



Coimisiún na Scrúduithe Stáit

State Examinations Commission

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S49/23

TO THE AUTHORITIES OF POST PRIMARY SCHOOLS

Leaving Certificate 2023 – Important Information in advance of the Issue of the Provisional Results

Dear Principal,

The provisional results of the 2023 Leaving Certificate are due for issue to schools through the Schools Portal and to candidates through the Candidate Self Service Portal on Friday 25 August.

At the outset, the State Examinations Commission offers its 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 2023 Leaving Certificate examinations. As we near this final stage of the 2023 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.

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 through the Candidate Self Service Portal and for schools through the Schools Portal which this year includes the option to print individual Statements of Provisional of Results for each candidate.
- B. Key dates for the stages following the issue of the provisional results including access to data, viewing of scripts and the appeals
- C. Details of the arrangements that schools should make to support their students receiving provisional results
- D. Some details of the examination appeals process

Following the issue of the provisional results, candidates will have access to the normal appeals procedure which applies to the marking of the Leaving Certificate examinations. This year, appeal fees will apply at a rate of €40 per Leaving Certificate subject and €15.50 per Leaving Certificate Applied subject. It is difficult to anticipate the likely demand for appeals at this stage and 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 the date for issue of the Leaving Certificate appeal results and the date for the release of the 2023 Junior Cycle Results as soon as possible.**

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 appeals process are set out later in this circular and will be the subject of a more detailed guidance document in due course.

A. Arrangements for access to results

Accessing Results – Candidates

All Leaving Certificate candidates will have access to their provisional Leaving Certificate results on the Candidate Self Service Portal at 10 AM on Friday 25 August. Candidates can view their results and will also be able to save and/or print a Statement of Provisional Results.

Accessing Results – Schools

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

(i) On-line from the Schools Portal

The SEC's Schools Portal will open at 10 AM on Friday 25 August to provide schools with their results in electronic format. Schools will have access to the following;

- a printable matrix report detailing the examination results for each candidate in PDF format.
- The matrix report in CSV format which we are advised can be imported into the school's content management systems for analysis.
- ****New for the 2023****. A digital file of all of the PDFs of the Statements of Provisional Results for all of the candidates in the school. This is same document that candidates can access on an individual basis through the Candidate Self Service Portal. Schools are not obliged to print the statements for candidates noting that many candidates will already have obtained their own copy. If arrangements are made for printing in the schools, collectively or individually, then extreme care should be taken in maintaining the privacy and security of candidate data.

You are reminded that access details for the Schools Portal were reissued to all schools in May of this year. To ensure that all schools can access this service on Results Day, the SEC will issue a link to access this service via email on Wednesday 23 August. Schools with any queries about access to the Schools Portal can contact [1800520540](tel:1800520540).

School authorities might note that, in due course, the results of the 2023 Junior Cycle will be provided to schools this year through the Schools Portal. Further details of the arrangements for Junior Cycle results, including the date for issue of the results, will be provided at the earliest possible opportunity following confirmation of the date for issue of the Leaving Certificate appeal results.

(i) By Post

A printed version of the matrix report will be posted to all schools by registered post so as to arrive on the morning of Friday 25 August. 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.

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. From mid-morning on Friday 25 August and for the following week, you will have discretion to release Guidance Counsellors and other members of the support team from lessons. 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 SEC Candidate helpline will be available at 1800 111 135 or 1800 111 136 from 10 AM to 5 PM from Friday 25 August to Monday 4 September including weekends. Outside of these hours queries may be e-mailed to candidateportal@examinations.ie. This helpline is provided for queries relating to the Candidate Self Service Portal and the services provided through the portal.
- b. The National Parents and Students Leaving Certificate Helpline, at 1800 265 165, which is provided by the National Parents Council will be available on dates and times outlined in the table below 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 from the Institute of Guidance Counsellors.

Friday, 25 th August	10am – 6pm
Saturday, 26 th August	10am – 6pm
Sunday, 27 th August	10am – 2pm
Monday, 28 th August	10am – 6pm
Tuesday, 29 th August	10am – 6pm
Wednesday, 30 th August	10am – 6pm
Thursday, 31 st August	10am – 6pm
Friday, 1 st September	10am – 6pm
Saturday, 2 nd September	10am – 4pm

- c. Wellbeing resources developed by the National Educational Psychological Service of the Department of Education are available at www.gov.ie/leavingcert
- d. Information available from the Central Applications Office (CAO) is available at www.cao.ie
- e. Mental Health Support Information is provided through the HSE and HSE-funded service providers <https://www2.hse.ie/services/mental-health-supports-and-services/mental-health-supports-and-services.html>

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

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

Service	Schools	Candidate Self Service Portal (CSSP)
Leaving Certificate Results	Schools Portal 10 AM Friday 25 August <ul style="list-style-type: none"> • Matrix report in PDF • Matrix report in CSV • **New for 2023** Printable PDFs of the Statements of Provisional results. By post – morning of 25 August Matrix Report and Supplementary Reports	10 AM Friday 25 August
Access to Data – Candidates will see their marks including for each component.		12 Noon Tuesday 29 August
Application to View Scripts		LC Online Application Opens: 5 PM Tuesday 29 August Closes: 8 PM Wednesday 30 August The LCA application to view scripts will be via email. The same timeline will apply.
Viewing of Scripts	Manually Marked Scripts Candidates will be assigned to one of two three-hour sessions on Saturday 2 September; Session 1. 9.30 AM – 12.30PM Session 2. 2PM – 5 PM	Online Marked Scripts * Online access to view over the 24-hour period; 9 AM Saturday 2 September and 9 AM Sunday 3 September.
Application to Appeal		LC Online Application and Payment Opens: 10 AM Sunday 3 September Closes: 5 PM Monday 4 September
Appeals Results	Schools Portal - Date to be confirmed	CSSP - Date to be confirmed.

* there are some exceptions which will be detailed separately in Candidate Information guide 2: A Guide to results and Appeals, Section 5 'The viewing of examinations scripts facility.

IMPORTANT INFORMATION ON THE KEY DATES TABLE

- The facility to view examination scripts is provided free of charge. The fee to appeal a result is €40 per subject for Leaving Certificate and €15.50 per subject for Leaving Certificate applied. The fee is refunded in the case of a successful appeal.
- To provide for the earliest possible issue of the appeal results, the timelines for candidates to apply to view scripts and to lodge their appeal applications are very short. To ensure that the remaining stages of the appeals process can be completed as quickly as possible, the deadlines will be strictly applied.
- Candidates should take note of these dates. Schools are also 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 application to appeal.
- **The SEC will not accept late applications for viewing or for appeals**

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

Access to Data.

On Tuesday 29 August 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 component of a subject, and details of the any post marking 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 **5 PM on Tuesday 29 August** and **8 PM on Wednesday 30 August**.

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 applies to LCA as to Leaving Certificate; all applications must be made before 8 PM on Wednesday 30 August.

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 online marking in the majority of subjects for the 2023 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 which they can print or download. Online viewing in these subjects will be available over the 24-hour period from 9 AM on Saturday 2 September to 9 AM on Sunday 3 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).
- Upon receipt of your application to view examination scripts in the Deferred Examination series, these examination scripts will be returned for viewing to the school in which you were due to sit the original examination in June and NOT the school in which you later sat the deferred examination. (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.
- Upon receipt of your application to view Leaving Certificate Applied examination scripts these examination scripts will be returned for viewing to the school.

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

Viewing in Schools will take place on Saturday 2 September and candidates will be assigned to one of two viewing sessions as follows;

1. Session 1. 9.30 AM – 12.30 PM
2. Session 2. 2 PM – 5 PM

To facilitate the in-person viewing process, schools have been 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.

Applications for the role of Organising Superintendent should be returned to the SEC on or **before Friday 18th August.**

Further details of viewing of scripts in schools for the role of Organising Superintendent will issue shortly.

Appeals Process

Applications to appeal must be made through the Candidate Self Service Portal between **10 AM Sunday 3 September** and **5 PM Monday 4 September**. A valid application will comprise both the application to appeal and the payment of the appeal fee.

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

The Leaving Certificate Appeals process applies to the marking of the examinations. The Post Marking Adjustment is not open to appeal. The process for the appeal of an examination is a process whereby the script is sent to an appeal examiner who was not involved in the original marking. The appeal examiner will review the marking of every part of every question and will consider whether the mark awarded by the original examiner is correct and reasonable, in line with the marking scheme. If it is, the appeal examiner will award the same mark again. If it is not, the appeal examiner will award what they consider to be the correct mark. 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

The marking schemes in all examination subjects will be published prior to the Viewing of Scripts on the State Examinations Commission's website.

Any enquiries on this circular should be directed to Entries section at entries@examinations.ie or by phone to 090 6442702. A further circular will issue with the Leaving Certificate results.

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
History	Higher & Ordinary	Written & Coursework
Geography	Higher & Ordinary	Written & Coursework
French	Higher & Ordinary	Written & Aural
Classical Studies	Higher & Ordinary	Written & Coursework
German	Higher & Ordinary	Written & Aural
Spanish	Higher & Ordinary	Written & Aural
Art	Higher & Ordinary	Written
Applied Mathematics	Higher & Ordinary	Written & Coursework
Physics	Higher & Ordinary	Written
Chemistry	Higher & Ordinary	Written
Agricultural Science	Higher & Ordinary	Written & Coursework
Biology	Higher & Ordinary	Written
Engineering	Higher & Ordinary	Written
Accounting	Higher & Ordinary	Written
Business	Higher & Ordinary	Written
Economics	Higher & Ordinary	Written & Coursework
Technology	Higher & Ordinary	Written
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	Component
Latin	Higher & Ordinary	Written Paper
Ancient Greek	Higher & Ordinary	Written Paper
Hebrew Studies	Higher & Ordinary	Written Paper
Italian	Higher & Ordinary	Written Paper & Aural
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
Computer Science	Higher & Ordinary	Written Paper
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