



S61/07

Coimisiún na Scrúduithe Stáit
State Examinations Commission

Cor na Madadh, Baile Átha Luain, Co. na hIarmhí
Cornamaddy, Athlone, Co. Westmeath

LEAVING CERTIFICATE APPLIED RESULTS 2007

YEAR 1 CANDIDATES

TO THE BOARDS OF MANAGEMENT/AUTHORITIES OF SECOND-LEVEL SCHOOLS

Enclosed are the results for Session 2 and the Final Examinations for Year 1 candidates.

1. RESULT FORM

Two result forms are printed for each candidate. One copy should be given to the candidate while the other copy may be retained in the school.

2. PROVISIONAL STATUS OF RESULTS - REQUIREMENT FOR CHECK BY SCHOOL AUTHORITY

These results are provisional and are subject to further check. School authorities are requested to examine the forms carefully before the results are given to candidates and to inform the Commission immediately of any apparent discrepancy in them.

It is of the utmost importance that this request is complied with without delay.

3. APPLICATIONS FOR VIEWING OF MARKED SCRIPTS

Where a candidate wishes to avail of the option to view their script the school should make this request in writing to the Leaving Certificate Applied Section, State Examinations Commission before **Friday, 14th September 2007.**

4. NAME AND DATE OF BIRTH

Schools are also reminded that the Name and Date of Birth shown on the Result Form will also appear later on the Certificate of Results unless the Commission is advised of inaccuracies. These details should be carefully verified and the Commission advised of any changes needed.

5. SUPPLEMENTARY REPORT

In addition to the Result Form, a Supplementary Report will be provided in respect of any candidate who has a result that is not based on all mandatory components of the subject.

The Supplementary Report highlights for candidates and schools all instances where, in a subject with more than one mandatory component, the credit awarded is not based on an aggregation of marks from each mandatory component. Details of the absent mandatory component appear on the Supplementary Report.

Where the information supplied on the Report conflicts with the position known to the school and candidate (e.g the candidate was present and submitted work where an absence is attributed) the Commission should be contacted immediately by the School Principal or his/her representative.

As supplementary reports are prepared only in respect of candidates for whom all mandatory components were not present. Not all schools will receive reports. In such cases the school will receive a confirmatory 'nil return' printed on supplementary report stationery.

6. HELPLINE FOR SCHOOLS - FREEPHONE NUMBER

School authorities who, having checked the provisional results, wish to contact the Commission may avail of a special freephone number. The freephone number is **1800 520 540**.

This number will operate from 9.30 am – 12.30 pm and from 2 – 5pm each week day between 12 and 19 September 2007 (both dates inclusive).

The freephone lines are not linked to the switchboard. They are separate lines direct to the Results Section in the Commission which are being dedicated exclusively to facilitating post result issue enquiries from school authorities. Consequently it will not be possible to deal with any other aspects of the Commission's business on the helpline or to transfer callers on the helpline to any other area in the Commission.

The freephone number is exclusively for the use of School authorities and is intended to provide ready access to the relevant personnel in the Commission at no cost to the caller. **For this service to operate effectively it is essential that the helpline number should be made available only to bona fide representatives of the school for their use on matters related to the issue of the Leaving Certificate Applied results alone.**

Where an immediate resolution of an enquiry does not prove possible, school authorities will have their enquiry noted and will be given a unique reference number for the enquiry made. This reference number should be quoted in any subsequent contact with the Commission. Commission personnel will contact the school as soon as possible thereafter.

7. APPLICATIONS FOR REVIEW OF RESULTS (APPEALS)

Application for review should be returned so as to reach the Commission by

5 p.m. on Wednesday, 26th September 2007

The review process involves a clerical check and a full re-marking by an experienced examiner other than the original examiner, of the work submitted by the candidate in the examination.

The following conditions apply to applications for a review of results:

- (i) All applications for review must be made on the enclosed prescribed form.
- (ii) Applications will be accepted only from a School Authority (i.e. the Manager, Principal or authorised representative), who must certify that the examination result is significantly at variance with the school's considered judgement of the performance of the candidate concerned at the examination in question.
- (iii) A fee of €14.50 per task/element per applicant must accompany each application. The fee will be refunded if, on review, the candidate's work is deemed to merit the award of a higher credit.

Where an application for a review is in respect of a task, the school should make arrangements for the delivery of the task to the Commission. Care should be taken to ensure that the task arrives at the Commission safely by using a courier firm that has a track and trace facility or by using An Post swiftpost service.

8. INDEPENDENT APPEALS SCRUTINEERS

Following the conclusion of the review process a candidate may, if he/she wishes, get formal confirmation from an Independent Appeal Scrutineer that all appeal processes were carried out properly. The notification of the outcome of the appeals process in early October will also set out the procedure to be followed in the case of any candidate who wishes to make an application to an Appeal Scrutineer.

9. CONTACT WITH THE COMMISSION - CANDIDATES, PARENTS AND OTHERS

In general matters raised by candidates or their parents that necessitate contact with the Commission should be processed through the school authority concerned. Individual candidates or their parents who nonetheless wish to contact the Commission directly about the Leaving Certificate Applied Examination should be advised to use the Commission numbers: (090) 644 2726 or 644 2737 or (090)-644 2700 (SEC switchboard).

AIDAN FARRELL
DIRECTOR OF OPERATIONS

September, 2007.