



Coimisiún na Scrúduithe Stáit
State Examinations Commission

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

S57/25

**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 2026**

The circular provides important information as follows;

- A) Coursework Rules and Procedures 2025/2026 booklet
- B) Changes to the use of digital coursework booklets for Applied Mathematics 2026
- C) Procedures for submitting coursework for Leaving Certificate 2026
- D) File naming conventions
- E) Coursework submission timelines for schools
- F) Access to the Schools Portal

[A\) Coursework Rules and Procedures 2025/2026 booklet](#)

The new Coursework Rules and Procedures 2025/2026 booklets will issue to schools in due course will supersede all previous circulars. Until the issue of the new Coursework Rules and Procedures booklet, circulars S69/04, S68/08 and S76/22 remain valid and applicable. Everyone involved in the delivery of coursework should read and familiarise themselves with the contents of the Coursework Rules and Procedures booklet when issued.

[B\) Changes to the use of digital coursework booklets for Applied Mathematics 2026](#)

For the past number of years Leaving Certificate Applied Mathematics candidates have completed their coursework using digital booklets provided by the State Examinations Commission (SEC). The digital booklets were initially designed for completion using the desktop version of Microsoft Word. This allowed certain elements of the document to be locked down and not edited by candidates, thereby helping to ensure that the candidates did not disrupt the required formatting. It has become evident since the initial introduction of these booklets that many schools and candidates are using alternative methods to engage with the booklets rather than the desktop version of Microsoft Word as recommended. Many schools make use of Google Docs, the online version of Microsoft Word, or other software packages on Apple or Windows platforms which are not fully compatible with certain elements of the booklets.

For Leaving Certificate 2025 SEC amended the structure of the coursework booklets so that they were more compatible across varying platforms. It has meant that elements of the booklet are no longer locked down. This has worked well but in order to provide even more flexibility to candidates, the SEC have decided to trial one subject for Leaving Certificate 2026 where no booklet will be provided. 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.

The expected structure of the completed report will be clearly explained in the Applied Mathematics Mathematical Modelling brief. 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.

The SEC may seek feedback from a number of candidates, teachers and school authorities on this format of producing reports with a view to rolling out a similar model to other Leaving Certificate subjects from 2027.

C) Procedures for submitting coursework for Leaving Certificate 2026

Apart from Leaving Certificate Applied Mathematics, the digital booklets will continue to be provided by the SEC in Microsoft Word (.docx) format. 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.

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 is 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 by week ending 10th October.

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) 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 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 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.

F) Access to the Schools Portal

As advised ahead of the issue of the Leaving Certificate Results earlier this year, the SEC have developed new user profiles on the Schools Portal as part of ongoing reviews on security and permissions. These user profiles are being established to 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 new 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 the Principal and Coursework accounts will issue to Principals on the week of 13th October, to allow principals allocate passwords as appropriate ahead of the first coursework submission timeline. Account information and passwords for Deferred Examination applications will issue closer to the June examinations in 2026.

Enquiries in relation to this circular should be directed by email to schoolsportal@examinations.ie or by telephone to 090 644 2745/2416/2415

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Appendix 1. File Naming Conventions

In the examples below the candidate number 334567 is used for illustrative purposes only.

Subject	Component	English Filename (for a candidate whose number is 334567)	Irish Filename (for a candidate whose number is 334567)
Economics	Economics Research Study	2026-034-2-EV-334567.pdf	2026-034-2-IV-334567.pdf
Agricultural Science	Individual Investigative Study	2026-024-2-EV-334567.pdf	2026-024-2-IV-334567.pdf
Politics and Society	Citizenship Project	2026-568-2-EV-334567.pdf	2026-568-2-IV-334567.pdf
Computer Science	Coursework Project	2026-219-3-EV-334567.zip	2026-219-3-IV-334567.zip
Applied Mathematics	Mathematical Modelling Project	2026-020-2-EV-334567.pdf	2026-020-2-IV-334567.pdf
Classical Studies	Classical Studies Research Study Report	2026-008-2-EV-334567.pdf	2026-008-2-IV-334567.pdf
Home Economics	Food Studies Journal	2026-098-2-EV-334567.pdf	2026-098-2-IV-334567.pdf
Geography	Geographical Investigation	2026-005-2-EV-334567.pdf	2026-005-2-IV-334567.pdf
History	Research Study Report	2026-004-2-EV-334567.pdf	2026-004-2-IV-334567.pdf
Religious Education	Religious Education Coursework	2026-223-2-EV-334567.pdf	2026-223-2-IV-334567.pdf
Physical Education	Physical Activity Project	2026-225-2-EV-334567 (folder name) 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: Section A video: 2026-225-A-EV-334567.mp4 Section B video: 2026-225-B-EV-334567.mp4 Section C video: 2026-225-C-EV-334567.mp4 PDF document: 2026-225-2-EV-334567.pdf	2026-225-2-IV-334567 (folder name) 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: Section A video: 2026-225-A-IV-334567.mp4 Section B video: 2026-225-B-IV-334567.mp4 Section C video: 2026-225-C-IV-334567.mp4 PDF document: 2026-225-2-IV-334567.pdf
	Performance Assessment	2026-225-3-EV-334567.mp4	2026-225-3-IV-334567.mp4