

# Leaving Certificate Candidate Self-Service Portal

In line with changes required to bring about the earlier issue of results of the Leaving Certificate appeals, the State Examinations Commission (SEC) has developed a Candidate Self Service Portal for Leaving Certificate and Leaving Certificate Applied candidates.

**We strongly recommend that you complete the registration process as soon as possible. If you do not register you will NOT be able to access the range of online services available through the portal. The application to view scripts, the viewing of scripts marked online, the appeal application and the appeal results services are being provided exclusively online this year. See overleaf for details of the Services and when they will be available on the portal.**

## Step by Step Guide to Registration

1. Before you start, you will need your examination number and your Personal Identification Number (PIN). These are provided in your individual PIN letter which you have received from your school. You will also need an email address and mobile phone number to which you have regular access over the coming months.

2. Go to [www.examinations.ie](http://www.examinations.ie)  
Click on this banner which appears on the home page.



3. Click **Registration**



SERVICES will become active on 13<sup>th</sup> August when the results issue

4. **Registration** – Enter the Exam Number and PIN Number as shown on your letter.  
Click **Register**

Exam Number:  
  
PIN Number:

5. **Register Contact Details** – Enter and then re-enter your **Mobile number** and then your **Email address**. Create a password that is 8 characters long, contains uppercase, lowercase and a number. Enter and re-enter your **Password**. Click **Register**.
6. **Account Activation** - You will see confirmation of your Exam Number, Email address and Mobile Number on screen. You will also receive an email (*ensure to check Spam/Junk folders*) from the State Examinations Commission containing a link '**Click here to confirm your account**'. Once you click this Link, your Registration has been completed. N.B. You must click this link to activate your account.
7. **Retain your login details (Exam Number and Password)** so you can access the Candidate Self Service Portal when the Results service goes live in August.

**The SEC and its agents will use these details to contact you in relation to any online service application(s) you make. The Organising Superintendent will have these details to contact you if you apply to view your scripts in your school.**

Email [candidateportal@examinations.ie](mailto:candidateportal@examinations.ie) if you have any difficulties regarding the registration.

## KEY RESULTS, VIEWING AND APPEAL DATES 2019

SERVICE	IN SCHOOLS	CANDIDATE SELF SERVICE PORTAL
Leaving Certificate Results	In Schools: Tuesday 13 <sup>th</sup> August	10 AM Tuesday 13 <sup>th</sup> August
Application to View Scripts	Online Only	Opens: 9 AM Wednesday 14 <sup>th</sup> August Closes: 5 PM Friday 16 <sup>th</sup> August
Access to Component Marks	Online Only	Shown with results from 9 AM Wednesday 14 <sup>th</sup> August
Viewing of Scripts	Scripts Marked on Paper You will be assigned to 1 of 3 sessions: 1. Tuesday, 20 <sup>th</sup> August 5 PM - 8 PM 2. Wednesday, 21 <sup>st</sup> August 9 AM – 12 PM 3. Wednesday: 21 <sup>st</sup> August 2 PM – 5 PM	Scripts Marked Online Online access to view over the period Tuesday 20 <sup>th</sup> – Wednesday 21 <sup>st</sup> August. Candidates will have a timed three hour session.
Appeal Application <b>(Subject to a Fee)</b>	Online only	Opens: 5 PM, Friday 16 <sup>th</sup> August Closes: 5 PM Thursday 22 <sup>nd</sup> August
Appeals Results	Online only	In the week ending Friday 20 <sup>th</sup> September

## ONLINE MARKING

This year, some Leaving Certificate and Junior Cycle subjects will be marked online. You will sit your examinations in the normal way. Your scripts in the subjects in the table opposite will be scanned on return from the exam centre and will become an electronic script. The paper script will

also be retained. The scanned images of your examination scripts will then be marked by examiners using software specially designed for this purpose which facilitates the marking. Your work is being marked **ON** a computer not **BY** a computer. Online marking facilitates high quality, reliable marking of your examination responses.

LEAVING CERTIFICATE	
Mathematics	Biology
Chemistry	LCVP -Link Modules (Written paper)
Physics	Politics & Society

### Are there any changes to examination papers that I should be aware of as a result of my scripts being marked online?

There have been some minor changes to the appearance of the papers to facilitate the scanning process such as the addition of barcodes to the cover and to each page. In addition, the short answer section in Leaving Certificate Biology has been similarly modified and is now a separate returnable section. There is a new answer book for use in Leaving Certificate Biology, Chemistry and Physics which will be provided to you by the Superintendent. Samples have already been provided to your school and a specimen is on our website. If you are sitting any of these subjects, you will need to indicate the subject, level and paper version (Irish/English) you are using by fully shading in the relevant circles on the cover. You are required to clearly mark each question number in the space provided and to use a new page for every answer. The new answer book contains graph paper throughout so loose sheets of graph paper should not be required.

### Can I request extra paper?

The exam papers and the new answer book for the LC Biology, Chemistry and Physics contain plenty of space for your answers. This means that you should not require supplementary paper and Superintendents are instructed not to provide extra paper unless a candidate runs out of space in their main answer book. This is not a new instruction and applies to all examinations, not just those being online marked. If you do run out of space you can ask the Superintendent for supplementary paper. You will need to ensure that you write the question numbers to the right of the page margin on the supplementary answer sheet.

### What if I write outside the margins/designated areas, will my answers be seen by the examiner?

You should complete your responses using the spaces provided on the examination paper/answer book to ensure that all responses are captured in the scanning process. While the scanning process will capture an image that includes more than just the spaces for writing, there is a small risk that material written outside these areas will not be seen by examiners.

### Will I be allowed to use pencil in the examinations or must I just use Blue or Black pen?

The examination papers in subjects being marked online will include the following instruction "Write your answers in black or blue pen. You may use pencil for graphs and diagrams only."

We have had lots of questions about this instruction from teachers, parents and candidates and would like to clarify this. We strongly recommend that you use blue or black pen for writing your answers. The use of pencils (incl. coloured pencils) should be restricted to graphs and diagrams. If you do use pencil, you should be aware that faint pencil may not be clearly visible to the examiner.

### Is there anything I should not use when completing my examination?

Correcting fluid should not be used nor should you rub out any mistakes. Instead, you are advised to cross/strike out your mistake and carry on. You should also not use gel pens or highlighters.

Email [onlinemarkingqueries@examinations.ie](mailto:onlinemarkingqueries@examinations.ie) if you have any queries regarding Online Marking.