsoft Word: | <a href="#">How to insert and adjust images in Microsoft Word   PCWorld</a>                |
| Inserting images in Google Docs:    | <a href="#">Insert or delete images &amp; videos - Computer - Google Docs Editors Help</a> |
| Inserting tables in Microsoft Word: | <a href="#">Insert a table - Microsoft Support</a>   |
| Inserting tables in Google Docs:    | <a href="#">Add and edit tables - Computer - Google Docs Editors Help</a>                  |

**I'm a Geography student, can I use software packages such as MS Paint and Excel to create diagrams and graphs?**

No. While the Geography coursework booklets are now submitted digitally through the Schools Portal it is expected that the content produced by candidates remains the same.



Rather than writing into the booklets, candidates will be typing but any graphs, diagrams or drawings will have to be hand-drawn as before. Candidates can then use a digital device to take pictures of their drawings and these pictures can be inserted into the booklets in the relevant pages. Instructions on inserting images are readily available within Microsoft Word, Google Docs or any other word processing software you may be using.

**What happens if I exceed the maximum number of pages/word count/maximum number of images/video size or duration for a section?**

There are very clear instructions regarding the maximum number of pages/word count/maximum number of images/video size or duration for each section in coursework booklets. Penalties may apply where any of these are exceeded.

**When do I submit my coursework booklet?**

Each subject has a set of guidelines or brief that sets out the schedule for completion of the coursework in that subject. These guideline/briefs can be accessed from the SEC website at the following link: <https://www.examinations.ie/?l=en&mc=ex&sc=he>

**How do I send my coursework booklet to the State Examinations Commission?**

You must submit your completed coursework to your teacher and make sure that the filename contains your candidate number and is in the correct format. Your teacher will submit your coursework using the Schools Portal.