

LEAVING CERTIFICATE EXAMINATION 2022

CONFIRMATION OF ENTRIES

**To the Authorities of Post-Primary Schools, Special Schools and, and
Management of other centres of education providing Leaving Certificate
examinations in 2022**

Dear Principal,

In 2021, the State Examinations Commission (SEC), as part of its digital strategy, introduced the Candidate Self Service Portal (CSSP) as a one-stop-shop for a range of online services for Leaving Certificate candidates. The CSSP will be used again for the 2022 Leaving Certificate so that candidates can confirm their examination entry details and access other services such as results and appeals.

The portal will open at 12 noon on Thursday 3 February for candidates to confirm their subject entries and levels. It will remain open for this purpose until 12 noon on Friday 11 February.

During this time Leaving Certificate candidates will be required to register and create their portal account, confirm their subject and level entry details, and add or delete subjects from the records presented to them. Leaving Certificate Applied Year 2 candidates will be required to register and create their account only.

The portal will be pre-populated with the data entered by schools through the PPOD October returns process. This means that only those subjects which candidates have been studying in schools will be displayed on the portal. When the portal opens candidates will have the opportunity to add any subjects that they are studying outside of school or to delete subjects if they are no longer intending to present for examinations in particular subjects.

Candidates will not be able to add additional subjects after the portal closes on 11 February.

When the candidate entry confirmation process has concluded on the CSSP, the SEC will provide schools with a report of the entries for the candidates in the school for review and conformation

We appreciate your assistance at this time in ensuring that all candidates are notified about this process and complete their entry confirmation by the closing date.

Selection of levels

It is extremely important at this stage that schools engage with candidates regarding their selection of their level in each subject at this time. Candidates should be advised by their teachers to select the level at which they are currently studying each subject. The SEC will use this information for planning purposes. We will also provide this information to schools through a turnaround document for review.

Candidates will be asked to confirm their levels later on and will be permitted to change their levels in the written examinations on the day of the examination, as in previous years.

Access to the Portal

Leaving Certificate candidates will access the portal at www.examinations.ie from today Thursday 3 February at 12 noon. A *CSSP Before You Start Guide 2022* will be provided which candidates should read before commencing the process. To access the portal, candidates will need the following:

- their examination number (The SEC provided these to schools before Christmas)
- Personal Identification Number (PIN). The PIN will be the first 4 digits of the candidate's Personal Public Services Number (PPS number)
- an email address and mobile phone number to which the candidate will have regular access to over the coming months.

Examination Fees 2022

The Minister for Education has decided that there will be no fees levied for the 2022 examinations; Leaving Certificate, Leaving Certificate Applied or Junior Cycle.

Schools are asked to ensure that candidates, parents and guardians are advised that the fees for the 2022 examinations are being waived.

DATA PRIVACY - GDPR

GDPR lays out responsibilities for organisations to ensure the privacy and protection of personal data. Data Protection is an EU fundamental right for all individuals. All organisations that collect, control or process personal data are required under law to make sure that the data they collect is obtained fairly, stored securely and retained for no longer than is necessary. Therefore, you have a responsibility in how you manage personal data and must ensure that all documentation and systems that contains personal data must be stored securely and only used for the purpose it was obtained. Access to all documentation and systems should be restricted to authorised staff only.

Extreme care should be taken when distributing the Examination numbers and otherwise handling candidate information. Providing information to a candidate which belongs to another candidate is a serious matter.

If you think there might be a possible Data Breach, please immediately contact the SEC's Data Protection Officer by sending an e-mail to dpo@examinations.ie. There is a requirement on organisations to report personal data breaches to the relevant supervisory authority, where the breach presents a risk to the affected individuals. The SEC will undertake a risk assessment and as necessary will notify the Data Protection Commissioner (DPC) in line with its obligations.

JUNIOR CYCLE 2022

The process for the confirmation of entries for candidates at the 2022 Junior Cycle Examination will be the normal pape based process involving individualised entry forms which will issue to schools during February 2022.

ENQUIRIES

Enquiries on foot of this circular should be sent by e-mail to entries@examinations.ie. The Entries Section can also be contacted by telephone at 090- 6442705 or 6442857. The use of email is recommended.

Further information on the 2022 examination process will issue in due course

Thank you for your attention to these important matters.

Jennifer Henry

Higher Executive Officer

Entries Section

2nd February 2022