



Coimisiún na Scrúduithe Stáit
State Examinations Commission

LEAVING CERTIFICATE 2024

CANDIDATE INFORMATION GUIDE 2

Results and Appeals

Key dates

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 23 August <ul style="list-style-type: none"> • Matrix report in PDF • Matrix report in CSV • Printable PDFs of the Statements of Provisional results. 	10 AM Friday 23 August
Access to Data – Candidates will see their marks including for each component.		12 Noon Tuesday 27 August
Application to View Scripts		LC Online Application Opens: 5 PM Tuesday 27 August Closes: 8 PM Wednesday 28 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 31 August: Session 1. 9.30 AM – 12.30 PM Session 2. 2PM – 5 PM	Online Marked Scripts * Online access to view over the 24-hour period between: 9 AM Saturday 31 August to 9 AM Sunday 1 September.
Application to Appeal		LC Online Application and Payment Opens: 10 AM Sunday 1 September Closes: 5 PM Monday 2 September
Appeals Result	Schools Portal – 27 September	CSSP – 27 September

* there are some exceptions which are detailed separately in *Candidate Information guide 2: A Guide to results and Appeals*, Section 6 '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.**

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1. Introduction

The purpose of this *Candidate Information Guide to Results and Appeals* is to inform you about the arrangements for the issue of the provisional results and to provide information about what happens after Results Day, including the access you will have to more detailed information about your results; details of applying to view and viewing your examination scripts and appealing results of examinations. This is part 2 in a series of Candidate Information Guides about the 2024 Leaving Certificate examinations as follows:

- Candidate Information Guide 1 – Preparing for Examinations - [Available here](#)
- **Candidate Information Guide 2 – Results and Appeals**
- Candidate Information Guide 3 – Understanding Your Examination Results – available on **Monday 26 August** and will be distributed to candidates and schools by email.
- Candidate Information Guide 4 – A Guide to your Appeal Results and Post Appeal Processes – available with the Appeal Results in late September.

Further information about the 2024 Leaving Certificate Examinations - is also available on www.examinations.ie

To take into account the disruption to teaching and learning experienced by the Leaving Certificate class of 2024, adjusted assessment arrangements were finalised following discussions between the Department of Education, National Council for Curriculum and Assessment and the State Examinations Commission. Details of these Leaving Certificate adjustments are available through the following link:

[Assessment Arrangements for Junior Cycle and Leaving Certificate Examinations 2024.](#)

The SEC has sought to ensure that candidates are treated fairly and equitably in all aspects of the 2024 Leaving Certificate. Following the commitments given by the Minister in April about the 2024 Leaving Certificate results, the SEC has again applied a post-marking adjustment after all marking in the Leaving Certificate examinations was completed to ensure that this year's overall results in the aggregate are no lower on average than last year.

This means that, after the marks for all components were marked and combined, some further marks were added on to your total mark before the grade was calculated. Because the total number of marks for the examination is different for different subjects, with some being marked out of 600, others out of 400, and so on, the number of marks added on in the post-marking adjustment will vary across subjects to reflect this. Also, the number of marks added on will vary according to what your own mark in the subject was.

Full details of how the post-marking adjustment has been calculated will be in *Candidate Information Guide 3 – Understanding Your Examination Results*. You will also be able to see how many extra marks you got in each subject under this adjustment when component marks and overall marks become available on the Candidate Self Service Portal on Tuesday, 27 August.

The references to 'Leaving Certificate' throughout this guide refer to the Leaving Certificate Applied programme; the Leaving Certificate Vocational programme and the established Leaving Certificate programme unless stated otherwise.

2. Candidate Self Service Portal

The Leaving Certificate Candidate Self Service Portal (CSSP) is a service provided by the State Examinations Commission (SEC) for candidates entered for the 2024 Leaving Certificate. The CSSP is a one-stop-shop for a range of online services to candidates. By now you should have created an account on the portal. To login to access your results you will require your Examination Number and the password you created when you registered through the Portal.

3. Help and Support

You will be accessing your provisional examinations results on the Candidate Self Service Portal. As well as seeing your results online, you will also be provided with a PDF statement of your provisional examination results which you can print and/or save. Schools are provided with a summary report of the results of all of the candidates in the school through the SEC's Schools Portal. Your school is also able to access the PDF statements of candidates' provisional examination results through the Portal.

If you are attending a private school/college, the school authority will have access to your results provided you have given your permission for this.

Schools have been asked to provide support and assistance to candidates receiving results in an appropriate way on the day and in the days following the issue of results. Candidates can schedule a visit to the school to meet with members of the Student Support Team such as Guidance Counsellors, Year Heads, Tutors and Chaplains. Please contact your school for details of their arrangements.

The SEC Candidate Portal helpline will be available at

1800 111 135 or 1800 111 136

from 9 AM to 5 PM from Friday 23 August to Monday 2 September.

Outside of these hours queries may be emailed to candidateportal@examinations.ie. Please note this helpline is provided for queries relating to the Candidate Self Service Portal and the services provided through the portal.

- The SEC may contact you by text, email or phone using the contact details you registered with on the Candidate Self Service Portal.
- The SEC will never send text messages with clickable links.
- Emails from the SEC will issue from addresses ending in @examinations.ie. or @bulk.examinations.ie.
- SMS text messages from SEC will issue from State Exams.

Support and advice are also available as follows:

- a. 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, 23 August	10am – 5pm
Saturday, 24 August	10am – 5pm
Sunday, 25 August	Closed
Monday, 26 August	10am – 5pm
Tuesday, 27 August	10am – 5pm
Wednesday, 28 August	10am – 5pm
Thursday, 29 August	10am – 5pm
Friday, 30 August	10am – 5pm
Saturday, 31 August	10am – 2pm

- b. Wellbeing resources developed by the National Educational Psychological Service of the Department of Education are available [gov - Wellbeing support for Leaving Certificate students, parents and school staff \(www.gov.ie\)](http://www.gov.ie)
- c. Information available from the Central Applications Office (CAO) is available at www.cao.ie
- d. 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>

4. Results – Preparation and Issue

When will the results be issued?

Results Day this year is **Friday 23 August** and the results will be available to candidates at 10 AM on the Candidate Portal and to schools on the Schools Portal.

How can I access my results?

You will have access to your provisional Leaving Certificate results on the Candidate Self Service Portal at **10 AM on Friday 23 August**. The link to the Candidate Self Service Portal is on www.examinations.ie. To login you will require your Examination Number and the password you created when you registered through the Portal. For candidates who did not create their account in March 2024 please read the [Guide to Register your Account](#) available on the portal to create your Candidate Self Service Portal Account.

The SEC will also provide the Leaving Certificate results directly to the Central Applications Office (CAO). This will allow the CAO to process applications for entry to higher education without delay and bring about the earliest possible issue of CAO offers to you.

Were there any changes to the marking of the examinations this year that I should be aware of?

There are no changes to the examinations marking process for 2024. However, after all marking in the Leaving Certificate examinations was completed the SEC applied a post-marking adjustment to meet the commitment given by the Minister that the overall results in the aggregate will be no lower on average than last year.

What is the format of the results?

When you login to the Candidate Self Service Portal (CSSP) on **Friday 23 August** you will see your provisional result for each subject. You will also be able to print a statement of your provisional results or save this statement for printing later.

You should note that it is an offence, under the terms of the Education Act 1998, to alter any record containing Leaving Certificate results or make use of any such record knowing that the results are false.

The results are provisional as they are subject to appeal.

How are the written examination results processed and checked?

When an examiner has completed the marking of scripts, all of the information is returned to the SEC. Your total marks for each component of a subject (oral, aural, practical, written papers etc.) are uploaded to our computer system. A range of checking and quality assurance procedures are applied to the resulting and grading processes for the examination results, focussed on maintaining data integrity and on identifying and reconciling candidate information.

Why is there an asterisk against a result in a subject on the Portal?

Why did I did not receive a result in a subject in which I sat the examination?

An asterisk (*) may appear against a result in a subject with more than one mandatory component. The asterisk indicates that the SEC has recorded an absence for one or more of the components in that subject.

The asterisk does not usually indicate that there is a problem with the result as in most cases where there is an asterisk you should already be aware of the reason for it, (e.g. you did not submit the coursework in a subject or you did not attend the Oral examination, etc).

However, if the asterisk is unexpected and you believe that the information presented on the Candidate Portal is incorrect (e.g. - you submitted work or sat all components of the examinations and an absence is attributed) **you should contact your school immediately.** Similarly, you should also contact the school in the unlikely event that you do not receive a result in a subject in which you expected to receive a result.

The school is best placed to advise you.

NB. The SEC will only deal with school authorities in the resolution of these matters. **Do not contact the SEC directly as we will not be able to resolve these matters, which can be time critical, directly with you.**

The asterisk is included for information on the provisional results but will not appear on the final certificates.

When can I see more detailed information about my results?

On **Tuesday 27 August** you will be provided with additional information about your examination results. You will be able to view your component marks, details of any Post-Marking Adjustment marks applied and the final graded mark for each subject. You may also see supplementary information which indicates that there is some aspect of the result that was not typical in the processing of results by the SEC. The indicators presented are as follows with an explanation provided of what this means.

- i. Candidate confirmed absent - Candidate has been marked absent for one or more mandatory components in a multi-component subject.
- ii. Assessor's mark used for this component – The examination session was incomplete and the SEC provided a result in this component based on other available information.
- iii. Invalid Practical coursework – The coursework has been deemed invalid as could not be authenticated by the school authority.
- iv. Extrapolated mark - In cases where a candidate has an exemption for a subject under the RACE scheme then the marks in the subject will have been extrapolated from the other components.

This is detailed in candidate information guide 3 which will be available on Monday 26 August.

In the Examinations, what is the purpose of Viewing of Scripts and the Appeals processes?

The viewing of examination scripts and the examinations appeal processes are there so that you can see exactly how your work was marked and so that you can have an opportunity to make an appeal if you think there has been a mistake. The SEC's system of quality assurance in the marking and in the checks undertaken in advance of the issue of results is designed to detect and correct errors but mistakes can happen. Considering the enormous volumes of examination scripts and associated examination material, and the large number of people involved in marking and processing of results, the error level is very low.

I have reasonable accommodations for my Leaving Certificate, will my results be annotated?

Certain accommodations provided under the Scheme of Reasonable Accommodations at the certificate examinations involve a waiver or exemption from the assessment of a core element of the examination. This normally gives rise to an explanatory note (annotation), indicating the nature of the adjustment, on the Provisional Statements of Results and on the final examination certificates.

These annotations will not appear on the provisional results of the 2024 Leaving Certificate. Any annotation to be applied may be included on Final Certificates.

5. Access to Data – Examinations

What happens after the issue of the provisional results on 23 August?

From 12 noon on **Tuesday 27 August** the results information on the Candidate Self Service Portal will be updated to show the following information for each subject:

- Component marks
- Total marks
- Post-Marking Adjustment (PMA)
- Final Marks
- Examination Grade

To assist with understanding your examination results a ***Candidate Information Guide 3 – Understanding Your Examination Results*** will be made available on Monday 26 August. There will be a specific section providing information on Leaving Certificate Applied as the arrangements are different given the modular nature of this programme.

In the case of LCA you will see the combined mark for your written examination and any additional components, and the credits associated with your marks. The Post Mark Adjustment (PMA) will be applied to the overall grade achieved not to individual subjects.

6. The Viewing of Examination Scripts Facility

Is the Viewing of Scripts facility available this year?

Yes. The SEC facilitates access to examination scripts by Leaving Certificate candidates through a Viewing of Scripts facility which takes place in schools each year after the issue of the Leaving Certificate results. This Viewing of Scripts facility, allows you to view your examination scripts to see how the marking scheme has been applied to your work. This allows you to make an informed decision about whether or not to appeal your result(s) in advance of the appeals closing date. The Viewing of Scripts process is a core part of the SEC's examination appeals and quality assurance. We strongly recommend that you take the opportunity to view your script before making an appeal application. Viewing also gives you the opportunity to make comments for the attention of the appeal examiner.

While you have a legal right to get a copy of your examinations scripts under Data Protection legislation, the SEC also has a duty to process and issue the results of the Leaving Certificate examinations and the appeals by the expected deadlines. Therefore, priority is given to the Viewing of Scripts. This is the earliest possible access you will have to your scripts. This does not affect your statutory rights. Further details of your data access rights are provided later in this guide.

How do I view scripts this year?

There are two different processes this year for viewing of scripts depending on how the script was marked. In all cases you must apply to view scripts to access the relevant viewing process;

- a) Viewing online through the Candidate Self Service Portal – this applies to most scripts.
- b) Viewing in-person in schools

It is important to note that you may have to attend school to view some of your scripts and use the portal to access others. Further details of each process follow below.

How do I apply to view examination scripts?

Applications to view Leaving Certificate examination scripts through the Candidate Self Service Portal will be accepted between;

5 PM on Tuesday 27 August
and
8 PM on Wednesday 28 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 and all applications must be made before **8 PM on Wednesday 28 August**.

There is a very tight timeframe for applying to view scripts. The application deadline will be strictly applied and it will not be possible to accept late applications. This is necessary in order to ensure that the other stages of the appeal process can be completed as quickly as possible.

Marking schemes will be available on www.examinations.ie from **12 Noon on Tuesday 27 August**. In the case of candidates that sat the deferred examinations the marking scheme will be made available to the school along with the examination script on application to view only.

The *Candidate Information Guide 3 – Understanding Your Examination Results* will also be of assistance to you should you choose to view your scripts. The SEC is committed to ensuring that you have a clear understanding of how grades were awarded and why particular grades were awarded. The Guide will clarify details concerning the marking of the 2024 examinations, outline how grades were generated and explain how marks and grades are displayed on examination scripts and how they will be displayed on the Candidate Self Service Portal (CSSP). There is a specific section providing information on Leaving Certificate Applied. The *Candidate Information Guide 3 – Understanding Your Examination Results* will be available on Monday 26 August.

How do I view scripts that were marked online?

With the expansion of online marking to the majority of subjects, 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 **9AM on Saturday 31 August to 9AM on Sunday 1 September**. Over this 24-hour period you be able to download and/or print your scripts.

Please refer to table of Leaving Certificate subjects and components that were marked online at Appendix 3.

What will I see when I view a script that has been marked online?

You will see a digital image of your script which will include a report of the marks assigned to each question (or part, sub-part, etc.) according to the marking scheme. In the script itself you will see any annotations (crosses, ticks, underlines, etc.) that the examiner applied to your work while marking it. The annotations used will be explained in the subject specific marking schemes which will be published in advance of the viewing. Online marking also provides for monitoring of examiner's work in the same way as paper-based marking. While you will only see one final set of marks, you will know that your script has been monitored as the annotations will be in green as opposed to an examiner's annotations which will be in red. The marking schemes for all subjects will be published online only and will be available for the viewing.

In a small minority of cases, certain scripts which were due to have been marked online may have been marked manually. A possible reason as to why this may have occurred is as a result of some material not having been fully visible to the online examiner for marking. Whilst the marked script will still be available to view online, candidates will not see a report of marks similar to those scripts which were marked wholly online. Instead, these candidates will see the handwritten marking and annotations manually applied. With the use of the marking scheme, candidates should still be able to interpret whether the marking scheme was applied correctly or not.

What scripts will be available to be viewed in schools?

While the majority of script viewing is now online, 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 sitting. 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.
- Leaving Certificate Applied examination scripts.

*Refer to table of manually marked subjects and components at **Appendix 2**.

In all cases you must apply to view your scripts.

How do I view examination scripts in schools?

The in-school viewing of scripts will be held on Saturday 31 August.

Once you have applied on the Portal to view your examination scripts, the SEC will provide details of your application to an Organising Superintendent appointed by the SEC to the school at which you first applied to sit your written examinations. Their role is to organise the Viewing of Examination Scripts in the school in relation to subjects which were manually marked (or as set out above). They will contact you in advance of the viewing period by email and assign you to one of the two viewing sessions as set out below. They have also been provided with your phone number which they may use to contact you.

Viewing Sessions - Saturday 31 August

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

Please take note of these dates and times set out above, as it will not be possible to arrange viewing of scripts on any other date or time. If you do not receive an email confirming a viewing appointment before the viewing sessions commence, you should contact the Organising Superintendent by phoning the school where you sat your written examinations or in the case of Deferred Examinations in the school in which you were due to sit the main examinations in June.

Will I be able to make a copy of my scripts at the Viewing in school?

At the assigned Viewing of Scripts session, you will be able to make a copy of your examination script(s), using your own mobile phone, tablet or digital camera to capture images of your script(s). This facility is being provided in the spirit of the Data Protection legislation and does not affect your legal rights.

Will the school provide copying services for me?

No – only candidates using their own digital devices (mobile phone, tablet, camera) will be allowed to copy their own examination scripts. Schools will be instructed not to allow any photocopies or scans of the scripts to be made by the school or using school facilities. The reason for this is two-fold: firstly, for logistical reasons as the timeframe for the viewing process is very tight, and secondly, out of concern that scripts could become lost or damaged in the copying/scanning process. This is why only you will be able to make your own copies using your own digital device in the viewing centre.

Are there any rules which apply to the Viewing of Examination Scripts in the School?

Yes – these include the following:

- If you decide to view your scripts then you must be available on the viewing dates and you must be prepared to attend in person at the viewing centre. You may wish to take particular note of this requirement when making holiday arrangements.
- Your scripts will not be released to any other person even with your permission.
- You may be accompanied by one other person when viewing a script.
- Only material submitted in writing; written scripts, coursework journals, etc. will be available for you to view at the Viewing of Scripts.
- No writing instruments are permitted in the viewing centre.
- You are permitted to bring in a mobile phone, tablet or digital camera for the purpose of making a copy of your own script(s).
- You must not make copies of anyone else's scripts even with their permission.
- You are not allowed to use the digital device for any purpose other than copying the script.
- You may not use the digital device to type up notes about the content of a script while in the viewing centre.
- For reasons of ensuring that the viewing sessions run efficiently and to time, you may not take notes about the content of your script using your digital device while in the viewing centre.
- For security reasons, a sample of scripts is replicated prior to dispatching the original scripts for viewing in schools. The copies are retained by the SEC and will be checked against the scripts returned from viewing. This practice is necessary in order to protect the integrity of the examinations.
- Tampering, or attempting to tamper, with scripts at the viewing centre is a breach of examination regulations.

What can I do if I think, on viewing my script, that there has been an error in the marking or in the grade I was given?

It depends. There are two options which are:

- a) have the marking of your script reviewed through the appeals process –see Section 7 of this Guide - *Appeals*
- b) seek rectification outside the appeals process – see Section 8 of this Guide - *Seeking Rectification Outside the Appeals Process*.

7. Appeals

How do I apply to appeal my provisional Leaving Certificate results?

Applications to appeal Leaving Certificate results, through the Candidate Self Service Portal, will be accepted;

From: **10 AM on Sunday 1 September 2024**

To: **5 PM on Monday 2 September 2024**

In order that the SEC can process the appeals as quickly as possible, the appeal application deadline will be strictly applied. Under no circumstances will late applications be accepted.

We recommend that you do not leave this until the last minute. Any technical difficulties that you run into will be your own responsibility.

If you decide to appeal, your appeal is clearly important to you. You alone have control over and responsibility for making a valid appeal within the set timeframe.

The scope of the appeal excludes any Post Mark Adjustment (PMA). The PMA is not open to appeal.

Appeals results will issue on Friday 27 September.

What is the appeal fee?

Examination Appeal fees apply in 2024, at a rate of €40 per Leaving Certificate subject and at €15.50 per Leaving Certificate Applied subject. The fee is refunded in the event of a successful appeal.

A valid application will comprise both the application to appeal and the payment of the appeal fee.

At the end of the appeal transaction on the CSSP, you will receive confirmation that you have lodged a valid appeal which will include an email confirmation and receipt of payment. If you do not receive this you have not lodged a valid appeal and will need to contact us.

When will I receive my appeal results?

The SEC intends to issue the appeal results on 27 September through the Candidate Self Service Portal. The SEC automatically informs the CAO of all changes of results following the appeals process.

Do I need to have viewed my scripts in order to make an appeal?

No. However, the SEC strongly recommends that any candidate considering an appeal should view their script(s) in order to make an informed decision. By viewing your script, you will have the opportunity to see how the published marking scheme has been applied to your work.

Will I be able to raise specific issues for the appeal examiner to consider in the course of the appeal marking?

Yes, but only if you opt to view your script. The opportunity to raise specific issues with the appeal examiners is restricted to candidates who view their script, in school or online. In making an appeal, it is not necessary to raise any specific issues - it is entirely optional.

How do I raise specific issues on scripts viewed digitally on the CSSP?

Should you decide to appeal any of the online marked subjects, you will have the opportunity as part of the online appeal application to complete a *Candidate Observation Report Form* (AP1). You will be provided with the opportunity to complete a separate form for each subject, with the exception of

Mathematics*, that is the subject of the appeal. The comments that you record through the online *Candidate Observation Report Form* will be associated with your appeal script by the SEC.

*In the case of Higher and Ordinary Level Mathematics, you will have the opportunity to complete a separate form for **each paper** (i.e. for Paper 1 and for Paper 2). The comments that you submit must be specific to the paper concerned as each paper will be marked by a different examiner.

How do I raise specific issues on scripts viewed in the school?

At the Viewing session in schools, you will be provided with a *Candidate Observation Report Form* (Form AP1) in which to record any matter that you want brought to the attention of the SEC's examiners. One form should be completed for each examination subject appealed. The form must not be completed inside the viewing centre. (See details of the Viewing rules above). The completed *Candidate Observation Report Form(s)* must be given to the Organising Superintendent so that they can associate the form with the relevant script. The completed form must be returned to the SEC by the Organising Superintendents. The SEC will not accept *Candidate Observation Report Forms* directly from candidates. **NOTE: Completing a *Candidate Observation Report Form* at the viewing indicates your intention to appeal but does not represent the lodging of an appeal – you must still lodge an appeal on the Candidate Portal.** If you do not go on to make an appeal application and pay for your appeal through the Candidate Portal then the appeal will not be processed and the comments raised will not be considered.

What happens during the Appeals Process?

Your script is sent to an appeal examiner. This is a different examiner from the one who originally marked your work. The appeal examiner will review the marking of every part of every question, even if you have not made any specific observations about it. The appeal examiner 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.

The work of the appeal examiners is monitored by a team of appeal advisors and the whole appeals process is overseen by the Chief Examiner.

Scripts originally marked online will be marked on appeal using the online marking system.

Appeal examiners also visit schools to review components which were marked in schools.

Is everything remarked during the appeals process?

Other than the practical performance test in Music, all practical work and oral tests are fully revisited as part of the appeal process.

Is the same marking scheme used during the appeals?

Yes. It is essential in the interests of equity and fairness that appeal marking is carried out in accordance with the marking scheme for that subject. This ensures that appeal examiners apply the same standards during the appeal marking as were applied to all candidates in the original marking.

The Marking schemes will be published on **www.examinations.ie at 12 Noon on Tuesday 27 August**. In the case of candidates who sat the deferred examinations the marking scheme will be available in the school along with their examination script during viewing process.

If I am just a few marks short of the next grade am I likely to be awarded them on appeal?

Not necessarily. The appeal process exists to ensure that the marking scheme has been applied consistently and fairly to your work. Appeal examiners are not searching for additional marks to “bring a candidate up to the next grade”. In justice to all other candidates who took the examination, examiners can award only those marks due to you in accordance with the marking scheme. Indeed, it is possible that the appeal examiner could either add or deduct marks, in accordance with the marking scheme, as they work their way, question by question, through your work.

Can I appeal the Post-Mark Adjustment?

The Post-Marking Adjustment is not open to appeal. While the formula used to calculate the post-marking adjustment cannot be appealed, candidates will be in a position to see that the Post-Marking Adjustment was implemented correctly and adjusted their mark appropriately. If a candidate is upgraded to a higher mark through the appeals process, then the post-marking adjustment value may also change as a result.

Can a result be downgraded on appeal?

Yes, the results published in August are provisional and accordingly a result can be downgraded in certain circumstances. This is because the appeal process exists to ensure that the marking scheme was fully and properly applied to the work produced at the examination. Consistent and fair application of the marking schemes ensures equitable treatment for all candidates.

In what circumstances can a downgrade occur?

A downgrade could result automatically if a candidate loses sufficient marks for either of the following factual/technical reasons:

- a) there is a clear error in the summation of marks or there has been incorrect inclusion of marks, (e.g., credit given for a question or part of a question that should have been disallowed), and/or,
- b) if a candidate has been awarded marks for an answer that is clearly and unambiguously not in accordance with the marking scheme.

In addition, a Chief Examiner can recommend a downgrade where the reduction in marks derives from an error of judgement by the examiner (as distinct from (a) and (b) above). In such circumstances a downgrade would not normally occur where there is a marginal difference. In other words, a revised lower mark is only reckoned where the Chief Examiner considers that the original mark was sufficiently out of line with the criteria set out in the marking scheme and the standard applied in the original marking.

Are there likely to be many downgrades?

The expectation is that the number of downgrades should be relatively low. This is because candidates have had an opportunity to view their scripts and the expectation is that only those who clearly believe that there are reasonable grounds for an appeal will seek one. It is important, therefore, to carefully review your marked script before reaching the decision whether or not to appeal.

8. Seeking Rectification outside the Examinations Appeals Process (ROAP)

Outside of the formal examinations appeal process, what can I do if, on viewing a script, I see what I believe is a clear discrepancy between the mark awarded by the examiner and the grade awarded?

If, when you view your examinations script, either online or in your school, you are concerned that there is a discrepancy between the mark awarded by the examiner and the grade awarded you should in the first instance refer to *Candidate Information Guide 3 - Understanding Your Examination Results*.

In some cases, this total mark on the front cover/sheet will not match the mark that you will see on the Candidate Self Service Portal as this mark is the mark before the components were reweighted by the SEC's computer system, whereas the Candidate Portal displays the mark after it has been reweighted.

The post-marking adjustment is not included in or shown on the Candidate Marks Report or Summary Sheet; it is only visible on the Candidate Self Service Portal. Therefore, this discrepancy should be taken into account by you before seeking the process of Rectification Outside the Appeals Process (ROAP).

If you still consider that there is a clear discrepancy between the mark awarded by the examiner and the grade awarded you may, in certain limited circumstances, be able to access the process of Rectification Outside the Appeals Process.

The SEC operates this facility, of seeking rectification outside of the appeals process, for the purpose of putting right the following issues;

- a) In scripts which were manually marked, an error in transcribing the overall mark from the front of the answer book to the marking sheet
or
- b) In scripts which were manually marked, an error in keying the mark from the marking sheet onto the examinations database
- c) In scripts which were marked online, material belonging to one candidate which has been matched incorrectly to the examination number of a different candidate.

If at the viewing of scripts, you believe that one of these circumstances apply in your case, you can make an application to the SEC for consideration for rectification outside of the appeals process.

If I report one of these issues, will my result be automatically upgraded?

Not necessarily. The SEC must first assess whether the issue you reported actually meets the criteria for rectification outside of the appeals process. You should note that this facility applies only in the circumstances described above **and** where the matter can be resolved administratively (i.e. without recourse to the examination paper or the marking scheme). The test for what can receive immediate attention following the viewing of scripts is a very rigorous one which will be scrupulously applied. You should note that if there is any issue in interpretation regarding;

- transferring of marks from inside the script to the front cover
- computation of marks
- the application of the marking scheme

- claims that the work has not been fully marked
- disallowed questions,

then this will require the expert judgement of an examiner through the formal appeals process and cannot be resolved through this administrative facility.

If I believe that there has been an error, as described in a, b, or c above, how do I apply for consideration for Rectification Outside the Appeals Process?

Viewing manually marked scripts at the school

You should ask the Organising Superintendent for a *Rectification Outside the Appeals Process Form* (Form ROAP1) and complete it in accordance with the instructions. The Organising Superintendent will attach the completed Form ROAP1 to your script and send the script and the form to the SEC where it will receive immediate attention.

Viewing scripts online through the CSSP.

If you are viewing your scripts online, you should contact the SEC helpline. Staff on the helpline will discuss the issue with you and provide the ROAP1 form by email if deemed appropriate.

Do I need to appeal as well?

Yes, you should. With the tight timelines that apply to the appeals process, if you opt for this facility it is highly unlikely that you will know the outcome before the closing date for submitting an appeal. The SEC strongly advises all candidates making an application for *Rectification* to also lodge an appeal, so that if the point raised is not upheld, or requires interpretation by an examiner, you will not have denied yourself access to the appeals process because the closing date has passed. If the point raised on the *Rectification* form is upheld, you will be given an opportunity to withdraw the appeal and to have the appeal fee refunded. The SEC will not allow late appeals on any grounds including where an application for *Rectification* has been refused.

If my application for Rectification outside of the Appeals Process is approved, and there is deemed to have been an error that can be addressed administratively, how quickly will my result be changed?

These applications receive immediate attention and the SEC makes effort to resolve Rectification Outside the Appeals Process applications deemed to meet the criteria without delay. We will notify you of any increase in your grade at the earliest opportunity.

We will also automatically notify the CAO of this change. However, you should note that, for reasons of fairness to all candidates, adjustments in results following Leaving Certificate Results Day are notified to the CAO once a week. Changes of grades arising from the rectification process will be notified to the CAO in line with this agreed weekly schedule.

9. Further Stages of the Appeals Processes

If I am unhappy with the outcome of the appeals process, is there anything further I can do?

If you appealed an examination result, following the issue of the appeal results, you can access two further post-appeal results services. You may opt for one, both or neither of these processes as follows;

- a) Viewing of Remarked Examination Scripts.
- b) Access to Independent Appeals Scrutineers – Examination Appeals

It should be noted that these further stages of the appeal process take some time to conclude. Matters of entry to higher education, further education; apprenticeships, cadetships, employment or any other progression pathway are outside of the control of the SEC. While the SEC endeavours to deliver the Leaving Certificate appeal results to integrate with the final round of the CAO offers process, there should be no expectation that the outcomes of the later stages of the appeals process will feed into any progression opportunities.

Further details regarding viewing appealed scripts and the IAS process will be available through the Candidate Self Service Portal at the time the Appeal Results issue.

- a) Viewing of Remarked Examination Scripts

Can I view my post appeal script after receiving my appeal result?

Yes. When you access your appeal results on the Candidate Self Service Portal, you will be provided with a link to the Post-appeal Results Services. If you are unhappy with the outcome of your appeal you will have an opportunity to view your re-marked scripts.

- b) Access to Independent Appeals Scrutineers – Examination Appeals

What is the function of the Independent Appeals Scrutineers?

The function of the Independent Appeals Scrutineers (IAS) is to ensure that all of appeal procedures described by the SEC have been carried out correctly.

Independent Appeals Scrutineers are independent of the SEC. A Scrutineer will have the power to request all documentation in relation to your appeal to establish that procedures were properly carried out. **They are not in a position to re-mark the scripts or comment on the actual allocation of marks.** As part of this review, the Chief Examiner might provide advice to the Scrutineers so that they can be satisfied that all procedures have been carried out correctly. Upon completion of their review you will get formal confirmation from an Independent Appeals Scrutineer that all appeal processes were carried out properly.

Do I need to have viewed my post appeal examinations script in order to make an appeal to the Independent Appeals Scrutineers?

No. If you come to the second viewing you will be provided with an application form for referral to the Independent Appeals Scrutineers which must be completed on the day. You will have the opportunity to raise specific issues about the appeal marking of your examination based on your observations at the viewing session.

10. Ombudsman and Ombudsman for Children

If you consider that your case has not been processed correctly, in the appeals process **and** the review by the Scrutineers, you can make a complaint to the Ombudsman or, if you are under 18 years of age, the Ombudsman for Children.

11. Ownership and Retention of Examination Scripts and Other Work submitted for Marking

Is it possible to get the original work I submitted for the examinations returned to me?

Data protection legislation gives rights to candidates to copies of personal data held by the SEC. It should be noted that all examination scripts and other materials held by the SEC are the property of the SEC and are not returned to candidates.

Rule 28 of the Rules and Programmes for Secondary Schools, issued by the Department of Education provides that: *“All materials (answerbooks, drawing paper, maps, diagrams, pictures, question papers, tapes etc.) issued by the Commission for the purpose of recording candidates answers to the questions set in the examinations held by the Commission are and remain the property of the Commission. Materials not issued by the Commission but forwarded to the Commission for marking, become the property of the Commission”*. The SEC marks over 1 million Leaving Certificate components each year and it would not be feasible to return this material to candidates.

Project work in Engineering and Construction Studies and all Art practical work is marked in schools and schools are instructed to hold this work securely until the issue of the results of the appeals. The reason why it must be held until after the Appeal results are published is that issues can occasionally arise in the appeal marking that cause all of the work marked by a particular examiner to be reviewed.

The SEC therefore needs to have access to this material at this point, and to be confident that it has not been interfered with in the meantime. Sometimes, the quality assurance reviews give rise to upgrades for candidates who had not appealed their results at all. After the appeal results have issued, this work can be returned to candidates on request.

How long does the SEC keep my examination scripts and other material?

The SEC policies on data retention are based on our obligations under Data Protection legislation, which require us to hold data only for so long as it is required for the purposes of running the examinations. The SEC’s policy on the retention of examination scripts, including digital scripts, and related examinations material is as follows:

- Any material which is not the subject of an appeal will be confidentially disposed of at the end of December following the examination. Accordingly, unless you appeal, your examination scripts and other materials will be disposed of by the end of December 2024.

If you appeal your examination result, we will retain your examination material until the appeal process is complete. Typically, this means that your appealed examination material will be disposed of in the following year’s confidential disposal cycle, that is, by the end of December 2025. This can be longer if the appeal remains the subject of an ongoing process.

12. Data Protection - Examinations

The State Examinations Commission (SEC) facilitates access to examinations scripts by Leaving Certificate candidates through a *Viewing of Scripts* facility which takes place in schools each year after the issue of the Leaving Certificate results. This facility, which has been available to Leaving Certificate candidates for the past twenty years, allows candidates to view their scripts and to see how the marking scheme has been applied to their work. This allows them to make an informed decision about whether or not to appeal their result(s) in advance of the appeals closing date. The Viewing of Scripts service allows candidates to see their script and if they wish to make copies of their scripts during the viewing sessions using their own digital device. Responses submitted by candidates in examinations and any comments made by examiners about those responses are considered to be their personal data under the Data Protection legislation. Under the Data Protection legislation, you, as a data subject, have a legal right to a copy of the personal data which the SEC holds about you and this right of access also extends to examination scripts.

While you have a legal right to get a copy of your examinations scripts, the SEC also has a duty to process and issue the results of the Leaving Certificate examinations and the appeals by the expected deadlines, thus priority is given to the Viewing of Scripts. This does not affect your statutory rights.

When can I get copies of my scripts?

The earliest possible access that you will have to your scripts will be at the Viewing of Scripts sessions on Saturday 31 August. If you do not attend a Viewing session or access your online script, and decide instead to make a data access request to the SEC, you will not receive copies of your scripts until after the closing date for the appeals. The appeals closing date will continue to be strictly applied, so by the time you receive the copy of your script(s) you will have lost the opportunity to appeal your result.

Can I make an access request for my script under the Data Protection Act?

Yes – but there are limitations on when you can make an access request and how long it will take for you to have your request processed.

Under the Data Protection Act, the SEC, as a data controller, is required to respond to a data access request for personal data within 30 days of receipt of the request. However, data controllers are allowed to extend this time period to 90 days when the number and complexity of the requests received makes it too difficult to respond within 30 days. The SEC processes one million written examinations scripts and another million related examination components (practical and project work; oral tests; performances; etc.) each year. Subject to the restrictions set out below, those making requests for scripts under the Data Protection Act should expect that it will be up to 90 days before they receive their scripts from the date of the request.

In addition to these general time limits, there are specific time restrictions on access to examination results and scripts contained in the Data Protection legislation. These restrictions seek to strike a balance between allowing candidates to exercise their right to their personal data and ensuring that examinations providers, such as the SEC, can continue to deliver on their primary function of running examinations and providing results of examinations and appeals by expected deadlines. There is also a very specific restriction on access to a Leaving Certificate examination script which is the subject of an appeal.

Under the legislation, the earliest date on which a data access request for examination results or scripts can be considered by the SEC is the date of issue of the results. So, if you make such a request in advance of the issue date of the Leaving Certificate results, the clock does not start ticking on your

request until 23 August, the date of issue of the provisional results. Similarly, there is a time restriction on making a data access request for the result of an appeal. If you appeal a result and then make a data access request for the outcome of the appeal, the clock does not start ticking on your request until the date of publication of the appeal results. In addition, if you appeal a Leaving Certificate examination result, and you have already made a data access request for the script associated with that result, then the clock does not start ticking on your request until the date of issue of the appeal results. You are strongly encouraged to exercise your right to view your scripts at the viewing session or online. While you are of course entitled to make a data access request for a copy of your scripts, the Viewing of Scripts service presents you with the **only** opportunity to access your scripts in advance of the appeal closing date. Furthermore, viewing your script does not prevent you from also making a data access request.

Can I get copies of examination material other than written examination scripts under the Data Protection Act?

Your right is to a copy of your personal data and not to the original work. If other components are amenable to being copied then you will be able to exercise your data protection rights to have a copy provided to you. All examination material that can be the subject of a data access request is subject to the same time restrictions as set out above. Some project and practical work which is held and marked in schools by the SEC can be returned to candidates after the issue of the appeal results. (See *Retention of Material* below).

Do I need to make a data access request to access my oral and practical marks?

No – We will update the results file on the Candidate Self Service Portal from 10am on Tuesday 27 August to provide not only the grade but the final mark awarded to each individual component within a subject. This includes marks for orals, practicals, projects, coursework and written papers in the same subject (paper 1, paper 2).

Can I get the recording of my Oral test under data protection?

If you make a data access request for a copy of your oral test, you should note that we can only provide you with your voice on the recordings. You will not hear the Examiner's voice and we will not provide you with the questions that you were asked in the test. Unlike your answers, these questions are not your personal data and the questions asked in the oral test, unlike those which appear on examination papers, are not made public. The reproduction of such a recording with only your voice is a complex task and will take the full 90 days to be sent out to you. Therefore, candidates cannot be provided with access to the recording as part of the viewing of scripts or appeals process.

My rights to the examiner's comments – how can I access these comments?

SEC examiners are not allowed to make written comments on scripts. They are limited to applying the marking scheme to the script. In certain subjects, e.g. English, the examiners use annotations to denote where a candidate has lost or gained marks in line with the marking scheme. When you view your examination script, or receive a copy of it through a data access request, you will see your examination responses and the marks awarded by the examiner and any associated annotations on the script.

How can I make a request for a copy of my script and/or oral test under the Data Protection Act?

If you wish to make a request for a copy of your script and/or oral test, or other personal data held about you by the SEC, you can make a request in writing to:

**Data Protection Access Request,
State Examinations Commission,
Cornamaddy,
Athlone,
Co. Westmeath.
N37TP65**

Your request should provide us with enough information that will allow us to identify you as an examination candidate; to establish what you are seeking a copy of; and to contact you directly in the event that we need to confirm your identity or clarify your request.

In making such a request you are reminded that there are restrictions on your right of access and that **you will not receive a copy of your script or other examination materials in advance of the appeals closing date.** The only way to access your written scripts, journals and other written responses, in advance of the appeals closing date, is by attending the viewing session.

Details of any changes to the arrangements for making a data access request will be published on our website.

Appendix 1: Leaving Certificate Grades

The following table provides an explanation of the Leaving Certificate grading system.

Level	Percentage	Grade
Higher Ordinary, Foundation, Ard, Gnáth, Bonn,	≥ 90 to 100	1
	≥ 80 and < 90	2
	≥ 70 and < 80	3
	≥ 60 and < 70	4
	≥ 50 and < 60	5
	≥ 40 and < 50	6
	≥ 30 and < 40	7
	≥ 0 and < 30	8

Statements and Certificates will indicate the level taken using the following notation beside each subject

Higher/Ard level, H/A

Ordinary/Gnáth level, O/G

Foundation/Bonn level F/B

Note that the use of percentages is used to facilitate understanding of the Grades. In the examination marking and resulting processes, grades are derived from marks not percentages. All grades will be awarded in accordance with the published subject specific grading tables and no tolerances can be applied. So for example while a mark of 539 out of 600 in an examination is worth 89.83% when expressed as a percentage, the grade is based on the marks which equate to a Grade 2. Therefore, rounding up to the next grade band does not arise.

Appendix 2: 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
Home Economics	Higher & Ordinary	Coursework

Appendix 3: Leaving Certificate Online Marked Subjects

All grades will be awarded in accordance with the published grading system and no tolerances can be applied. Note that the use of percentages is used to facilitate understanding of the Grading system. In the examination marking and resulting processes, grades are derived from marks not percentages. So, for example while a mark of 539 out of 600 in an examination is worth 89.83% when expressed as a percentage, the grade is based on the marks which equate to a Grade 2. Therefore, rounding up to the next grade band does not arise.

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