

## 2021 Leaving Certificate Candidate Self Service Portal

The portal is reopening for candidates to review and confirm their level selection and their choices of examinations, Accredited Grades or both for the 2021 Leaving Certificate for each subject in which they are entered. The Candidate Self Service Portal will reopen at **12 noon on Tuesday 27 April and close at 6 pm on Friday 30 April.**

**Please read 2021 Leaving Certificate Candidate Self Service Portal – Before You Start Guide** available here

<https://www.examinations.ie/cssp/2021/CandidateSelfServicePortal-BeforeYouStartGuidePhase2-2021.pdf>

The portal is available on the [www.examinations.ie](http://www.examinations.ie) website. **All students need to complete this process** even if your choices have not changed since you registered on the portal in March.

We will hold three drop in sessions for 6th year students to help you to complete the required steps on the portal

LC Portal drop in sessions

- Room 29 Tuesday 27th April at 2.20pm
- Room 29 Wednesday 28th April 9.30am
- Room 29 Friday 30th April at 12.42

### Steps to take

Go to [www.examinations.ie](http://www.examinations.ie) and click on link to the portal

Login with your Exam number & Password

- a. Review your Personal Details
- b. Review your Subjects and Levels
- c. Opt for Accredited Grades and/or Examinations subject by subject

This is the final opportunity to indicate the level at which Accredited Grades will be awarded as after the portal closes it will not be possible for either candidates or schools to change these levels.

**Please read the 2021 Leaving Certificate Candidate Self Service Portal – Before You Start Guide, in full before logging in to the portal.**

**If you have any queries please let us know.**

**Guidance Department**

Please note

- All Leaving Certificate Candidates; you must review, amend as necessary, and confirm, final options of whether you want to sit the examinations, receive accredited Grades, or both, on a subject by subject basis.
- All Leaving Certificate Candidates; you must review, amend as necessary, and confirm, final levels for each subject noting that this is the final level at which accredited Grades will be awarded to you.
- While you can now opt to sit an examination in a subject which you had opted out of, it is no longer possible to enter for any new subjects.
- It is possible to withdraw from a subject if you have decided that you no longer want to be assessed in that subject. Once you withdraw from a subject, it will not be possible to re-enter for this subject later either for examinations or for Accredited Grades
- All candidates; you must complete this process at this time even if your choices have not changed since Portal Phase 1 in March. This also applies to candidates who registered on the portal in March but who did not make any selections.

### **Choice of Level for Each Subject**

This is your final opportunity to indicate the level at which Accredited Grades will be awarded. The level which you select now in each subject will be your final level for the purposes of Accredited Grades.

Please consider your choice of level in each subject very carefully - If you select a level higher than that which you have been studying you may receive an estimated mark lower than that which you were expecting from your school.

**After the portal closes, the Accredited Grades levels will be locked in and cannot be changed by either candidates or schools. This is because teachers will have started to engage with the estimation process.**

If you are taking the examinations, you will be able to change your subject level on the day of the examination in June.

If you have opted for both examinations and Accredited Grades, and you sit the examinations, you will be credited with the better of the two results.

### **Selection of Examinations, Accredited Grades or Both**

For each subject, you must finalise your choice of sitting examinations, opting for Accredited Grades, or both.