



Coimisiún na Scrúduithe Stáit

State Examinations Commission

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TO THE AUTHORITIES OF POST PRIMARY SCHOOLS

Leaving Certificate 2022 – Important Information in advance of the Issue of the Provisional Results

Dear Principal,

The provisional results of the 2022 Leaving Certificate are due for issue to schools and to candidates through the Candidate Self Service Portal on Friday 2 September. You are aware that the date for the issue of the results this year is later than would be the case in a normal year; there were a number of reasons for this. There was a deferred sitting of the Leaving Certificate examinations in July for students unable to sit examinations in the main sitting in June due to serious accident, injury or illness; close family bereavement, or Covid-19. With increased numbers of candidates, there was a requirement for increased numbers of examiners and this was challenging this year. A further significant factor is that in announcing the arrangements for the 2022 Leaving Certificate examinations, a commitment was given by Government that the outcomes will, on aggregate, be no lower than the outcomes in 2021. This work is currently underway and giving effect to this commitment requires time for detailed analysis of the marking outcomes, implementation of any adjustment, and quality assurance.

The purpose of this circular, in advance of Results Day, is to provide you with information about the following;

- A. Arrangements for access to provisional results for candidates and schools including accessing the Schools' Examinations Portal
- B. Details of the arrangements that schools should make to support their students receiving provisional results
- C. Key dates for the stages following the issue of the provisional results including access to data, viewing of scripts and the appeals
- D. Some details of the examination appeals process

At the outset, I wish to express my sincere thanks to you, your deputy-principals, teachers, SNAs, school secretaries, caretakers, and all other school staff for your efforts in supporting candidates in taking their 2022 Leaving Certificate examinations. As we near this final stage of the 2022 Leaving Certificate, I would like to ask for your assistance once again to ensure that candidates are supported

in receiving and understanding their provisional results and in making decisions about their results in the weeks ahead.

Following the issue of the provisional results, candidates will have access to the normal appeals procedure which applies to the Leaving Certificate examinations. It is difficult to anticipate the likely demand for appeals at this stage. On its own, the SEC is unlikely to be able to deliver the appeal results in the required timeframe without support from school management, including allowing teachers who are engaged as appeal examiners to be released from school for this purpose. We appreciate that this places a further burden on schools in relation to the appeals and we are grateful for your support in this regard. Some initial details of the process are set out later in this circular and will be the subject of a more detailed guidance document in due course.

Until such time as the number of appeals is known, it is not possible to commit to a specific timeframe for the issue of the appeal results. Every effort will be made to process appeals as quickly as possible. Schools and candidates will be notified of this date as soon as possible.

A. Arrangements for access to results for candidates and schools including accessing the Schools' Examinations Portal

Accessing Results – Candidates

Leaving Certificate, Leaving Certificate Vocational Programme and Leaving Certificate Applied candidates will have access to their provisional Leaving Certificate results on the Candidate Self Service Portal at 10 am on Friday 2 September. Candidates can view their results and will also be able to print a Statement of Provisional Results.

Accessing Results – Schools

Schools will be provided with their Leaving Certificate results as follows;

(i) A Matrix report posted to the school.

A matrix of results, detailing the results for each candidate, will be posted to all schools by registered post so as to arrive on the morning of Friday 2 September. This mailing will also include Supplementary Reports in respect of any candidate who has been provided with a result that is not based on all mandatory components of a subject.

(ii) On-line from the SEC's Schools' Examination Portal

The issue of results in electronic format through the Schools' Examination Portal was a new service introduced for the 2021 examinations and will continue this year. The Schools' Portal will open at 10 am on Friday 2 September for schools to access a printable matrix report of their 2022 examination results in PDF format. The results data will also be provided in CSV format which can be imported into the school's content management systems for analysis.

You are reminded that access details for the School's Examination Portal were previously issued to all schools in January and again in May of this year. To ensure that all schools can access this service on Results Day, the SEC will reissue these credentials by registered post so as to arrive in schools on Friday 26 August. The link to access the service will be provided separately by email.

The Schools' Examination Portal will open on Monday 29 August when schools can login and print a test document to ensure that they can successfully access the portal. It is important that you check your login credentials in advance to ensure that you can access this service. Further details

will be provided in the email which you should receive on Monday 29 August.

B. Details of the arrangements that schools should make to support candidates receiving results

Schools have always provided an important role in offering guidance and support to Leaving Certificate and Leaving Certificate Applied candidates on results day. It is recognised that for the Leaving Certificate class of 2022 the tradition of coming back to school to celebrate the results with teachers and classmates on the day that the results issue will not be the same as it was in other years.

From mid-morning on Friday 2 September and for the following week, you will have discretion to release Guidance Counsellors and other members of the support team from lessons, using the Supervision and Substitution scheme. This is to allow support to be provided to candidates in person or on the phone. These planned interactions with candidates are intended to support wellbeing and to discuss future education and career options. Guidance Counsellors will play a crucial role in supporting these young people to navigate the next steps in their education and career journey by providing up to date information and reassurance in a calm and positive manner.

The wellbeing of the candidates who receive Leaving Certificate results will be supported through a number of additional measures.

- a. The Leaving Certificate candidate helpline, at 1800 265 165, which is provided by the National Parents Council Post-Primary will be available on 2 September until 14 September from 2pm to 8pm daily for students to reach a guidance counsellor with any queries that they may have. This helpline will operate until after the CAO first round offers and is staffed by qualified guidance counsellors. Further details can be found at: <https://npcpp.ie/information-for-students/leaving-cert-helpline/>
- b. Wellbeing resources developed by the National Educational Psychological Service of the Department of Education are available at www.gov.ie/leavingcert
- c. The SEC Candidate helpline will be available at 1800 111 135 or 1800 111 136 from 10 am to 5 pm from 2 September to 12 September. Outside of these hours queries may be e-mailed to candidateportal@examinations.ie. Please note this helpline is provided for queries relating to the Candidate Self Service Portal and the services provided through the portal.
- d. Information available from the Central Applications Office (CAO) is available at www.cao.ie
- e. HSE/HSE-funded service providers will be available to support students through the provision of e-mental health services. <https://www2.hse.ie/services/mental-health-supports-and-services/mental-health-supports-and-services.html>

School authorities should note that there will be a separate SEC Helpline for Schools which will operate from 9 am to 5 pm from 2 September to 12 September at 1800 520 540.

Any questions about supervision, substitution should be directed to Schools Payroll Division, Department of Education on PPPayroll@education.gov.ie

C. Key dates for the stages following the issue of results including access to data, viewing of scripts and appeals

Service	in School	Candidate Self Service Portal (CSSP)
Leaving Certificate Results	10 AM Friday 2 September	10 AM Friday 2 September
Access to Data – Candidates will see their marks including for each component.		12 PM Tuesday 6 September
Application to View Scripts		LC Online Application available only Opens: 5 PM, Tuesday 6 September Closes: 8 PM Wednesday 7 September The LCA application to view scripts will be via email. The same timeline will apply.
Viewing of Scripts * there are some exceptions which will be detailed in a separate circular on the appointment of Organising Superintendent for the Viewing of Scripts	Scripts in subjects which were Marked Manually – Candidates assigned to one of three sessions on Saturday 10 September 1. Session 1. 9 AM – 11 AM 2. Session 2. 12 PM – 2 PM 3. Session 3. 3 PM – 5 PM	Scripts in subjects Marked Online* Online access to view between 9 am Saturday 10 September and 12 pm on Sunday 11 September.
Application to Appeal		Opens: 9 AM Saturday 10 September Closes: 12 PM Monday 12 September
Appeals Results	Schools Portal - Date to be confirmed	CSSP - Date to be confirmed.

The timelines this year for candidates to apply to view scripts and to lodge their appeal applications are very short and the deadlines will be strictly applied. These timelines are essential to ensure that the remaining stages of the appeal process can be completed as quickly as possible. Schools are asked to alert candidates to the timeframes in order that candidates do not miss the opportunity to apply to view their scripts or to make an appeal. **Under no circumstances will late applications be accepted.**

D. Some preliminary details of the appeals process that will operate this year.

Access to Data.

On Tuesday 6 September at 12 noon candidates will be able to access more detailed information about each of their examination results including the overall marks that they achieved in the examination; the individual marks in each components of a subject, and details of any adjustment to these marks. This data is intended to help candidates to understand how they performed in the examinations and may be of assistance to any candidates considering an appeal.

Viewing of Scripts

The Viewing of Scripts process is a core part of the SEC’s examination appeals and quality assurance. It allows candidates to see how the marking scheme in each subject has been applied to their scripts and to make an informed decision as to whether or not to make an appeal.

Applying to View

Applications to view Leaving Certificate examination scripts must be made by candidates through the Candidate Self Service Portal between **5pm on Tuesday 6 September** and **8pm on Wednesday 7 September**. Leaving Certificate Applied applications must be made by email. Candidates will be provided with an LCA Viewing Application Form on the Candidate Self Service Portal which should be emailed to viewlcascript@examinations.ie. The same application timeline and all applications must be made before 8pm on Wednesday 7 September.

There are two different processes this year for viewing of scripts depending on how the script was marked.

- a) Viewing online through the Candidate Self Service Portal
- b) Viewing in-person in schools

It is important to note that candidates may have to attend school to view some of their scripts and use the portal to access others.

a) Viewing online through the Candidate Self Service Portal

With the expansion of online marking to the majority of subjects for the 2022 Leaving Certificate, most script viewing will be online through the Candidate Self Service Portal. The online viewing process is delivered through the Candidate Self Service Portal and involves candidates having timebound access to PDFs of the scripts. Online viewing in these subjects will be available from 9 am on Saturday 10 September to 12 pm on Sunday 11 September.

Please refer to table of Leaving Certificate subjects and components that were marked online at Appendix A.

b) Viewing in schools

There is still a need to provide candidates with in-person script viewing in schools for those subjects, or components of subjects, which were manually marked. Even in subjects which were marked online there are some exceptions which require scripts to be returned to schools for viewing. The following material will be returned to schools for in person viewing;

- Examination scripts in subjects which were manually marked
- Certain components of subjects which were marked online (e.g. the LCVP portfolio)
- Examination scripts in the Deferred Examination series will be returned for viewing to the school in which the candidate had been due to sit the main examinations in June. (These examinations were not marked online).
- Scripts in online marked subjects that were in atypical format such as Brailed, Enlarged or Modified scripts or scripts in audio format.

Please refer to table of manually marked subjects and components at Appendix B.

Viewing in Schools will take place on Saturday 10 September and candidates will be assigned to one of three viewing sessions as follows;

1. Session 1. 9 AM – 11 AM
2. Session 2. 12 PM – 2 PM
3. Session 3. 3 PM – 5 PM

To facilitate the in-person viewing process, you will be asked to nominate one person from your school to act as Organising Superintendent. The role of the Organising Superintendent will be to arrange the viewing sessions for candidates from the school who apply to view their scripts; oversee the viewing process; and collate and return the appeal scripts to the SEC.

Further details of viewing of scripts in schools including the application forms for the role of Organising Superintendent will issue shortly and you will be asked to return nominations for the role of Organising Superintendent to the SEC on or before Tuesday 30 August.

Appeals Process

The process for the appeal of an examination is a process whereby the script is sent to an appeals examiner for re-marking. This examiner is different from the examiner who originally marked the work. In some subjects involving practical/project work it may be necessary for an appeal examiner to visit the school to re-mark work stored by the school. In the interests of equity and fairness re-marking on appeal is carried out in accordance with the marking scheme for that subject. This ensures that appeal examiners apply the same standards in re-marking as were applied to all candidates in the examination. The marking schemes in all examination subjects will be published prior to the Viewing of Scripts on the State Examinations Commission's website.

Applications to appeal must be made through the Candidate Self Service Portal between **9am Saturday 10 September** and **12pm Monday 12 September**. **In order that the SEC can process the appeals as quickly as possible, the appeal application deadline will be strictly applied and late applications will not be accepted under any circumstances**

Any enquiries on this circular should be directed to Entries section at entries@examinations.ie or by phone to 090 6442702.

We are very grateful to you and your team for your continued support and assistance.

Michael McDonnell
Assistant Principal Officer
State Examinations
Commission

Appendix A: Leaving Certificate Online Marked Subjects

Subject	Levels	Component
Irish	Higher, Ordinary, Foundation	Written (paper 1 & paper 2)
English	Higher & Ordinary	Written (paper 1 & paper 2)
Mathematics	Higher, Ordinary, Foundation	Written paper
History	Higher & Ordinary	Written & Coursework
Geography	Higher & Ordinary	Written & Coursework
French	Higher & Ordinary	Written & Aural
German	Higher & Ordinary	Written & Aural
Spanish	Higher & Ordinary	Written & Aural
Art	Higher & Ordinary	Written paper
Applied Mathematics	Higher & Ordinary	Written paper
Physics	Higher & Ordinary	Written paper
Chemistry	Higher & Ordinary	Written paper
Agricultural Science	Higher & Ordinary	Written & Coursework
Biology	Higher & Ordinary	Written paper
Engineering	Higher & Ordinary	Written paper
Accounting	Higher & Ordinary	Written paper
Business	Higher & Ordinary	Written paper
Economics	Higher & Ordinary	Written & Coursework
Technology	Higher & Ordinary	Written paper
Music	Higher & Ordinary	Composing & Listening [Core] papers only
Home Economics	Higher & Ordinary	Written paper only
Religious Education	Higher & Ordinary	Written & Coursework
Physical Education	Higher & Ordinary	Written paper only
LCVP (Link Modules)	Common	Written paper only
Politics and Society	Higher & Ordinary	Written & Coursework

Appendix B: Leaving Certificate Manually Marked Subjects

Subject	Levels	
Latin	Higher & Ordinary	Written Paper
Ancient Greek	Higher & Ordinary	Written Paper
Classical Studies	Higher & Ordinary	Written Paper
Hebrew Studies	Higher & Ordinary	Written Paper
Dutch	Higher	Written Paper
Portuguese	Higher & Ordinary	Written Paper & Aural
Modern Greek	Higher	Written Paper
Physics & Chemistry	Higher & Ordinary	Written Paper
Construction Studies	Higher & Ordinary	Written Paper
Danish	Higher	Written Paper
Swedish	Higher	Written Paper
Finnish	Higher	Written Paper
Japanese	Higher & Ordinary	Written Paper & Aural
Arabic	Higher & Ordinary	Written Paper
Music	Higher	Composing/Listening Elective
Home Economics	Higher & Ordinary	Coursework Journal
Russian	Higher & Ordinary	Written Paper & Aural
LCVP (Link Modules)	Common	Portfolio
Czech	Higher	Written Paper
Polish	Higher & Ordinary	Written Paper & Aural
Latvian	Higher	Written Paper
Lithuanian	Higher & Ordinary	Written Paper & Aural
Hungarian	Higher	Written Paper
Estonian	Higher	Written Paper
Romanian	Higher	Written Paper
Slovakian	Higher	Written Paper
Maltese	Higher	Written Paper
Slovenian	Higher	Written Paper
Bulgarian	Higher	Written Paper
Design & Communication Graphics	Higher & Ordinary	Written Paper & Project
Croatian	Higher	Written Paper
Mandarin Chinese	Higher & Ordinary	Written Paper & Aural