



COIMISIÚN NA SCRÚDUITHE STÁIT
STATE EXAMINATIONS COMMISSION

Online Certificate Application

Frequently Asked Questions and Answers

1) Question: What is the difference between a “Certificate of Results” and a “Statement of Results”?

Answer: A Certificate of Results is the document which we issue on completion of state examinations. It is only issued once and is an important official document and cannot be replaced.

A Statement of Results is a certified transcript of examination results and if you have lost or mislaid your Certificate you can apply for a Statement.

2) Question: I still don’t know which one I should apply for – can you advise me?

Answer: Yes – you should apply for a Certificate if you sat your state examinations between 2006 and 2011. Certificates are free of charge but it costs €14.50 for a Statement.

3) Question: Why would I need this Certificate – I already got my Certificate when I received my results in August?

Answer: No you didn’t receive a Certificate when you got your results (in August for Leaving Certificate candidates and September for Junior Certificate candidates). This was a “Provisional Statement of Results” which we issue at result time. The Certificate only issues when all appeals processes are complete.

4) Question: Why have certificates not issued since 2005?

Answer: The delay in issuing final certificates occurred as a result of a legal challenge, taken under the Equal Status Act, to the practice of annotating certificates for candidates granted certain exemptions in the examinations. An initial decision of the Equality Tribunal, in

November 2006, against annotation of certificates was subsequently overturned on appeal in two higher courts thereby clearing the way for resuming the practice of providing candidates with their final examination certificates.

5) Question: How can I now get my Certificate?

Answer: It depends on when you sat your examinations. If you sat your Junior Certificate in 2010, 2011 or 2012 and/or your Leaving Certificate or Leaving Certificate Applied in 2012 we have already sent your Certificate to the school where you sat your examination. Certificates for external candidates were sent to the address which they provided when entering for the examinations.

Everyone else needs to apply for a Certificate through our online application. Go to www.examinations.ie and on the front page you will see a banner with “Examination Certificates 2006 - 2011”. Click on the link and follow the instructions.

6) Question: I don't want my 2012 Leaving Certificate going to the school where I sat my examinations last year – I prefer to order it online – can I do that?

Answer: No – your certificate has already been posted to your school – this is how certificates have always been sent for school based candidates. If you were an external candidate the certificate has been sent to the address you gave us last year when you applied to sit the examination.

7) Question: I did my Leaving Certificate in 2003 (or any year prior to 2006). I never got my Certificate from my school and I want to apply for it now – can I use this online service?

Answer: No – all certificates for examination candidates for all years prior to 2006 issued to schools in the first quarter of the year after you sat your examination. At this stage if you cannot locate your certificate you can apply for a Statement of Results. This will cost €14.50.

8) Question: Do I need my examination number to get my Certificate?

Answer: Maybe – it will depend on the information which we hold for you. We will try to match the information you have given us with the information we already hold about you on our system. The most accurate piece of information we hold on candidates is their examination number so if you have this number and you are sure it is correct then we will definitely be able to find you on our system. If you don't know your examination number don't worry we will try to match you using your date of birth and PPSN.

9) Question: I know my examination number for my Junior Certificate but it is really the Certificate for my Leaving Certificate I want – is this any use?

Answer: Unfortunately no – examination numbers are unique to each candidate and to each examination type so knowing your examination number for Junior Certificate will not be of any assistance to us in tracing your Leaving Certificate record.

10) Question: I know my date of birth and my PPSN but I am getting a message to say you can't match me- what's the problem?

Answer: We don't use your PPSN to provide the examination service to you but it is held on our system. As we don't use it generally we have never verified if the numbers are correct, therefore it is likely that we hold an incorrect PPSN or no PPSN for you if you are getting this error message.

11) Question: Its years since I sat my examinations – how could I possibly remember my examination number?

Answer: We understand this and we have tried to help. In the first instance your examination number is on the bottom of the provisional results you received in either August or September of the year you sat your examinations (depending on whether you are looking for a Leaving or Junior Certificate).

Alternatively if you cannot locate your provisional results the school where you sat your examinations will have a copy of your examination number. If you were an external candidate you can contact us on 090 6442810.

12) Question: I don't have a number for my old school – what should I do?

Answer: On our website we have a link to the Department of Education & Skills website which has contact details for all second level schools. You will get a number there.