

26th August, 2021.

The Secretary,
Board of Management and
School Principal in
each Community and Comprehensive School.

Members of the Executive of ACCS.

ACCS/Info Bulletin 36/21

Re: S39/21 Leaving Certificate 2021 – Important Information in advance of the Issue of the Provisional Results

- A. Issue to candidates this week of *A Short Guide to the Accredited Grades Data Collection, National Standardisation and Quality Assurance Processes*.
- B. Arrangements for access to provisional results for candidates and schools including accessing the Schools' Examinations Portal.
- C. Details of the arrangements that schools should make to support their students receiving provisional results.
- D. Key dates for the stages following the issue of the provisional results including access to data, viewing of scripts and the appeals.
- E. Some preliminary details of the appeals process that will operate this year for both Accredited Grades and Examinations.

A. Wednesday 25th August: The Short Guide includes the timetable for accessing more detailed information about the provisional results; the dates for applying to view scripts; the dates of viewing scripts; and the deadline for making an appeal application.

B. Friday 3rd September at 10.00 am:

- **Candidates:** Access results on the Candidate Self Service Portal. Results from both processes have equal status and the provisional statements of results and the final certificates will not distinguish examination results from Accredited Grades.
- **Schools:** Access printable matrix report posted to the school and On-line from the SEC's new Schools' Examination Portal. SEC will issue credentials by registered post so as to arrive in schools **on Friday 27th August**. The link to access the service will be provided separately by email. The Schools' Examination Portal will open on **Monday 30th August** when schools can login and print a test document to ensure that they can successfully access the portal.
- On **Tuesday 7th September**, schools will be able to access a more detailed report in spreadsheet format (which can be imported into the school's CMS for analysis) which will set out the following for each candidate for each of their subjects; i. Examination grade (if applicable) ii. Accredited Grade (if applicable) iii. Final provisional grade.

C. Schools supporting candidates on the day.

- **Schedule visits** for students on day/Discretion to release Guidance Counsellors/other members of the support team from lessons. (S&S)/flexibility to ask some classes of current students not to attend school on that day to ensure adequate social distancing in schools. **There should be no discussions about school estimated percentage marks submitted as part of the Accredited Grades process.**
- The **Leaving Certificate candidate helpline**, at **1800 265 165**, which is provided by the National Parents Council post-primary will be available from 11.00 am on **Friday 3rd September**.
- HSE/HSE-funded service providers will be available to support students through the provision of e-mental health services.
- NEPS Wellbeing Resources available at www.gov.ie/leavingcert.
- **SEC Candidate helpline** will be available at **1800 111135** or **1800 111136** from 9.00 am to 4.00 pm from **Friday 3rd September to Monday 13th September**.
- Information available from the Central Applications Office (CAO) is available at www.cao.ie

Schools should note that there is a **separate Helpline for schools** available at **1800 520540** from 9.00 am to 5.00 pm from Friday 3rd September to Monday 13th September.

Any questions about **supervision, substitution** should be directed to Schools Payroll Division, Department of Education on PPP@education.gov.ie.

D. Key dates for the stages following the issue of results including access to data, viewing of scripts and appeals. See table in circular.

E. Some preliminary details of the appeals process that will operate this year for Accredited Grades and Examinations:

- Viewing of scripts will be held **either in schools or online** depending on whether the subject/level was marked on paper or online. Candidates will have from 5.00 pm on Tuesday 7th September until 8.00 pm on Wednesday 8th September to make their viewing application. Online viewing of scripts will be available from 9.00 am on Saturday 11th September to 12.00 pm on Sunday 12th September.
Schools are asked to alert candidates to the timeframes in order that candidates do not miss the opportunity to apply to view their scripts or to make an appeal.
- Candidates will be provided with an opportunity to view their marked scripts across 3 sessions on **Saturday 11th September**. Schools will have the option of an additional session on the morning of **Sunday 12th September**.

Nominations for the role of Organising Superintendent should be returned to the SEC on or before Tuesday 31st August.

- Candidates who
 - i. sat Examinations only will have access to the Examinations appeal process.
 - ii. received Accredited Grades only will have access to the AG appeal process.

iii. sat the examination and received an AG, will have access to both processes.

AG appeal process = a process review focused on looking for errors in the transmission and receipt of student data only (carried out in school in first instance).

Written Examination appeal process = script is sent to an appeals examiner for review of marks awarded for all questions.

- The Accredited Grade Appeal process is as follows:
 1. Stage 1: Checks will be undertaken on the forms completed by the school to check that the information was transferred correctly from the forms to the data collection system.
 2. Stage 2: A review will be carried out to ensure that the data was correctly received and transmitted through the systems used in the national standardisation process conducted by the SEC.

Schools will be asked to identify an Accredited Grades Aide to undertake AG role in the appeals. For integrity reasons, the SEC recommends appointing someone not involved in the initial data entry and approval process although we recognise that this may not be possible in all circumstances.

Further information on the role, including payment arrangements, will issue shortly. Briefly, schools may claim one day for the administrative duties associated with the role as well as an additional day per 25 appeals processed.

Any enquiries on this circular should be directed to Entries section at entries@examinations.ie or by phone to **090 6442702**.

Is mise,
Le mór mheas,



John Irwin,
GENERAL SECRETARY.