

Information on Candidate Self Service Portal (CSSP)

Leaving Certificate 2021

Portal Information

- ◆ Before using the Candidate Portal for the first time, candidates will be asked to create their own account and will need their examination number for this process.
- ◆ To access the portal candidates will need their Personal Identification Number as part of the verification process. For most candidates this will be the first four digits of their PPSN.
- ◆ Portal link will be emailed to you on Wednesday.

Portal Information

- ♦ The Portal will open on Wednesday the **10th of March at 12 noon** and close on Tuesday the **16th of March at 6pm.**
- ♦ Portal will allow students to confirm their subjects and levels.
- ♦ Students who are studying a subject(s) **outside** of school must add that subject(s) on the Portal.

It should be noted that in both cases, for reasons of equity and fairness these students will need to be able to provide substantial evidence of their learning to be eligible for consideration for Accredited Grades.

- ♦ **Candidates will also be able to indicate whether they want to take the written examinations, or to receive SEC Accredited Grades, or both.**

Selection of Levels

- ◆ Levels (Higher, Ordinary or Foundation) will appear on the Portal as-
Ard-Higher Level
Gnath- Ordinary
Bonn- Foundation
- ◆ The SEC (State Exam Commission) asks that students review their levels and make appropriate changes if known at this point. They will use this for planning purposes.
- ◆ Candidates will have a further opportunity at the end of April/early May to confirm their levels in each subject. At that time, candidates can also withdraw their intention to take the written examination but they will not be able to indicate their intention to sit examinations after the 16 March 2021.

Selection of Levels

- ♦ The level selected by candidates at the end of April/early May will be an absolutely **final decision** when it comes to the level – Higher, Ordinary or Foundation – in which they will receive their **accredited grade** in each subject.
- ♦ As teachers will then be in the estimation process, candidates (or schools) will not be permitted to change levels for the purpose of the accredited grades process after that time. Candidates **opting to sit the examinations** will be permitted to change their levels in respect of the written examinations on the day of the examination, as they are in a normal year.

Oral Examinations (Opt in)

- ◆ If you are sitting the written exam in June in Irish or French/Spanish you must do the Oral examination in school.
- ◆ We will publish Oral timetables when we receive the information from the SEC after the Portal closes on the 16th March.