



**Coimisiún na Scrúduithe Stáit**  
**State Examinations Commission**

**LEAVING CERTIFICATE 2021**

**CANDIDATE INFORMATION GUIDE 3**

**Candidate Information Guide to Results and  
Appeals**

August 2021

## KEY RESULTS, VIEWING AND APPEAL DATES 2021

SERVICE	IN SCHOOLS	CANDIDATE SELF SERVICE PORTAL
Leaving Certificate Results	<p>Schools will receive a summary report of their results at 10am Friday 3 September – Schools Examination Portal</p> <p>Schools will also receive the summary report by post</p>	<p>10 am Friday 3 September</p> <p>Candidates will have access to provisional results and can access a PDF statement of provisional results which can be printed or saved for printing later.</p> <p><b>IMPORTANT:</b> Schools will not have individual copies of provisional statements of results. Statements can be printed by candidates from the Candidate Portal.</p>
<p>Access to Data - You will receive (as applicable):</p> <p>a. Written examinations component marks and final marks</p> <p>b. Accredited Grades estimated marks and accredited marks</p>		5pm From Tuesday 7 September
Application to View Scripts		<p>Opens: 5 pm Tuesday 7 September</p> <p>Closes: 8 pm Wednesday 8 September</p>
Viewing of Scripts	<p><b>Scripts Marked on Paper</b></p> <p>You will be assigned to 1 of 3 sessions on Saturday 11 September</p> <p>Session 1: 9 am – 11am</p> <p>Session 2: 12 pm – 2 pm</p> <p>Session 3: 3 pm – 5 pm</p> <p>Schools will have the option of an additional session on the morning of Sunday 12 September</p>	<p><b>Scripts Marked Online</b></p> <p>Online access to view from 9 am on Saturday 11 September to Sunday 12 September at 12 pm.</p> <p>The list of subjects marked online is on page 12.</p>
Appeal Application		<p>Opens: 9 am, Saturday 11 September</p> <p>Closes: 12 pm Monday 13 September</p>
Appeals Results	Schools Portal - Date to be confirmed	CSSP only - Date to be Confirmed

There are tight timelines this year for candidates to apply to view scripts and to lodge their appeal applications. This is essential to ensure that the remaining stages of the appeal process can be completed as quickly as possible. The timelines will be strictly applied.

Until such time as the number of appeals is known, it is not possible to commit to a specific timeframe for the issue of the appeal results. The State Examinations Commission (SEC) is continuing to engage with the Department of Education, the Department of Further and Higher Education, Research, Innovation and Skills and other higher education stakeholders on the timeline.

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## 1. Introduction

The purpose of this *Candidate Information Guide to Results and Appeals* is to inform you about the arrangements for the issue of the provisional results and to provide information about what happens after Results Day, including the access you will have to more detailed information about your results; details of applying to view and viewing your examination scripts (if you sat examinations); and appealing results of both examinations and Accredited Grades. This is the third in a series of 4 Guides about the Leaving Certificate examinations and Accredited Grades processes for 2021. For candidates who sat the examinations, a further guide will be published on Monday 6 September to explain in more detail the information that you will get about your examination results on Tuesday 7 September.

- Candidate Information Guide 1 – Preparing for Examinations - [Available here](#)
- Candidate Information Guide 2 – A short guide to the Accredited Grades Data Collection, National Standardisation and Quality Assurance Processes - [Available here](#)
- Candidate Information Guide 3 – Results and Appeals
- Candidate Information Guide 4 – Guide to your Examination Results by Subject – Available 6 September

Further information on the 2021 Leaving Certificate – Examinations and Accredited Grades - is also available on [www.gov.ie/leavingcertificate](http://www.gov.ie/leavingcertificate).

The State Examinations Commission (SEC) recognises that the experience of candidates for the 2021 Leaving Certificate was greatly affected by the COVID-19 pandemic. The choices available to candidates in relation to their Leaving Certificate this year recognised that it would be unfair to have candidates rely entirely on the examinations as the sole means of assessment for their Leaving Certificate qualification in 2021.

The SEC has responsibility for the delivery of the examinations and the system of Accredited Grades. It was decided that there should be no link between examinations performance and Accredited Grades either at an individual candidate level or at the overall system level. The SEC has operated both processes entirely independently of each other, bringing them together only for the purposes of determining the higher result in a particular subject for those candidates who have opted for both examinations and Accredited Grades.

The SEC has sought to ensure that candidates are treated fairly and equitably in all aspects of the 2021 Leaving Certificate. To ensure the accuracy and the integrity of the results, sufficient time was required not only in the parallel operation of examinations and Accredited Grades, both complex processes in their own right, but also in the integration of the results. Candidates are being provided with a set of Leaving Certificate results that comprises, based on their individual options on a subject by subject basis, examination results, Accredited Grades or the higher of the two. This has meant that the results issue date is slightly later than in a normal year. Results Day this year is Friday 3 September. On Tuesday 7 September you will be provided with more detailed information about your results.

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

## 2. Candidate Self Service Portal

The Leaving Certificate Candidate Self Service Portal (CSSP) is a service provided by the State Examinations Commission (SEC) for candidates entered for the 2021 Leaving Certificate. The CSSP is a one-stop-shop for a range of online services to candidates. By now you have created an account on the portal. To login to access your results you will require your Examination Number and the password you created when you registered through the Portal.

**The SEC Candidate helpline will be available at 1800 111 135 or 1800 111 136 from 9 am to 5 pm from 3 September to 13 September.** Outside of these hours, queries may be e-mailed to [candidateportal@examinations.ie](mailto:candidateportal@examinations.ie). Please note this helpline is provided for queries relating to the Candidate Self Service Portal and the services provided through the portal.

## 3. Help and Support

You will be accessing your results on the Candidate Self Service Portal this year. Schools are being provided with a summary report on the results and will not have printed copies of the individual statement of results for distribution to students. However, schools have been asked to provide support and assistance to candidates receiving results in an appropriate way on the day and in the days following the issue of results. Candidates can schedule a visit to the school to meet with members of the Student Support Team such as Guidance Counsellors, Year Heads, Tutors and Chaplains. The arrangements for this will be in line with public health advice, the schools COVID-19 Response Plan and the school's visitor policy. Please contact your school for details of their arrangements.

The SEC Candidate Portal helpline will be available at 1800 111 135 or 1800 111 136 from **9am to 5pm from 3 September to 13 September**. Outside of these hours queries may be emailed to [candidateportal@examinations.ie](mailto:candidateportal@examinations.ie). Please note this helpline is provided for queries relating to the Candidate Self Service Portal and the services provided through the portal.

The SEC may contact you by text, email or phone using the contact details you registered with on the Candidate Self Service Portal. Emails from the SEC will issue from [stateexamscommission@phonovation.com](mailto:stateexamscommission@phonovation.com) or from other e-mail addresses ending in @examinations.ie. SMS text messages from SEC will issue from State Exams.

Support and advice is also available as follows:

- For one week following the issue of the results, the National Parents Council (Post-Primary) organises a very valuable helpline, providing advice and guidance for candidates and parents, staffed by professional guidance counsellors. 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 Parents Council (Post-Primary) telephone number is **(01) 8302740**.
- HSE/HSE-funded service providers will be available to support students through the provision of e-mental health services. <https://www2.hse.ie/wellbeing/mental-health/covid-19/minding-your-mental-health-during-the-coronavirus-outbreak.html>
- Wellbeing resources developed by the National Educational Psychological Service are available at [www.gov.ie/leavingcert](http://www.gov.ie/leavingcert)
- Information available from the Central Applications Office (CAO) is available at [www.cao.ie](http://www.cao.ie)

## 4. Results – Preparation and Issue

### ***When will the results be issued?***

Results Day this year is Friday 3 September and the results will be available to schools and candidates at 10 am on the Candidate Portal.

The 2021 Leaving Certificate comprises the results of the examinations and the Accredited Grades processes. This is provided for in the legislation which underpins the system of Accredited Grades, **the Education (Leaving Certificate 2021) (Accredited Grades) Act, 2021**.

The detailed national performance information which the SEC will publish on results day will be on the results of the 2021 Leaving Certificate and will not distinguish between results from examinations and Accredited Grades. The SEC intends to publish detailed results in all subjects in the examinations and in the Accredited Grades process following the issue of the appeal outcomes when all of the Leaving Certificate results have been finalised.

### ***How can I access my results?***

You will have access to your provisional Leaving Certificate results on the Candidate Self Service Portal at **10 am on Friday 3 September**. The link to the Candidate Self Service Portal is on [www.examinations.ie](http://www.examinations.ie). To login you will require your Examination Number and the password you created when you registered through the Portal.

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

### ***What is the format of the results?***

When you login to the Candidate Self Service Portal (CSSP) on **Friday 3 September** you will see your provisional results. You will also be able to print a statement of your provisional results or save this statement for printing\* later. The results are provisional as they are subject to appeal. In any subject in which you have sat the examination and opted for an Accredited Grade, the provisional result will be the higher of the two results you achieved between the examinations and Accredited Grades. You will not know at the time of issue whether the result achieved is based on the examination or the Accredited Grade. The results from either process have equal status. The provisional statements of results and the final certificates will not distinguish examination results from Accredited Grades.

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

**On Tuesday 7 September you will be provided with additional information about your examination results and your accredited grades.** For the examinations, you will be able to view your component marks and the final graded mark for each subject. For the Accredited Grades, you will be able to view the estimated percentage mark submitted by your school for each subject and the accredited mark and Accredited Grade after standardisation has been applied. In the case of LCA you will see the combined mark for your written examination and any additional components, and the credits associated with your marks.

### ***How are the written examination results processed and checked?***

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

### ***How are the Accredited Grades Results processed and checked?***

When the standardisation process was completed, the final accredited mark for each candidate and each subject was returned to the SEC by the contractor undertaking the process this year. These marks were uploaded to the SEC results database and then graded to arrive at a grade following the normal Leaving Certificate grade format. There has been extensive checking and quality assurance processes completed to ensure the integrity of the data moving through the process and the different systems in which data is being collected, processed, stored and handled.

### ***How are the Final Results processed and checked?***

As already noted, the SEC operated both processes entirely independently, bringing them together only for the purposes of determining the higher result for those candidates who have opted for both examinations and Accredited Grades. The integration of the results before issue to candidates has been subjected to extensive checking and quality assurance to ensure that the results have been calculated and issued correctly.

### ***What happens if I opted for Accredited Grades in a subject at one level and sat the examinations at a different level?***

The SEC has used grade equivalences between levels to establish the better grade in the case of level changes. The table of grade equivalences is presented in the **Leaving Certificate Grading System** section of this guide. These equivalences were established as a matter of educational policy in the context of the revised grading scheme and revised common basic points scale introduced in the 2017 Leaving Certificate.

If your results in a subject (examinations and Accredited Grades) are considered equivalent, then the result provided to you on your provisional statement of results will be whichever result is at Higher Level. In due course, in advance of the issue of the final certificates, you will be invited to apply to the SEC if you wish to have the lower level result shown on your final certificate.

If you have an Accredited Grade in a subject at one level and an examination result in the same subject at a different level (even if these results are considered equivalent), you should note that the SEC will provide the CAO with both your examination result and your Accredited Grade. This will allow the CAO to undertake checks regarding minimum entry requirements.

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

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

***In the Accredited Grades, what is the purpose of the Appeals process?***

The appeals process in the Accredited Grades is limited to establishing whether an error has occurred in respect of the transmission to, or receipt by, the SEC of the estimated marks. You cannot appeal against the estimated mark provided by your school nor can you appeal the effect of the standardisation process on that estimated mark. The possibility that there has been a mistake in the information provided on your behalf by your school is considered to be extremely low. For example, in the 2020 system of Calculated Grades, the appeals process gave rise to fewer than 100 changes of marks out of 33,000 appeals out of the total set of 410,000 results. Another useful indicator in relation to the quality of the data provided to us by schools is that the SEC has completed a full quality assurance check this year of all of the documentation submitted by 30 selected schools and found no errors in the documentation through this process.

This year the UK-based National Foundation for Educational Research (NFER) has been contracted to provide comprehensive external quality assurance of the system of Accredited Grades and is undertaking checks on the coding of the statistical model as well as data verification and integrity of the data processing and standardisation processes.

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

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

However, a decision has been taken not to include any annotations on the results of the 2021 Leaving Certificate, whether that result is based on an examination result or an Accredited Grade, either at the time of issue of the provisional results or on the final examination certificates. This is because of the unprecedented circumstances associated with COVID-19 and the exceptional nature of the arrangements which applied this year.

This is an exceptional measure which does not interfere with normal examinations policy in relation to the annotation of examination results.



## 5. Access to Data – Examinations and Accredited Grades

### ***What happens after the issue of the provisional results on 3 September?***

From 5pm on **Tuesday 7 September** the results information in the Candidate Self Service Portal will be updated to show the following information for each subject:

- For Written Examinations –
  - Component marks
  - Total marks
  - Examination Grade
- For Accredited Grades –
  - School estimated mark\*
  - Accredited mark
  - Accredited Grade

\* Even after the issue of the results, you are not permitted to discuss your estimated marks with your teachers or with the principal or deputy principal or any other member of the school authority. See the later section on rules on the Accredited Grades Appeals.

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

In 2021, one of the measures which was introduced to address loss of learning arising from COVID-19 were adjustments to the examination papers. The adjustments to the examination papers required significant changes to how the SEC approached the grading of the examinations for 2021. This does not mean that there has been any change to the grades but the changes may make understanding your examination component marks and viewing your examination scripts more complicated than would be the case in a normal year.

In many subjects with a related examination component (an oral test, project, coursework, etc.) many candidates completed these components but did not ultimately sit the written examinations. The SEC generated a grade for any component weighted at 30% or more of the overall marks for the subject in order to ensure that candidates had every opportunity to be provided with the best result available to them from either process. Coursework can be worth up to 60% of the overall mark depending on the subject.

To assist with understanding your examination results a ***Candidate Information Guide 4 – A Guide to your Examination Results by Subject*** will be made available on Monday 6 September. There will be a specific section providing information on Leaving Certificate Applied as the arrangements are different given the modular nature of this programme.

### ***What appeal processes will I have access to?***

There are two separate appeal processes - one for the examinations and one for the accredited grades.

If you sat the examination and opted for an Accredited Grade in a subject, you can apply for both of these appeal processes regardless of which process generated your provisional results. Given that the examinations and the accredited grades are two separate processes, you must apply to appeal separately for each process on a subject by subject basis. You may choose to appeal none, one or both grades.

If you sat the examination only in a subject, you will have access to the examination appeals process. If you opted for an Accredited Grade only in a subject, you will have access to the accredited grades appeal process.

Every effort will be made to process appeals as quickly as possible but it is not possible at this time to commit to a date for the issue of the appeal results. Students will be notified of this date as soon as possible.

More information on both of these appeals processes is at Section 7.

## 6. The Viewing of Examination Scripts Facility

The SEC facilitates access to examination scripts by Leaving Certificate candidates through a Viewing of Scripts facility which takes place in schools each year after the issue of the Leaving Certificate results. More recently, an online viewing service has also been made available to candidates in the case of subjects that were marked online. This Viewing of Scripts facility, which has been available to Leaving Certificate candidates for the past twenty years, allows candidates to view their examination scripts to see how the marking scheme has been applied to their work. This allows candidates 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 facility allows candidates to see their script and, if they wish to make copies of their scripts during the viewing sessions, they are permitted to do so using their own digital device. The Viewing of Scripts process is a core part of the SEC's examination appeals and quality assurance. We strongly recommend that you take the opportunity to view your script before making an appeal application. Viewing also gives you the opportunity to make comments for the attention of the appeal examiner.

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

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

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

The *Candidate Information Guide 4 - Guide to your Examination Results by Subject* will be also of assistance to you should you choose to view your scripts. The SEC is committed to ensuring that you have a clear understanding of how grades were awarded and why particular grades were awarded. Each subject will be dealt with individually. The Guide will clarify details concerning the marking of the 2021 examinations, outline how grades were generated and explain how marks and grades are displayed on examination scripts and how they will be displayed on the Candidate Self Service Portal (CSSP). There is a specific section providing information on Leaving Certificate Applied. The *Candidate Information Guide 4 - Guide to your Examination Results by Subject* will be available on Monday 6 September.

### ***How do I apply to view examination scripts?***

Applications to view examination scripts must be made through the Candidate Self Service Portal between **5pm on Tuesday 7 September** and **8pm on Wednesday 8 September**.

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

Marking schemes will be available on [www.examinations.ie](http://www.examinations.ie) from **12pm on Wednesday 8 September**.

### ***How do I view examination scripts that were marked on paper?***

Once you have applied on the Portal to view your examination scripts, the SEC will provide details of your application to an Organising Superintendent appointed by the SEC to the school at which you

sat your written examinations. Their role is to organise the Viewing of Examination Scripts in the school. They will contact you in advance of the viewing period by email and assign you to one of the three viewing sessions as set out below. They have also been provided with your phone number which they may use to contact you.

Viewing Sessions - Saturday 11 September

Session 1:	9 am – 11am
Session 2:	12 pm – 2 pm
Session 3:	3 pm – 5 pm

Schools have been given flexibility to arrange a session on the morning of Sunday 12 September. Holding a Sunday viewing session is at the discretion of the school.

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

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

Yes – these include the following:

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

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

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

***Will the school provide copying services for me?***

No – only candidates using their own digital devices (mobile phone, tablet, camera.) will be allowed to copy their own examination scripts. Schools will be instructed not to allow any photocopies or

scans of the scripts to be made by the school or 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.

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

It depends. There are two options which are:

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

**How do I view Scripts that were marked online?**

Online access to online marked scripts will be available from 9am on Saturday 11 September to 12 pm on Sunday 12 September. The examination scripts you applied to view will be available throughout this time on the Candidate Self Service Portal. You will be able to download or print your scripts.

The following Leaving Certificate subjects were marked online.

LEAVING CERTIFICATE	
Subject	Level
English	Higher level only
Mathematics	Higher and Ordinary level
History	Higher level only
Geography	Higher level only
French	Higher level only
Physics	Higher and Ordinary level
Chemistry	Higher and Ordinary level
Biology	Higher and Ordinary level
Home Economics (written paper only)	Higher level only
LCVP (written paper only)	Common Level

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

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

## 7. Appeals

### 1. General Information

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

You can apply to appeal through the Candidate Self Service Portal.

From: **9 am on Saturday 11 September 2021**

To: **12 pm on Monday 13 September 2021.**

**In order that the SEC can process the appeals as quickly as possible, the appeal application deadline will be strictly applied. Late applications will not be accepted.**

If you sat the examination and opted for an Accredited Grade in a subject, you can apply for both of these appeal processes regardless of which process generated your provisional results. Given that the examinations and the accredited grades are two separate processes, you must apply to appeal separately for each process on a subject by subject basis. You may choose to appeal none, one or both grades.

If you sat the examination only in a subject, you will have access to the examination appeals process. If you opted for an Accredited Grade only in a subject, will have access to the accredited grades appeal process.

Every effort will be made to process appeals as quickly as possible but it is not possible at this time to commit to a date for the issue of the appeal results. Students will be notified of this date as soon as possible.

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.

#### ***What is the appeal fee?***

There is no appeal fee for the 2021 appeals process for either the written examinations or Accredited Grades.

#### ***When will I receive my appeal results?***

Every effort will be made to process appeals as quickly as possible and the appeal results will be provided through the Candidate Portal in due course. Until such time as the number of appeals are known, it is not possible to commit to a specific timeframe for the issue of the appeal results. The State Examinations Commission (SEC) is continuing to engage with the Department of Education, the Department of Further and Higher Education, Research, Innovation and Skills and other Higher Education stakeholders on the timeline.

The SEC automatically informs the CAO of all changes of results following the appeals process.

## 2. Appeals Process for Written Examinations

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

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

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

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

#### ***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 subject appealed. 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. The SEC will not accept *Candidate Observation Report Forms* directly from candidates. NOTE: Completing a Candidate Observation Report Form at the viewing indicates your *intention* to appeal but does not represent the lodging of an appeal – you must still lodge an appeal on the Candidate Portal. If you do not go on to make an appeal application through the Candidate Portal then the appeal will not be processed and the comments raised will not be considered.

#### ***Online Marked Subjects***

Should you decide to appeal any of the online marked subjects, you will have the opportunity as part of the online appeal application to complete a *Candidate Observation Report Form* (AP1). You will be provided with the opportunity to complete a separate form for each subject, with the exception of Mathematics\*, that is the subject of the appeal. The comments that you record through the online *Candidate Observation Report Form* will be associated with your appeal script by the SEC.

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

### ***What happens during the Appeals Process for Written Examinations?***

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 appeal advising team and the appeals process is overseen by the Chief Examiner.

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

***Is everything remarked during the appeals process?***

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

In 2021 as part of the examination process the oral tests in Gaeilge and the modern foreign languages were organised by the schools between 26 March and 15 April. While in a normal year an external examiner appointed by the SEC both carries out the oral language interviews with the candidates and assesses them, this year these two roles were separate. The interviewing was carried out by a teacher appointed by the school and they were audio-recorded. This teacher did not award marks. The recordings were forwarded to the SEC and then, SEC-appointed examiners awarded marks based on these recordings.

As part of the appeal process the oral recording will be marked again. The scope of the appeal will not extend beyond the marking by the original SEC examiner of the oral proficiency demonstrated by the candidate on the recording. The appeal process will not encompass any aspects of the delivery and conduct of the oral interview or its recording in the school.

***Is the same marking scheme used during the appeals?***

Yes. It is essential in the interests of equity and fairness that appeal marking is carried out in accordance with the marking scheme for that subject. This ensures that appeal examiners apply the same standards during the appeal marking as were applied to all candidates in the original marking. The Marking schemes will be published on **www.examinations.ie at 12 noon on Wednesday 8 September.**

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

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

***Can a result be downgraded on appeal?***

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

***In what circumstances can a downgrade occur?***

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

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

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



mark was sufficiently out of line with the criteria set out in the marking scheme and the standard applied in the original marking.

***Are there likely to be many downgrades?***

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

### **3. Appeals Process for Accredited Grades**

The Accredited Grades appeals process is a process review focused on looking for errors in the transmission and receipt of student data. The scope of the appeal excludes the professional judgment of the school in providing the estimated marks. This means you may not appeal against the estimated mark provided on your behalf by the school. The design of the statistical model and the application of the national standardisation process is outside of the scope of the appeals process. This means you may not appeal the effect of the standardisation process on the estimated mark.

As in the written examination appeals, results can be changed upwards or downwards on appeal.

Given the quality of the data provided by schools, the possibility of any change on appeal is extremely low. In 2020, out of 33,000 appeals, there were 100 marks changes leading to 18 grade changes through the appeals process.

The Accredited Grades appeals process involves the following stages;

**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.

Stage 1 will be completed by the school which provided the estimated mark on your behalf. The SEC will provide each school with a report of appeal applications for that school. The school will undertake checks to ensure that, in the case of each Accredited Grade appealed, the estimated percentage mark provided in each case was correctly recorded and transferred to the data collection system. An Accredited Grade aide (in the school) will extract the documentation in respect of each appeal; and confirm that the data was accurately transferred from the relevant forms to the data collection system. The school will be required to submit a return to the SEC that all procedures were correctly followed and then return the documentation in relation to results which were the subject of an appeal to the SEC for quality assurance checks.

**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.

In Stage 2, data checks will include a check to ensure that the Class ID for the subject and level taken has been preserved in the standardisation process and that candidates placed on the same school-estimated mark in the same subject and at the same level taken by the school are conferred with the same Accredited mark.

***Are there any rules that apply to the Accredited Grades Appeals?***

Yes – and there are serious consequences for any breach of these rules. After the issue of the results, the effect of the standardisation process on the school estimated marks will be known.

The process of providing estimated marks is governed by a piece of legislation called the **Education (Leaving Certificate 2021) (Accredited Grades) Act, 2021**. At the time the estimated marks were being provided by schools, neither you nor anyone acting on your behalf was permitted to discuss your estimated marks with your teachers or with the principal or deputy principal or any other member of the school authority.

Under the legislation, seeking to improperly influence the process of providing estimated marks, or providing false information about those marks, carries with it very serious consequences including the withholding of a Leaving Certificate result. It should be noted these provisions remain in effect in the context of the Accredited Grades appeal process. It continues to be the case that neither you, nor anyone acting on your behalf, is permitted to discuss your estimated marks with your teachers or with the principal or deputy principal or any other member of the school authority. A breach of these provisions in the course of the appeals process could lead to a provisional result being withdrawn. If false or misleading information is provided in the course of the appeals this could also lead to a result being withdrawn. (The relevant provisions from the Act are at Appendix 3)

**What if I not happy with the outcome of the Accredited Grade appeal process?**

Students unhappy with the outcome of the above process may invoke a separate process to have their appeal reviewed by independent Appeals Scrutineers. These Scrutineers are independent of the SEC. The Independent Appeals Scrutineers will check to ensure the correct procedures were followed throughout the appeals process. The Scrutineers will have access to the records and documentation considered at Stages 1 and 2. Further details of the Independent Appeals Scrutineer process will be provided with the appeal results.

## 8. Seeking Rectification outside the Examinations Appeals Process

***Outside of the formal examinations 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?***

As a result of the adjustments to the examinations in 2021, in the case of subjects with practical coursework, oral, aural or listening tests, it was necessary to re-weight the components on the SEC computer system at grading so that the relative weighting between the written paper and the other components were retained. This means that in a significant majority of these subjects the total mark on the front of the script will not match the total mark that will be displayed on the CSSP.

In the case of subjects that were not re-weighted, the final mark on the front of the script should match the mark on the CSSP.

If you are concerned that there is a discrepancy between the mark awarded and the grade awarded you should in the first instance refer to *Candidate Information Guide 4 - Guide to your Examination Results by Subject*. This guide provides a list of the subjects that were re-weighted and how they were re-weighted on a subject basis. It also has a list of the subjects that were not re-weighted and provides information on a subject basis regarding what you should see on your script and what will be displayed on the Portal.

If after consulting the “Guide” 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.

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 in interpretation regarding

- transferring of marks from inside the script to the front cover
- computation of marks
- the application of the marking scheme
- claims that the work has not been fully marked
- disallowed questions

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

**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.

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

In the event that you believe there is a discrepancy between the mark awarded and grade awarded in a script that was marked online you should contact the Candidate Helpline at 1800 111 135 or 1800 111 136, or by email to [candidateportal@examinations.ie](mailto:candidateportal@examinations.ie).

## 9. Further Stages of the Appeals Processes

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

If you appealed an examination result, following the issue of the appeal results, you can access two further Post-appeal Results Services available to you and you may opt for one, both or neither.

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

If you appealed an Accredited Grade, you will have access to

- c) the Independent Appeals Scrutineers – Accredited Grades Appeals

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

Further details on applying for these services will be provided at the time of issue of the appeal results.

### a) Viewing of Remarked Examination Scripts

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

Yes. When you access your appeal results on the Candidate Self Service Portal, you will be provided with a link to the Post-appeal Results Services. If you are unhappy with the outcome of your appeal you will have an opportunity to view your re-marked scripts. Further details regarding viewing appealed scripts and the IAS process will be available through the Portal at the time the Appeal Results issue.

## Independent Scrutiny of the Appeals

### ***What is the function of the Independent Appeals Scrutineers?***

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

Independent Appeals Scrutineers are independent of the SEC. There are two separate IAS processes and two separate groups of people involved in these processes.

### **b) Independent Appeals Scrutineers - Examinations Appeals**

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

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

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

### **c) Independent Appeal Scrutineers - Accredited Grades**

The Independent Appeals Scrutineers will check to ensure the correct procedures were followed throughout the process. The process for the appeal of an Accredited Grade is a process review focused on looking for errors in the transmission and receipt of student data. The scope of the appeal excludes the professional judgment of the school in providing the estimated marks and the process of standardisation. These aspects of Accredited Grades are not open to appeal.

## **Ombudsman and Ombudsman for Children**

If you consider that your case has not been processed correctly, you can make a complaint to the Ombudsman or, in the case of students under 18 years of age, 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?***

Data protection legislation gives rights to candidates to copies of personal data held by the SEC. It should be noted that all examination scripts and other materials held by the SEC are the property of the SEC and are not returned to candidates. Rule 28 of the Rules and Programmes for Secondary Schools, issued by the Department of Education provides that: *“All materials (answerbooks, drawing paper, maps, diagrams, pictures, question papers, tapes etc.) issued by the Commission for the purpose of recording candidates answers to the questions set in the examinations held by the Commission are and remain the property of the Commission. Materials not issued by the Commission but forwarded to the Commission for marking, become the property of the Commission”*. The SEC marks 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. 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, Accredited Grades results and other material?***

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

- Any material which is not the subject of an appeal will be confidentially disposed of at the end of December following the examination. Accordingly, unless you appeal, your examination scripts and other materials will be disposed of by the end of December 2021.

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 2022. This can be longer if the appeal remains the subject of an ongoing process.

Personal data processed for the purposes of Accredited Grades shall be retained for as long as the personal data is required for the duration of the 2021 examinations process and shall be permanently deleted when they are no longer needed.

## 10. Data Protection - Examinations And Accredited Grades

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

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

### ***When can I get copies of my scripts?***

The earliest possible access that you will have to your scripts will be at the Viewing of Scripts sessions on Saturday 11 September. Schools have also been given discretion to arrange one session on the morning of Sunday 12 September. 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 3 September, the date of issue of the provisional results. Similarly, there is a time restriction on making a data access request for the result of an appeal. If you appeal a result and then make a data access request for the outcome of the appeal, the clock does not start ticking on your request until the date of publication of the appeal results. In addition, if you appeal a Leaving Certificate examination result, and you have already made a data access request for the script associated with that result, then the clock does not start ticking on your request until the date of issue of the appeal results. You are strongly encouraged to exercise your right to view your scripts at the viewing session or online. While you are of course entitled to make a data access request for a copy of your scripts, the Viewing of Scripts service presents you with the **only** opportunity to access your scripts in advance of the appeal closing date. Furthermore, viewing your script does not prevent you from also making a data access request.

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

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

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

No – We will update the results file on the Candidate Self Service Portal from 10am on Tuesday 7 September 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 Oral Interviewer's voice and we will not provide you with the questions that you were asked in the test. Unlike your answers, these questions are not your personal data and the questions asked in the oral test, unlike those which appear on examination papers, are not made public. The reproduction of such a recording with only your voice is a complex task and will take the full 90 days to be sent out to you. Therefore, candidates cannot be provided with access to the recording as part of the viewing of scripts or appeals process.

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

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

***Do I need to make a data access request to access my school estimated marks and my accredited marks?***

No. From 5pm on Tuesday, 7 September, the school estimated marks, Accredited marks and Accredited Grades will be made available to you on the Candidate Self Service Portal.



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

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

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

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

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

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

# Appendix 1: Leaving Certificate 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 current arrangements.

	Since 2017	
Level	Percentage	Grade
Higher, Ordinary, Foundation. Ard, Gnáth, Bonn.	≥ 90 to 100	1
	≥ 80 and < 90	2
	≥ 70 and < 80	3
	≥ 60 and < 70	4
	≥ 50 and < 60	5
	≥ 40 and < 50	6
	≥ 30 and < 40	7
	≥ 0 and < 30	8

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

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

### Table of established Grade Equivalences between levels

H1		
H2		
H3		
H4		
H5	O1	
H6	O2	
H7	O3	
	O4	
	O5	F1
	O6	F2
	O7	F3
		F4
		F5
		F6
		F7
H8	O8	F8

For candidates with equivalent grades between Accredited Grades and the Leaving Certificate examination grade who received:

- a higher result on a lower level paper  
or
- a lower result on a higher level paper

The result at the highest level will be output on your final certificate unless you notify us that you want to be awarded the lower level result (e.g. if you received an Accredited Grade of H5 and an examination grade of O1, H5 will be included on your final certificate). You will be provided with this opportunity in advance of the issue of the final certificate of results (Note this is not the provisional statement of results).

## Appendix 2: Education(Leaving Certificate 2021)(Accredited Grades)Act – extract

### Prohibition on certain communications

1. (1) A person (in this section referred to as the “first-mentioned person”) shall not communicate with a teacher, tutor or principal or any other person who performs a function in relation to the provision of any estimated mark (in this section referred to as a “relevant person”), either for the first-mentioned person’s benefit or for the benefit of another person, for the purpose of improperly influencing the consideration by a relevant person of any matter which falls to be considered or decided by such relevant person in the performance of such function.
- (2) If a relevant person is of the opinion that a person has communicated with him or her in contravention of *subsection (1)*, the relevant person shall not entertain the communication further and shall immediately inform the following, in writing, of the substance of the communication:
  - (a) where the relevant person is a teacher or tutor, the principal;
  - (b) where the relevant person is a principal or any other person (other than a teacher or tutor), the Commission.
- (3) The principal or the Commission, as the case may be, shall acknowledge in writing the receipt of any information under *subsection (2)*.
- (4) The principal shall immediately notify the Commission in writing of any information received under *subsection (2)*.
- (5) (a) Where a communication is made in contravention of *subsection (1)*, the Commission may, in accordance with such procedures as may be prescribed, carry out a review.  
**(b) The Commission may, following a review referred to in *paragraph (a)*, withhold all or any of the accredited grades comprised in the Leaving Certificate 2021 in respect of any candidate by whom, or for whose benefit, the communication concerned was made.**
- (6) Where the Commission decides to withhold all or any of the accredited grades as provided for by *subsection (5)*, the candidate may appeal against such decision in accordance with such procedures as may be prescribed.
- (7) The power to withhold all or any accredited grades under this section is without prejudice to any other power, rights or remedies available to a person relating to the withholding of results for any reason relating to the Leaving Certificate Examination.

## Provision of false information

2. (1) (a) Where, in relation to the provision of any estimated mark, a person gives false or misleading information, the Commission may, in accordance with such procedures as may be prescribed, carry out a review.
  - (b) **The Commission may, following a review referred to in *paragraph (a)*, withhold all or any of the accredited grades comprised in the Leaving Certificate 2021 in respect of any candidate by, or in respect of whom, false or misleading information was provided.**
- (2) Where the Commission decides to withhold all or any of the accredited grades as provided for by *subsection (1)*, the candidate may appeal against such decision in accordance with such procedures as may be prescribed.
- (3) The power to withhold all or any accredited grades under this section is without prejudice to any other power, rights or remedies available to a person relating to the withholding of results for any reason relating to the Leaving Certificate Examination.