

Candidate Information Booklet

LEAVING CERTIFICATE 2019



Coimisiún na Scrúduithe Stáit
State Examinations Commission

KEY RESULTS, VIEWING AND APPEAL DATES 2019

What are the key dates that I need to be aware of this year for the results, viewing and appeals?

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

To accommodate this earlier issuing of Leaving Certificate appeals, the deadlines for applying to view scripts and for appealing results are immutable. Under no circumstances will late applications be accepted.

What are the Key Dates for the Post Appeal Results Services?

Service	Information	Deadlines/Dates
Application for Viewing of Scripts following the appeal results issue	An application form will be available with the Appeal results online.	Form returned by e-mail before 5 PM on Monday 23 rd September.
Viewing of Scripts that were appealed	Online and paper marked appeal scripts will be available to view on request. The viewing of both paper marked and online marked scripts will be held in Athlone	Saturday 28 th September 9 AM – 4.30 PM Athlone venue to be confirmed
Application to the Independent Appeal Scrutineers	An application form will be available with the Appeal results online. Not necessary to view the appealed script to make an application.	Form returned by e-mail before 5 PM on Friday 27 th September. Candidates attending the viewing can submit the form at the Viewing session on the 28 th September
Outcomes from the Independent Appeals Scrutineers		Week ending 8 th November

Decisions of the SEC, in relation to appeals of examination results, are open to review by the Office of the Ombudsman, or in the case of candidates under 18 to the Ombudsman for Children

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Introduction

The purpose of this booklet is to answer questions most frequently asked by candidates and parents about the Leaving Certificate examination. It tells you what you need to know and do during the examination. It also explains the results process, how to view your scripts and how to appeal a result. We hope that you find this booklet useful. If you have any more questions about the Leaving Certificate please contact us.

Our general email address is info@examinations.ie and our general phone number is: 090-6442700. We also have specific e-mail addresses and phone numbers included in this booklet depending on the service you require. We can also be contacted by writing to the State Examinations Commission (SEC), Cornamaddy, Athlone, Co Westmeath N37 TP65. You can also find information about our services on our website www.examinations.ie.

For reasons of candidate wellbeing, the 2019 Leaving Certificate written examination timetable has been extended beyond the traditional 13 day window. The new extended timetable has been designed to alleviate pressure on candidates by eliminating subject clashes as much as possible. There has been a very particular focus on ensuring that there is only a minimal chance that a candidate will have to take three examinations on one day. However, not all clashes have been eliminated and there is still a possibility that you may, because of your particular subject choices, have to sit three examinations in one day.

This year, as you know, we are marking some subjects using an Online Marking System. This involves scripts being scanned, converted to digital images, and being marked by examiners using special designed software. We have provided you with details of this in the Candidate Information Leaflet which issued earlier in May. The details are also provided on Page 9 of this booklet.

We also have some changes to draw to your attention about the Leaving Certificate Appeals results which are issuing in mid-September this year. This is three weeks earlier than has been possible previously. To bring about the earlier issue of the appeal results, we have developed a Candidate Self Service Portal for Leaving Certificate and Leaving Certificate Applied candidates. The Candidate Self Service Portal is an extension of our online results service. As well as providing access to your results, it will also allow you to apply to view scripts, to access component marks, to view scripts in subjects that are being marked online this year, to make an appeal application and to access your appeal results. You must be registered on the Portal to access any of these services. See details on Page 28.

We also want to let you know about an enhancement to our scheme of reasonable accommodations which is there to support candidates with special needs in accessing the examinations. Under the scheme we also provide special arrangements for candidates who experience a bereavement at examinations time. From this year, if a Leaving Certificate candidate experiences the death of a close relative during the examinations period they will have the option of deferring some of their examinations and taking them at an alternative sitting in Athlone in July. See Page 7 for details.

In the interests of fairness to all candidates, the examinations must be conducted in a well-regulated manner. Notices are displayed in examination centres to remind candidates of the most important rules that must be observed during the examinations. At the end of this booklet you will find the rules and regulations relating to the conduct of candidates at the actual examinations. **You should familiarise yourself fully with the rules and regulations on Page 22 and note that if you are in breach of any of them, you are liable to have the results of your examination withheld and you may also be barred from entering any State Examinations for a period of time.** If you are in doubt about any matter you should check first with the school authority/examination Superintendent.

General information on the administration of the examinations

Over 55,000 candidates will sit the Leaving Certificate in 2019. A total of over 950,000 components (written papers, oral, aural and practical work) will be examined leading to the award of some 350,000 grades in 50 different subjects. The Leaving Certificate examination is overseen and administered by the SEC with the co-operation of school authorities. Over 2000 superintendents are involved in supervising the Leaving Certificate written examinations in June. The work of candidates is examined by approximately 2800 examiners.

When do Examinations start?

The written examinations for the Leaving Certificate start on Wednesday 5th June and finish on Tuesday 25th June 2019. The official examination timetable for 2019 was issued to schools earlier this year and is reproduced inside the back cover.

Entering for the Examinations

How does the SEC obtain details of candidates and their chosen subjects?

In the case of candidates attending post-primary schools the necessary details are provided to the SEC by candidates themselves through the schools. The SEC verifies this information with the school and the candidates prior to the examinations. A copy of the entry details has been provided to the Central Applications Office (CAO) to assist it in processing applications by candidates for college places.

Examination candidates not attending Post-Primary schools (i.e. external candidates) provide their details to the SEC through an on-line service available on **www.examinations.ie**.

The Examination

What do the colours of the examination papers mean?

The appearance of our papers have changed very slightly for this year's examinations. Instead of a solid colour we are now using the elliptical design that we have been using on Junior Cycle papers for some time.

- Leaving Certificate Higher Level examination papers have Pink and White covers
- Leaving Certificate Ordinary Level examination papers have Blue and White covers
- Leaving Certificate Foundation Level examination papers have Peach and White covers

All subjects for the Leaving Certificate Applied examination are common level and the covers are coloured mocha and white.

A notice displaying the colours of all examination papers will be displayed in the examination hall and is re-produced at the back of this booklet. You should familiarise yourself with the colours of the examination papers. The papers are white on the inside and the title and level is printed at the bottom of each page.

How are the examinations supervised?

A Superintendent supervises each examination centre and oversees the running of the examinations. This includes distributing examination papers and answer books, ensuring that the examinations start and finish at the correct times and that you have a suitable environment in which to sit your examinations.

Are there detailed rules regarding the conduct of candidates?

Yes. These deal with matters such as the times of attendance, leaving the centre before the end of the examination, copying, etc. The rules are set out at the back of this booklet in the section titled "*Extract from Rules and Programmes for Secondary Schools – Conduct of Candidates during Examinations*". Your responsibility is to ensure that you comply with these rules at all times.

Are there rules governing completion of practical coursework?

Yes. All practical coursework must be your own individual work. You must complete practical coursework under the supervision of the subject teacher so that the teacher can monitor progress on a regular basis and be in a position to verify that the work is your own individual work.

What happens if someone helps me with my examination?

There may be serious consequences for anyone involved in improperly assisting you as the Education Act 1998 provides for certain offences in relation to the conduct of the examinations. Any cases of suspected copying, improper assistance, plagiarism or procurement of pieces prepared by someone else will be thoroughly investigated and you are liable to have penalties imposed.

Are there rules on bringing notes, books, mobile phones, smart watches, electronic devices, etc. into the examinations centre or other rules about cheating?

There are very strict rules about what you can and cannot bring with you into the examination centre and about cheating or attempting to cheat in the examinations. Each centre will have a notice on display titled “*Notice – Penalty for Violation of Regulations*” which you should pay partial attention too.

In the section titled “*Extract from Rules and Programmes for Secondary Schools – Conduct of Candidates during Examinations*” at the back of this booklet you will find the detailed rules about what you can bring into the centre or have in your possession in the centre and also the rule about cheating or attempting to cheat in the examination.

The following is designed to assist you but it is not a legal interpretation of the rules:

- Other than your examination paper or answer book, you must not bring any books, memos, notes, papers, mobile phones, data banks, electronic equipment, etc., into the examination hall nor have these items in your possession or under your control
- You must not attempt to use any of these items (but noting that just having them represents a breach of the regulations)
- You must not aid or attempt to aid another candidate;
- You must not obtain or attempt to obtain aid from another candidate;
You must not communicate or attempt to communicate in any way with another candidate within the centre, or by electronic means with a person outside the centre.

What are the penalties if I break the rules?

It depends. In general, if you violate the rules in respect of a component completed in a non-invigilated examination (i.e. work completed over a period of time such as project work, coursework, etc.) you are likely to lose all of the marks for that component. If you violate the rules in an invigilated examination (such as a written examination, an oral test or a practical test) you are likely to lose the result for the entire subject. Note though that more serious penalties can apply, depending on the gravity of the offence and these include withholding all of the results of the examination (the entire Leaving Certificate) and/or debarment from entering for future state examinations. Penalties are applied in line with Rule 76 of the Rules and Programmes for Secondary Schools. The SEC will also consider whether the incident represents an offence under Section 52 of the Education Act. If it is considered that an offence has been committed then the incident will be pursued under the legislation.

Are there ever mistakes on the examination paper? If so, what does the SEC do?

The SEC has extensive measures in place during the paper setting process to prevent errors from happening in the first place or to detect them before the examination happens. Unfortunately, in all examination systems, and no matter how extensive these measures are, there will be rare occasions when an error in an examination paper is not detected in advance. We follow the core principle that candidates should not be disadvantaged as a result of any error on a question paper.

In the case of any error, we will put measures in place to ensure, as far as possible, that this principle is upheld. These measures will vary, because they will result from a detailed analysis of the likely and observed impact of the error on candidates’ work. Further details on how errors in examination papers are dealt with are available on our website at www.examinations.ie.

Will this year’s examination be of the same standard as other years?

The SEC has a responsibility to maintain consistent examining standards from one year to the next. It lays down detailed procedures that the people involved in setting the examination papers must follow to ensure that, as far as can be predicted in advance, each examination will be similar in demand to those that went before. If any unevenness in the level of difficulty of the examination remains despite these procedures, this is dealt with through the marking scheme and its application. The draft marking scheme, which is prepared before the examination, is considered carefully after the examination by subject experts. As well as their own knowledge and experience, they take account of observations from teacher groups and others. They trial a version of the marking scheme on a random sample of candidate work, to check whether it is fair and to determine whether the paper and marking scheme combine to reflect the same examining standards as in previous years. They adjust it if necessary and then all the candidate work is marked using this final version of the marking scheme. Further details on how the standard setting and marking processes are conducted, including quality assurance measures, are available on the SEC website at www.examinations.ie.

Reasonable Accommodations for students with special educational needs

How are candidates with special educational needs accommodated?

If you have special educational needs (including learning difficulties as well as permanent or temporary physical, visual, hearing, medical, sensory, emotional, behavioural or other conditions), which significantly impairs your ability to access the examinations, you or your school will have already applied to the SEC for a reasonable accommodation. In some cases, the accommodation involves being exempted from being tested on something that other candidates are tested on, such as having accurate spelling.

The reasonable accommodations are intended to:

- a) remove, as far as possible, barriers to accessing the examinations and thus enable the candidate to demonstrate his or her level of attainment, and
- b) ensure that, whilst giving candidates every opportunity to demonstrate their level of attainment, the special arrangements will not give the candidate an unfair advantage over other candidates in the same examination.

Examples of reasonable accommodations include: access to reading assistance, modified papers, Braille translations or examination papers in large print. It can also include allowing you record your answers on a recording device or word processor or to dictate your answers to a scribe. If you have been granted a reasonable accommodation you will have received a copy of the SEC letter regarding same and will be aware of the exact nature of the accommodation which is to be provided. If you have any queries on reasonable accommodations please refer to this letter and the booklets on Reasonable Accommodations at the 2019 Certificate Examinations: 'Guide for Students' and 'Instructions for Schools'.

**If you have any queries on about reasonable accommodations contact: Reasonable Accommodation Section
Phone 090-6442782 Fax: 090 644 2744 Email: race@examinations.ie**

How are candidates who suffer illness or accidents immediately prior to or during the examinations accommodated?

Where possible, reasonable accommodations are also made for a candidate who has an accident immediately prior to or during the examinations or who is taken ill during this time. If you experience an emergency situation such as this your school is best placed to assist you. If this happens to you please contact your school immediately. An example of this type of accommodation is that we can arrange for a candidate to sit their examinations in hospital. Certain arrangements can also be made by the school. Other than in the case of bereaved candidates, it is not possible to make arrangements for the sitting of examinations other than on the day they are due to be held.

How are candidates who experience a bereavement immediately prior to or during the examinations accommodated?

We are, for the first time, introducing a new measure, on a pilot basis, for candidates who suffer the bereavement of a close relative during their Leaving Certificate and Leaving Certificate Applied examinations. From this year, the SEC will provide an alternative Leaving Certificate and Leaving Certificate Applied examination sitting in July for candidates who experience the death of a close relative during exam time, or in the two days prior to the exams commencing on 5th June. The alternative examinations will take place in Athlone between the 8th and 12th July.

Between the day that the relative dies and the day after the funeral, a candidate can decide to defer exams for up to three days. These can be the day of the funeral and any other two days and do not have to be continuous. The purpose of the accommodation is to provide candidates with some time away from their examinations to prepare for and attend the funeral of their loved one without having to contend with the added pressure of a full set of examinations at the same time.

Who is classified as a close relative?

For the purposes of this measure, a close relative is defined as one of the following: a father, step-father, mother, step-mother, legal guardian, brother, step-brother, half-brother, sister, step-sister, half-sister, grandfather or grandmother. The scheme will also provide for the death of the child, spouse or civil partner of a Leaving Certificate candidate.

Will bereaved students who sit the Leaving Certificate exam be also able to sit the exam on the deferred date?

No. The deferred examinations are alternative examinations, not repeat examinations. However, bereaved candidates who choose to sit the exams at the normal time will continue to receive the same supports provided to candidates suffering trauma and adversity during their examinations as in previous years. These include early or late sittings of an examination in order to attend a funeral, sitting examinations in a smaller exam centre, and providing students with supervised rest breaks during their examinations.

What do I need to do about my examinations if I do experience a bereavement of a close relative?

You should make contact with your school at the earliest opportunity for advice and support. The SEC has provided schools with the Leaving Certificate and Leaving Certificate Applied July timetables as well as with details of a straightforward application process.

Why is this alternative sitting not available to other candidates who experience illness or other trauma at the time of the examinations?

The whole issue of trauma and adversity around examinations is very complex and this is why the SEC will be undertaking a comprehensive review in the Autumn, which will involve detailed discussions with stakeholder's e.g. school management, parents and, of course, candidates, and this will take time. However, there was a clear need to have something in place this year for bereaved students.

Use of Bilingual Dictionaries in the Certificate Examinations

The State Examinations Commission (SEC) permits the use of bilingual translation dictionaries in the certificate examinations by candidates whose first language is not English or Irish.

- Candidates may use a bilingual dictionary between the candidate's mother tongue and English or Irish (e.g. Russian-English-English-Russian) but not a monolingual one (e.g. a Russian dictionary where words are explained in Russian).
- The candidate may use such a bilingual dictionary in all examinations except:
 - an examination in the candidate's mother tongue
 - an examination in Irish
 - an examination in English
 - an examination in a language closely related to the candidate's mother tongue.
- The bilingual dictionary used must not contain same-language explanations or definitions.
- The use of an electronic dictionary, glossary, wordlist or translator is not permitted.
- The dictionary used must not contain any additional annotation.
- Bilingual Dictionaries should conform to **Circular S04/19 Use of Bilingual Dictionaries in the Certificate Examinations**

The Marking Process

Who marks my work?

Examiners, typically experienced teachers in the particular subject are appointed by the SEC to carry out the marking. They are trained and monitored by staff from the SEC's Examination and Assessment Division.

How is my work marked?

In order to ensure that the work of each candidate is marked in the same manner, a marking scheme is prepared for each examination. This marking scheme is much more detailed than the allocation of marks shown on the examination paper and deals with the allowable ways of answering each question. The marking scheme is finalised by experienced examiners at conferences held shortly after the examinations. This allows account to be taken of observations on the examination paper by the teacher association for the subject and other interested parties. The SEC subsequently publishes a marking scheme for each subject. The marking schemes will be available in schools and on www.examinations.ie at the end of August in time for the viewing of scripts.

How is the marking process monitored?

The marking of examination work is monitored by the Chief Examiner who requires all examiners to mark in accordance with the marking scheme. At various stages during the marking process examiners submit samples of candidates' work that they have marked. They also supply statistics on the marks being awarded to enable ongoing monitoring of the marking process to take place.

Online Marking

This year the following Leaving Certificate subjects will be marked using an online system.

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

What does this mean for me?

You will sit your examinations in the normal way. Your scripts in the subjects in the table above 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. Your work is being marked **ON** a computer not **BY** a computer. Online marking facilitates high quality, reliable marking of your examination answers.

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 available to view 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 question. 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 answers using the spaces provided on the examination paper/answer book to ensure that all answers 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. In addition, do not use gel pens or highlighters.

Results Preparation and Issue

How are the results processed and checked in the SEC?

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 keyed into our computer system and then keyed a second time, by a different operator, to ensure accuracy.

Can mistakes happen?

On occasion, mistakes can happen. However, the viewing of scripts and 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. Considering the enormous volumes of examination scripts and associated examination material, and the large number of people involved in marking and processing the results, the error level is very low. The SEC's system of checks and double checks is designed to detect and correct errors before the results are issued.

What is the format of the results?

On the day of the results you will get a statement of provisional results. A supplementary or extra report is also provided in any case where your result in a multi-component subject does not contain credit for an essential component. For example, if you do not sit Paper 1 in Irish you will get no credit for that paper in the overall grade. A supplementary report will issue with your result confirming that no credit was given for Paper 1. This allows you to check that all components taken by you are included in the final results. Schools are also provided with a copy of the provisional results.

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

What are the arrangements for issuing the results in 2019?

The results will be delivered to schools on **Tuesday, 13th August, 2019**. The SEC will also give all the results electronically to the CAO. This means that while the statements of provisional results are in the course of issue to schools, the CAO is able to process applications for entry to higher education without delay. This brings about the earliest possible issue of higher education offers to you.

Candidate Self Service Portal

What is the Candidate Self Service Portal?

In line with changes required to bring about the earlier issue of results of the Leaving Certificate appeals, we have developed a Candidate Self Service Portal for Leaving Certificate and Leaving Certificate Applied candidates. The Candidate Self Service Portal is an extension of our online examination results service. By now you should have received details of the portal and the services that will be provided through the portal from your school or, in the case of external candidates, directly from the SEC. We issued an Information Leaflet with the PIN letters in mid-May. If you did not receive the PIN letter from your school please ensure that you ask the school authority to provide this to you as you need this information to complete the registration process.

If you do not register you will NOT be able to access the range of online services available on the portal. These are:

- Access to your examination results
- Access to component marks in subjects (e.g. oral marks; practical marks, etc.)
- Apply to view your scripts
- View scripts online in subjects being marked online i.e. Mathematics, Biology, Physics, Chemistry, LCVP (Written component) and Politics & Society
- Make an appeal application
- Access your appeal results.

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.

Internet Results Service

You can access your examination result via the Candidate Self Service Portal by logging in to www.examinations.ie and clicking the 'Services' tab. To login you will require your Examination Number and the password you created when you registered through the Portal. If you have not yet registered see Page 28 for instructions on how to register. Your results will be available from 10am on the day that the results will be in schools **Tuesday 13th August**.

We will also be making component marks available this year. From 10am on Wednesday 14th August the results information in the Candidate Self Service Portal will be updated to show your component marks as well as your grade (e.g. marks for Mathematics Paper 1 and Paper 2; marks for Practical Coursework and Written paper in Geography, etc.)

Helplines

For the first week following the issue of results, the SEC operates a helpline for schools. The purpose of this is to allow schools to rapidly resolve any problem with your provisional results.

Each year the National Parent's Council (Post-Primary) organises a very valuable helpline, providing advice and guidance for candidates and parents, staffed by professional guidance counsellors, for one week following the issue of the results. (The Council also provides a helpline for one week following the issue of the CAO offers). The Freephone number for both helplines is **1800 265 165**. For general enquiries the National Parent's Council (Post-Primary) telephone number is **(01) 8302740**.

Access to Examination Scripts - Data Protection

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 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. See details of the **Viewing of Scripts** in the following section.

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 the 20th August and 21st 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 the 13th August, the date of issue of the 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 the week ending Friday 20th September.

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 Wednesday 14th 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 examinations, 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.

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

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 examiner comments (i.e. the marks and any annotations used by the examiner) on the script.

How can I make a request for a copy of my script under the Data Protection Act?

If you wish to make a request for a copy of your script, 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 examinations 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.

The Viewing of Scripts Facility

Are there any changes to the Viewing of Scripts service this year?

The Viewing of Scripts service provides you with an opportunity to see how your script was marked in order to make an informed decision about whether or not to appeal your result. 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.

The SEC will provide two Viewing of Scripts services this year:

- 1)** in schools for subjects marked on paper
- 2)** online for subjects marked online.

The application process is the same for both services. The application to view must be made through the Candidate Self Service Portal by the deadline of **5pm on Friday 16th August**.

As well as your scripts you will also have access to the marking schemes.

How do I apply to view scripts?

You can only apply to view your scripts through the Candidate Self Service Portal. The viewing of scripts application service will be available from 9am Wednesday 14th August and will close at **5pm Friday 16th August 2019**. You will need your username and password which you will get when you register on the portal.

What happens next – paper marked scripts?

An Organising Superintendent has been appointed by the SEC to your school. Their role is to organise the Viewing service in the school. They will contact you by email and assign you to one of the three viewing sessions in advance of the viewing period. They have also been provided with your phone number which they may use to contact you as a contingency. The viewing sessions are:

Session 1	Tuesday 20th August from 5.00 pm to 8.00 pm
Session 2	Wednesday 21st August from 9.00 am to 12 noon
Session 3	Wednesday 21st August from 2.00 pm to 5.00 pm

Please take note of these dates and times as it is not 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 in the school where you sat your written examinations.

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

- 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 can be accompanied by one other person when viewing a script.
- Only material submitted in writing; written scripts, coursework journals, etc. will be available 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 copying 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.
- 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. 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.
- An Information Note for candidates viewing marked scripts is on page 26 of this booklet.

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 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 scripts. Schools will be instructed not to allow any photocopies or scans of the scripts to be made by the school or in the school 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.

I viewed my script in school - Why are there two sets of marks on my paper script?

Some paper scripts have two sets of marks – this happens when a script has been selected for quality assurance in the marking process. Each examiner's work is monitored by a more senior examiner, called an Advising Examiner. In this quality assurance process, each examiner must send a number of scripts to their Advising Examiner who reviews the marking applied to the script. Sometimes the examiner has not marked in line with the marking scheme – either too hard or too easy – and the Advising Examiner will remark the script in line with the scheme and will provide feedback to the examiner to improve their marking. The Advising Examiners marks are considered the final marks. Examiners use red pen when marking, and Advising Examiners use green pen when monitoring (unless you have used red or green extensively in your work). See also the Information Note for candidates viewing marked scripts on page 26.

How do I view scripts that were marked online?

If you make an application to view scripts which have been marked online these script(s) will be available through the Candidate Self Service Portal. We will provide online access to view these Scripts online over the same period 5pm Tuesday 20th until 5pm Wednesday 21st August in line with the viewing of paper marked scripts in schools.

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. Online marking 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 green while an examiner's annotation will be in red. At viewing time in August, we will provide some further information e about the annotations that you might encounter on online marked scripts. The marking schemes for subjects marked online will be published online only and will be available for the viewing.

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. The two options are

- a) have the marking of your script reviewed through the appeals process – see *The Appeals Process* section of this booklet
- b) seek rectification outside the appeals process – see the *Seeking Rectification Outside the Appeals Process* section of this booklet.

Both of these options are explained in greater detail in the relevant sections.

Making an Appeal

How do I apply to appeal my result?

In order to make an appeal application, you should login to www.examinations.ie and access the Candidate Self Service Portal. The application to appeal will be available from 5 pm on Friday 16th August 2019 and closes at **5 pm Thursday 22nd August 2019**. **Under no circumstances will late appeal applications be accepted.**

Once you have logged in, you will be presented with details of the subjects of the examinations that you sat. To apply for an appeal you should tick the 'Appeal' box across from the subject(s) you choose to appeal and complete the online appeal application. This application will be the same for all scripts whether marked manually or online. Upon successful completion of the fee transaction, an Appeal Confirmation form will be emailed to you and you should ensure the details on this are correct as **late appeals will not be accepted under any circumstances.**

What is the appeal fee?

The appeal fee is €40.00 per subject in the case of the Leaving Certificate and €15.50 per subject in the case of the Leaving Certificate Applied. Appeal. The fee will be refunded to you if your result is upgraded. The refund will be made through your school if you are entered by a school.

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

No. However the SEC 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?

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

In schools

At the Viewing session in schools candidates will be provided with a *Candidate Observation Report* form (Form AP1) in which to record any matter that they want brought to the attention of the SEC's examiners. One form should be completed for each examination script that is the subject of an appeal. The form must not be completed inside the viewing centre. (No writing implements are allowed into the Viewing centre and the phone/tablet is only allowed to make a copy of the scripts. You may not use the phone/tablet to type up notes about the content of a script while in the viewing centre.) 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, at the time of making the appeal. The SEC will not accept *Candidate Observation Report* forms directly from candidates.

Online

Should you decide to appeal any of the online marked subjects, you will have the opportunity as part of the appeal application to complete a 'Candidate Observation form' (AP1). You will be provided with the opportunity to complete a separate form for each examination script that is the subject of the appeal. In the case of Maths you will be provided with a separate form for each paper as each paper is marked by a different examining team. The comments that you record through the online Candidate Observation form will be associated with your appeal script by the SEC.

What is the appeal closing date?

Appeal applications must be with the SEC by **5 pm Thursday 22nd August 2019**. This confined time interval, from the date of viewing of scripts to the closing date of appeals, is necessary in order for the SEC to conclude the appeals process and issue appeal results three weeks earlier in 2019.

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 Appeals Process

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 quality of the work of the appeal examiners is monitored by the Chief Examiner and a senior team.

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

Is everything remarked during the appeals process?

With two exceptions, practical work and oral tests are fully revisited as part of the appeal process. The two exceptions are the practical performance test undertaken as part of the Music examination and the project component of Agricultural Science.

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 Organising Superintendent at the viewing session will have copies of the marking schemes and they will also be published on **www.examinations.ie**.

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 according to the marking scheme. Indeed, it is possible that the appeal examiner could either add or deduct marks as they work their way, question by question, through your work.

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 small. 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.

When will I receive my appeal results?

The Leaving Certificate appeal results will be available online only through the Candidate Self Service Portal in the week ending **Friday 20th September 2019**.

The SEC makes every effort to process the results of appeals as quickly as possible in order to facilitate the college entry process, balanced with the need to allow the appeal examiners sufficient time to carry out a to carry out their work thoroughly.

The SEC automatically informs the CAO of all changes of results.

The relationship between the examinations system and entry to third level education is largely beyond the control of the SEC. Offers of third level places are made on the basis of the provisional results issued in August.

Seeking Rectification outside the Appeals Process

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

In the event that you discover a clear discrepancy between the mark awarded and the grade awarded, 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 it to the SEC where it will receive immediate attention.

An examinations script carries a final mark on the front page. Examiners complete a marking sheet when they have completed all of their marking. The marking sheet is a list of the candidate numbers of the candidates whose work is assigned to that examiner. The examiner is required to record the final mark as shown on the front page of the answer book against the relevant candidate number. When the Marking Sheets are returned to the SEC, the marks records are entered onto the SEC's database by clerical staff.

The SEC operates this facility of seeking rectification outside of the appeals process for the purpose of putting right:

- a) an error in transcribing the overall mark from the front of the answer book to the marking sheet, or
- b) an error in keying the mark from the marking sheet onto the examinations database

This facility applies only where it is clear that the total mark awarded is inconsistent with the grade awarded and where the matter can be resolved administratively (i.e. without recourse to the examination paper or the marking scheme).

The test therefore for what can receive immediate attention after the viewing of scripts is a very rigorous one which will be scrupulously applied. If there is any issue 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.

Important: If you opt for this facility, you will probably not know the outcome before the closing date for submitting an appeal. It may be prudent, therefore, 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. If you do, your appeal fee will be refunded.

What if I discover an error in an online marked script?

In the event that you discover a discrepancy between the mark awarded and grade awarded in a script that was marked online you should contact the Online Marking Team in the SEC at onlinemarkingqueries@examinations.ie or 090 +644 2768, 2460, 2869.

Applications to view re-marked scripts

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

There are two Post- appeal Results Services available to you and you may opt for one, both or neither.

- a) You can view your post appeal examination script to see how the appeal marking has been carried out. This will also allow you to assure yourself that any specific issues which you raised on the Candidate Observation form have been addressed by the Appeal Examiners.
- b) You can seek formal confirmation from an Independent Appeals Scrutineer who will review the processing of the appeal in order to establish whether all of the appeal procedures were carried out correctly.

It should be noted that these stages of the appeal process take some time to conclude.

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 until **5pm on Monday 23rd September** to apply to attend the second viewing of scripts. An application form will be provided through the Post Appeal Results Services link which you will return by email. Your application will be acknowledged and you will receive confirmation of attendance at the Viewing session. This will be held in Athlone on **Saturday 28th September 2019** from 9 am and 4.30 pm. Details of the venue will be confirmed at the time of application. You must be aware if you request this service that you must be available to travel to Athlone for the viewing session.

Both paper marked and online marked scripts will be accessible in Athlone only. For technical reasons, the SEC is unable to provide an online service to view post-appeal marked scripts this year. This is because we do not yet have a way to record the Appeal Examiner's responses to the specific issues raised by candidates in the Candidate Observation Forms. For this reason, an online viewing service for scripts post-appeal would be incomplete as candidates could not assure themselves that the issues raised had been addressed through the appeal. The only way to provide this opportunity is for you to come to Athlone to access your script(s) and the appeal examiners' comments.

Applications to the Independent Appeals Scrutineers

What is the function of the Independent Appeals Scrutineers?

The function of the Independent Appeals Scrutineers is to ensure that all of the processes outlined 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 Scrutineers that all appeal processes were carried out properly.

The outcomes of the IAS process will be issued in the week ending the 8th November 2019.

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.

For those not attending the second viewing session, the deadline for making an application to the IAS is Friday 27th September. The application form will be available through the Post- appeal Results Services link from the Candidate Self Service Portal at the time that the appeal results issue.

Ombudsman

Decisions of the SEC, in relation to appeals of examination results, are open to review by the Office of the Ombudsman, or in the case of candidates under 18 to the Ombudsman for Children.

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?

The changes as a result of data protection give enhanced rights to getting copies of personal data from the SEC. The SEC continues to retain ownership of this material. 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 & Skills 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 almost 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 by week ending Friday 20th September. 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 the Data Protection Act, 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 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 2019.

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 2020. This can be longer if the appeal remains the subject of an ongoing process

Leaving Certificate Grading System

A revised grading system was introduced to all Leaving Certificate subjects from 2017. The grading system reduced the number of grades from 14 in the old system to 8 under the revised arrangements.

For information purposes only, the following table provides an explanation of the revised grading system compared to the previous grading system.

Level	Until 2016		From 2017	
	Percentage	Grade	Percentage	Grade
Higher, Ordinary, Foundation. Ard, Gnath, Bonn.	≥ 90 to 100	A1	≥ 90 to 100	1
	≥ 85 and < 90	A2	≥ 80 and < 90	2
	≥ 80 and < 85	B1	≥ 70 and < 80	3
	≥ 75 and < 80	B2	≥ 60 and < 70	4
	≥ 70 and < 75	B3	≥ 50 and < 60	5
	≥ 65 and < 70	C1	≥ 40 and < 50	6
	≥ 60 and < 65	C2	≥ 30 and < 40	7
	≥ 55 and < 60	C3	≥ 0 and < 30	8
	≥ 50 and < 55	D1		
	≥ 45 and < 50	D2		
	≥ 40 and < 45	D3*		
	≥ 25 and < 40	E		
	≥ 10 and < 25	F		
	≥ 0 and < 10	NG^		

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

Higher/Ard level, H/A
 Ordinary/Gnath level, O/G
 Foundation/Bonn level F/B

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.

Extract from Rules and Programme for Secondary Schools

2004/05, as amended.

SECTION XI. - CONDUCT OF CANDIDATES DURING EXAMINATIONS

56. It is each candidate's own responsibility to note carefully the days and hours, as fixed on the timetable, for the examinations in the subjects in which the candidate intends to present himself/herself.

Candidates are required to be in attendance at the examination hall at least half an hour before the examination commences in the subject in which they first present themselves.

On subsequent days they are required to be in attendance at least fifteen minutes before the hour stated in the timetable. Candidates will be responsible for making their own arrangements to ensure timely attendance at the examination hall.

External candidates must sign an attendance roll (Form E10A) at the start of each examination. The signature on this roll must agree with and appear in the same format as that on the candidate's I.D. Card.

No candidate will be admitted to the examination in any paper after thirty minutes of the time for that paper have elapsed.

57. No candidate may be authorised to leave the examination hall until the expiration of thirty minutes from the time at which the examination began.

58. A candidate may not be permitted to leave the hall and return during the examination period unless the Superintendent is satisfied that the candidate's need to leave the hall is genuine, (e.g. because of illness, urgent need to visit the toilet, etc.). A candidate who leaves the hall during any period of examination shall not be re-admitted during that period unless the candidate has been in the care of a representative of the school authority or, failing that, in the care of the Attendant during the entire period of the absence.

The candidate must hand the answer book and question paper to the Superintendent on leaving the hall; the Superintendent should record on the cover of the answer book the time of departure from and return to the hall and the reason for the absence; the time lost by the candidate may not be compensated for at the close of the examination period.

59. A candidate who leaves the examination hall before the expiration of any period of examination must surrender his/her examination paper and answer book to the Superintendent.

60. A candidate must occupy during the entire examination the place first assigned to him/her by the Superintendent, unless otherwise directed by the Superintendent.

61. A candidate should raise his/her hand if he/she wishes to attract the attention of the Superintendent during the examination. It is the candidate's responsibility to ensure that he/she brings to the attention of the Superintendent if he/she has not been provided with the level of the examination paper at each examination that he/she is due to take

62. No candidate shall write his/her name on any answer book or other paper supplied. The candidate's number should be entered on every envelope, answer book, map, drawing, or sheet of square paper used.

Candidates should not commence writing until instructed to do so by the Superintendent.

63. A candidate must enter on the envelopes and answer books used by him/her the particulars required as to subject, etc.

64. Any additional answer book, squared paper, etc. issued to a candidate, whether used or unused, should be attached to his/her answer book before it is sealed with the treasury tag provided for that purpose.

Candidates will be supplied with a booklet of Formulae and Tables by the Superintendent. They may not bring their own copy of this booklet into the examination hall. Formulae and Tables booklets are only allowed in certain subjects. **See Circular S50/12 Re: Formulae and Tables Booklet**

65. A candidate shall not bring into the examination hall, or have in his/her possession or under his/her control or within his/her reach, whilst he/she is in such room -

(a) any book or paper (save his/her I.D. card, where such is required, the examination paper, and such answerbooks, etc., as shall have been supplied to him/her by the Superintendent);

or

(b) any memorandum, notes or mobile phone, electronic address book, data bank, etc., except a calculator as permitted under the regulations or bi-lingual translation dictionary where its use has been approved.

66. In the case of Art examinations of a practical nature (i.e. drawing, craftwork), candidates are permitted to bring such materials into the Examination Hall as may be notified to schools by the Commission.

67. A candidate shall not, while in the examination hall -

(a) use, or attempt to use, any book, memorandum, notes or paper (save the examination paper and such answer books, etc., as shall have been supplied to him/her by the Superintendent and a bilingual translation dictionary where its use has been approved); or

(b) aid, or attempt to aid, another candidate; or

(c) obtain, or attempt to obtain, aid from another candidate or Superintendent;

or

(d) communicate, or attempt to communicate, in any way, with another candidate within the centre or by electronic means with a person outside the centre.

68. A candidate,

(a) shall not write on the examination paper (except where answers are to be written on part of the examination paper itself) or I.D. card or the Formulae and Tables booklet or on any of the mathematical instruments brought with him/her; except where a candidate uses a highlighter pen or underlining as an aid to interpreting the question paper.

(b) shall not write in his/her answer book anything that is not directly connected with the subject matter of the questions to be answered;

(c) shall not remove from the answer books any leaf or part of a leaf;

(d) shall not take out, or attempt to take out, of the examination hall, any answer books, whether used or unused;

(e) shall not damage the examination hall or its furniture

69. A candidate who has finished his/her work at least ten minutes before the time appointed for the conclusion of the examination may be permitted to leave the hall on handing up to the Superintendent -

(a) his/her answer book(s) and

(b) the examination paper

70. A candidate who completes his/her work during the last ten minutes of the examination should remain in his/her seat until the Superintendent has collected his/her answer book(s) and he/she should not then leave the hall until the time appointed for the conclusion of the examination unless permitted to do so by the Superintendent.
71. At the conclusion of the examination each candidate who has not already done so should immediately seal his/her answer book(s) or envelope and remain in his/her seat until the Superintendent has collected the answer book(s).
72. A candidate shall, in all matters relative to the examination, submit to, and obey, the directions of the Superintendent.
73. In those subjects in which there is more than one paper, a candidate must take all the papers in a subject from one level, e.g. all papers at Ordinary Level or all at Higher Level. He/she may not be supplied with, or allowed to see, the papers in more than one level in the same subject.
74. Each candidate presenting himself/herself for examination in Construction Studies, Design and Communication Graphics, Engineering, Materials Technology (Wood) or in Technical Graphics is required to bring with him/her a drawing board, T-square, scales, set squares, protractor, compass, pencil, eraser and drawing clips or tape.

Candidates may use mathematical drawing instruments for all examinations. The use of science stencils is permitted for the examinations in the Science subjects. The use of string, thread, a magnifying glass and an opisometer is permitted for the examination in Geography.

Unless otherwise stated in the specific syllabus and on the specific examination paper, the use of calculators is allowed in all examinations, subject to the following:

- (a) Neither the Department of Education and Skills nor the State Examinations Commission will supply calculators to candidates. Examination centres will not be responsible for the provision of calculators or batteries.
- (b) The proper working condition of the calculator is the responsibility of the candidate. No allowance will be made for battery or other calculator failure during the examination.
- (c) Calculators must be silent and must not require the use of mains electricity supply.
- (d) Calculators may not be borrowed from other candidates during the examination.
- (e) Programmable calculators are prohibited. The term “programmable” includes any calculator that is capable of storing a sequence of keystrokes that can be retrieved after the calculator is turned off or powers itself off. Note that the capacity to recall, edit and replay previously executed calculations does not render a calculator programmable, provided that this replay memory is automatically cleared when the calculator is powered off. Also, the facility to store numbers in one or more memory locations, does not render a calculator programmable.
- (f) Calculators with any of the following mathematical features are prohibited:
 - graph plotting
 - equation solving
 - symbolic algebraic manipulation
 - numerical integration

- numerical differentiation
 - matrix calculations.
- (g) Calculators with any of the following general features are prohibited:
- data banks
 - dictionaries
 - language translators
 - text retrieval
 - capability of remote communication.
- (h) Only non-programmable calculators can be used. Candidates must indicate on their answer books the make and model of any calculator(s) used in the examination. See **Circular S93/05 on www.examinations.ie regarding use of Calculators in the Certificate Examinations.**
- (i) Candidates are not allowed to take an instruction manual into the examination hall. This includes instructions printed on the cover of the calculator. Any instructions printed on a casing that cannot be removed from the calculator must be securely covered.
- (j) Candidates may not turn on their calculators until the examination begins.

This Rule does not allow a candidate to bring into the examination centre any device that would be otherwise prohibited. In particular, mobile phones, electronic organisers or similar devices are not permitted under any circumstances. (See Rule 65)

75. A candidate may be expelled from the examination hall if his/her behaviour is such as to jeopardise the successful conduct of the examination. Submission of material of a pornographic nature or any other offensive material or the inclusion of any cash/cheque in the script may result in the examination in all subjects being disallowed.
76. Where the Commission forms the view that there has been a violation of these Rules, it should inform the Department and it will be for the Minister to decide on the penalty to be applied. Where the Minister is of the opinion that any candidate has violated any of these Rules, has attempted to obtain an examination result to which the candidate is not entitled, or has uttered or attempted to utter such a result or has furnished incorrect information in relation to his/her candidature, such candidate shall be liable to be deprived of the examination or of marks, or to have such deduction made as the Minister may think fit from any sum payable in respect of any grant or scholarship obtained by the candidate, according to the opinion which the Minister may form of the gravity of the offence; and the Minister may, if the Minister thinks fit, publish the candidate's name and address, as given in the notice of intention to present for examination, as those of a candidate who has been so deprived and the Minister may, according to the opinion of the Minister as to the gravity of the offence, debar the candidate from entering for any of the examinations run by the Department of Education and Skills for such period as the Minister may determine.

Information Note for Candidates - Viewing of Marked Scripts

To facilitate the pre-appeal viewing of your marked script/s and to assist you in deciding whether or not to appeal, you may wish to bear the following points in mind during the session allocated to you:

1. Your scripts will not be released to any other person even with your permission.
2. You can be accompanied by one other person when viewing a script.
3. Only material submitted in writing; written scripts, coursework journals, etc. will be available at the Viewing of Scripts.
4. You are permitted to bring in a mobile phone, tablet or digital camera for the purpose of copying your own script(s).
5. You must not make copies of anyone else's scripts even with their permission.
6. You are not allowed to use the digital device for any purpose other than copying the script.
7. No writing instruments are permitted in the viewing centre - this includes the candidate and/or any person accompanying them.
8. 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.
9. For security reasons, a sample of scripts is replicated prior to dispatching the original scripts for viewing. 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.
10. The grid on the cover of the answerbook contains the total mark for each numbered question. The total mark for the entire paper (including bonus marks, if any, for answering through Irish) is in the box in the grid marked "Mór-Iomlán".
11. In the case of subjects with more than one component e.g. Paper1, Paper 2, oral,practical etc., the mark for each component is input individually and processed electronically.
12. If you wish to learn more about the marks in the grid for any question, you may view the marks within the answerbook bearing the following points in mind
 - (a) The answerbook will have been marked by at least one examiner and also, in some cases, by an Advising Examiner and may have many marks in different hands and colours.
 - (b) Marks inside Square Brackets denote disallowed marks for answers to questions/parts of questions in excess of the number of questions permitted for the paper.
 - (c) Marks enclosed in a circle near the Question Number in the left hand margin are the total marks awarded to that question corresponding with the marks recorded for that question in the grid on the cover of the answerbook.

13. Calculation of grade.

Your grade in each case has been calculated on the basis of the total mark you obtained measured against the maximum mark of the subject. In the grading process marks are not converted to percentages and rounded up or down. The process is mark specific. This means changes in grade occur at specific mark points on the mark scale of the subject. For example, in a subject with maximum mark of 400, ***the mark required for a grade H5/O5 is 200 and the mark required for an H1/O1 is 360. On that basis, a mark of 199 is a H6/O6 and a mark of 359 is an H2/O2.***

N.B. Marks awarded in Oral, Practical or Project Work are not routinely made available.

14. The scripts are being provided for viewing in order to facilitate you in deciding whether or not to appeal a result. Any issue that arises during the viewing that is of concern to you can be addressed either through the formal appeal process using Form AP1 or by seeking rectification outside the appeal process using form ROAP1. Both forms are available from the Organising Superintendent. Form AP1 and/or ROAP1 must be completed outside the viewing centre. Superintendents at the viewing centre will not provide clarification to candidates/to the person accompanying candidates or advise them in any way in relation to the marking process.

Candidate Self Service Registration Process

If you do not register you will NOT be able to access the range of online services available on 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. We strongly recommend that you complete the registration process as soon as possible.

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 Click on this banner which appears on the home page.



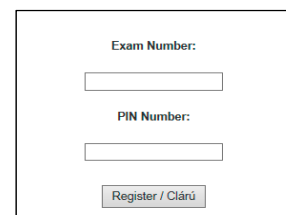
3. Click **Registration**

Registration

Services

SERVICES will become active on 13th 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.

N.B.- It is important that you have continual access to the contact details you provide. 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 if you have any difficulties regarding the registration

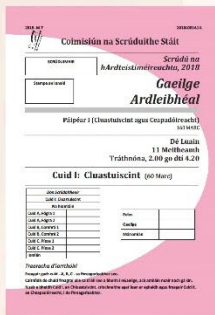


Coimisiún na Scrúduithe Stáit
State Examinations Commission

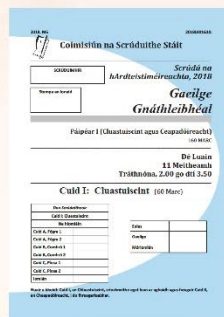
NOTICE TO CANDIDATES

LEAVING CERTIFICATE

Higher Level
Pink & White



Ordinary Level
Blue & White



Foundation Level
(Mathematics & Irish)
Peach & White



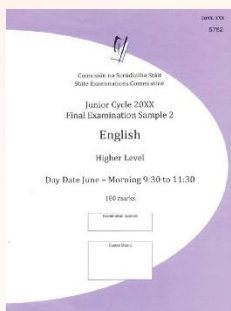
LEAVING CERTIFICATE APPLIED

All subjects at Common Level - Mocha & White

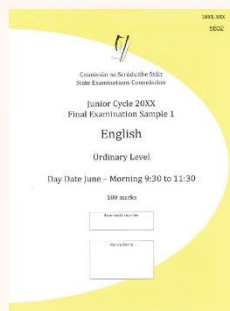


JUNIOR CYCLE EXAMINATION

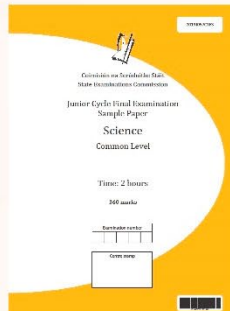
Higher Level
(All subjects)
Lilac & White



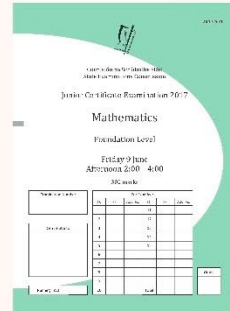
Ordinary Level
(All subjects)
Yellow & White



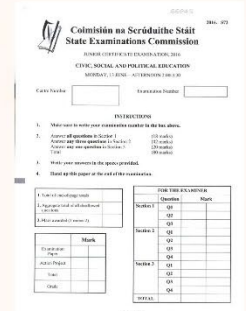
Common Level
Business studies &
Science
Ochre & White



Foundation Level
(Irish & Mathematics only)
Green & White



Common Level
(CSPE only)
White



This Notice must be displayed in a prominent place inside each Examination Centre



Coimisiún na Scrúduithe Stáit
State Examinations Commission

LEAVING CERTIFICATE APPLIED EXAMINATION TIMETABLE 2019

Each candidate should note carefully the dates and hours, as fixed on this official timetable, for the examinations in the subjects in which he/she intends to present himself/herself. The Commission will not be responsible for any errors which may occur in the reproduction of this timetable by outside agencies. Candidates are required to be in attendance at least half an hour before the examination begins in the subject in which they first present themselves.

JUNE	TIME	SUBJECT
WEDNESDAY 5	9.45 – 11.45	English & Communication
	2.00 – 4.00	Social Education
THURSDAY 6	9.30 – 10.30	Gaeilge Chumarsáideach
	9.30 – 12.30	Sign Language (see Note 1)
	2.00 – 4.30	Sign Language (see Note 1)
	2.00 – 3.00	French / German / Spanish / Italian
FRIDAY 7	9.30 – 11.30	Mathematical Applications
	2.00 – 3.30	Hotel Catering & Tourism
MONDAY 10	9.30 – 11.00	Engineering
	2.00 – 3.30	Child Care / Community Care
TUESDAY 11	9.30 – 11.00	Graphics & Construction Studies
	11.30 – 1.00	Hair & Beauty
	2.30 – 4.00	Office Administration & Customer Care
WEDNESDAY 12	9.30 – 11.00	Agriculture / Horticulture
	2.00 – 4.00	Technology
THURSDAY 13	9.30 – 11.00	Active Leisure Studies
	2.00 – 3.30	Craft & Design

NOTES:

1. LCA Sign Language examination is timetabled for 9.30 – 12.30 & 2.00 – 4.30. A candidate specific schedule, for a 30 minute individual assessment, will be drawn up for each centre.

LEAVING CERTIFICATE EXAMINATION TIMETABLE 2019

The Timetable for 2019 has been extended by two days beyond the traditional thirteen day window. The examinations finish on Tuesday 25th June. Each candidate should note carefully the dates and hours, as fixed on this official timetable, for the examinations in the subjects in which he/she intends to present himself/herself. The Commission will not be responsible for any errors which may occur in the reproduction of this timetable by outside agencies. Candidates are required to be in attendance at least half an hour before the examination begins in the subject in which they first present themselves.

JUNE	SUBJECT H = Higher Level O = Ordinary Level F = Foundation Level	TIME
WEDNESDAY 5	English, Paper 1 - H & O ----- Home Economics, Scientific and Social - H & O	9.30 – 12.20 ----- 2.00 – 4.30
THURSDAY 6	Engineering - O Engineering - H ----- English, Paper 2 - H & O	9.30 – 12.00 9.30 – 12.30 ----- 2.00 – 5.20
FRIDAY 7	Geography - H & O ----- Mathematics, Paper 1 - H & O Mathematics - F	9.30 – 12.20 ----- 2.00 – 4.30 2.00 – 4.30
MONDAY 10	Mathematics, Paper 2 - H & O ----- Irish Paper 1 - H (incl aural) Irish Paper 1 - O (incl aural) Irish - F (incl aural) (see Note 2)	9.30 – 12.00 ----- 2.00 – 4.20 2.00 – 3.50 2.00 – 4.20
TUESDAY 11	Irish, Paper 2 - O Irish, Paper 2 - H ----- Biology - H & O	9.30 – 11.50 9.30 – 12.35 ----- 2.00 – 5.00
WEDNESDAY 12	French - H & O – Written - Aural (see Note 2) ----- History - H & O	9.30 – 12.00 12.10 – 12.50 ----- 2.00 – 4.50
THURSDAY 13	Business - O Business - H ----- Art, History & Appreciation - H & O	9.30 – 12.00 9.30 – 12.30 ----- 2.00 – 4.30
FRIDAY 14	German - H & O - Written - Aural (see Note 2) ----- Construction Studies - O Construction Studies - H	9.30 – 12.00 12.10 – 12.50 ----- 2.00 – 4.30 2.00 – 5.00
MONDAY 17	Hebrew Studies, Ancient Greek and Non Curricular Languages (see Note 3) ----- Agricultural Science - H & O	9.30 – 12.30 ----- 2.00 – 4.30
TUESDAY 18	Spanish - H & O - Written - Aural (see Note 2) ----- Chemistry - H & O	9.30 – 12.00 12.10 – 12.50 ----- 2.00 – 5.00
WEDNESDAY 19	Physics - H & O Physics and Chemistry - H & O ----- Accounting - H & O	9.30 – 12.30 9.30 – 12.30 ----- 2.00 – 5.00
THURSDAY 20	Design and Communication Graphics - H & O ----- Music - Listening (Core) - H & O Music Composing - H & O Music - Listening (Elective) - H	9.30 – 12.30 ----- 1.30 – 3.00 3.15 – 4.45 5.00 – 5.45
FRIDAY 21	Economics - H & O Agricultural Economics - H & O ----- Religious Education - O Religious Education - H Applied Mathematics - H & O	9.30 – 12.00 9.30 – 12.00 ----- 2.00 – 4.00 2.00 – 4.30 2.00 – 4.30
MONDAY 24	Italian - H & O - Written - Aural (see Note 2) ----- Russian - H & O – Written - Aural (see Note 2) ----- Classical Studies - H & O Latin - H & O Technology - O Technology - H	9.30 – 12.00 12.10 – 12.50 9.30 – 12.00 12.10 – 12.50 ----- 2.00 – 5.00 2.00 – 5.00 2.00 – 4.00 2.00 – 4.30
TUESDAY 25	Japanese - H & O – Written - Aural (see Note 2) ----- Politics & Society - H & O Arabic - H & O	9.30 – 12.00 12.10 – 12.50 9.30 – 12.00 9.30 – 12.30

Notes

- The examination sessions highlighted in red include 20 minutes over and above the time traditionally allocated for the papers concerned.
- The aural tests in Irish are included with the paper and are not timetabled separately. The duration of the Irish aural test is 20 minutes at Higher and Ordinary Level and 30 minutes at Foundation Level. In all other language subjects with an aural component, the duration of the aural test is related to the duration of the CDs and, including reading time, will not exceed 40 minutes.
- Leaving Certificate Examinations in Hebrew Studies, Ancient Greek and in the Non Curricular Languages listed below will be held on Monday 17th June from 9.30am to 12.30pm.

Non Curricular Leaving Certificate Examinations								
Czech	Bulgarian	Croatian	Danish	Dutch	Estonian	Finnish	Hungarian	Latvian
Lithuanian	Polish	Maltese	Modern Greek	Portuguese	Romanian	Slovakian	Slovenian	Swedish

- There are changes to the timetabling of the examinations in Arabic, Russian, Classical Studies/Latin, Agricultural Science, Accounting, Design and Communication Graphics, Politics and Society, Economics/Agricultural Economics, Italian, Japanese and Technology. These examinations are on different days than in previous years.
- The start date for the 2020 Certificate Examinations will be Wednesday 3rd June.