

2. Key Dates for Candidates for the Leaving Certificate Results, Viewing and Appeals

SERVICE	SCHOOL	CANDIDATE SELF SERVICE PORTAL
Leaving Certificate Results	10 am Friday 2 September Schools' Examination Portal. Schools will also receive a report by post.	10 am Friday 2 September
Access to Data -Candidates will receive (as applicable): (a) Written examinations component marks and final marks (b) Post Mark Adjustment (PMA)	12pm Tuesday 6 September Schools will receive a CSV report on the Schools' Portal with details of their Examinations Grades; Post Mark Adjustment (PMA) and Final Provisional grades.	12pm Tuesday 6 September
Application to View Scripts		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:	Scripts Marked Manually. Candidates to be assigned to one of three sessions on Saturday 10 September Session 1. 9 AM – 11 AM Session 2. 12 PM – 2 PM Session 3. 3 PM – 5 PM	Scripts Marked Online: Online access to view from 9 am on Saturday 10 September to 12pm on Sunday 11 September
Application to Appeal: Examinations (No Fee)		Opens: 9 am Saturday 10 September Closes: 12 pm Monday 12 September
Appeals Results	Schools Portal Date: TBC	Candidate Portal Date: TBC

To streamline communications and to bring about the timely issue of the results of the Leaving Certificate appeals, the SEC have a Candidate Self Service Portal for Leaving Certificate and Leaving Certificate Applied candidates. The Candidate Self Service Portal provides access to results online and they can also apply to view scripts, to access component marks, to make an appeal application and to access appeal results through the portal. Leaving Certificate candidates can also view scripts in subjects that are being marked online. LCA candidates scripts are returned for viewing on demand only and can be viewed in-person only.

When candidates register on the portal, we capture their e-mail address and phone numbers. We will then provide this information to you so that you can make appointments with candidates for the viewing session.

6. VIEWING OF SCRIPTS AND APPEALS SERVICES

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 Brailled, Enlarged or Modified scripts or scripts in audio format
- LCA scripts.

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

A copy of the HANDBOOK FOR ORGANISING SUPERINTENDENTS for the VIEWING of LEAVING CERTIFICATE SCRIPTS and APPEAL PROCESS 2022 is enclosed for the information and attention of the school authority.

7. APPEALING RESULTS

Candidates can apply to appeal through the Candidate Self Service Portal.

From: **9 am on Saturday 10 September 2022**

To: **12 pm on Monday 12 September 2022.**

In order that the SEC can process the appeals as quickly as possible, the appeal application deadline will be strictly applied. Late applications will not be accepted.

The appeal process involves a full review of every part of every question by an experienced examiner, other than the original examiner, of the work submitted by the candidate in the examination. It is essential that school authorities do not dispose of, or return to candidates, any practical or coursework pieces until the appeal process has fully concluded, even in instances where a candidate has not appealed a result in that subject, as the SEC may need access to the material during the appeals and related quality assurance processes. For that reason, the integrity of the examinations system requires that the material continue to be securely stored by the school.

Every effort will be made to process appeals as quickly as possible but it is not possible at this time to commit to a date for the issue of the appeal results. Candidates will be notified of this date as soon as possible.

Please note that the review of results procedure is an individual candidate led processes. **There is no provision for a school or group/class-based appeal.** Any requests from schools for a review of the results of a group of candidates will be responded to on the basis that any candidate who has a concern in relation to their result can make an application to appeal their result.

The appeal processes will include further recourse to Independent Appeals Scrutineers whose role is to check to ensure the correct procedures were followed throughout the appeals processes. Once all internal processes have been exhausted, decisions of the SEC are open to review by the Office of the Ombudsman, or in the case of candidates under 18 years of age, by the Ombudsman for Children.

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

Again, we are very grateful to school authorities for your continued support and assistance with the 2022 examination process.

**Ann Leonard
Assistant Principal Officer
State Examinations Commission
September 2022**