

# LEAVING CERTIFICATE CANDIDATE INFORMATION GUIDE 2022

**JUNE 2022 - PREPARING FOR EXAMINATIONS**



**Coimisiún na Scrúduithe Stáit  
State Examinations Commission**

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# 1. Introduction

The purpose of this guide is to provide you with further information about the 2022 Leaving Certificate. This Candidate Information Guide provides important information about what you should expect during the examinations. Information is also provided about the examinations marking process; when and how you will receive your results; and some preliminary details about the stages that follow after the issue of the results – including the information that will be provided to you about your examination results; the viewing of marked examination script; and the Appeals processes that you will have access to. A further guide to the results and the post-results stages will be provided at the time of issue of the results noting that the results are expected to issue through the Candidate Self Service Portal.

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 22.

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 25 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.***

The SEC works in very close cooperation with school authorities throughout the year and especially over the course of the summer examinations. If you have any concerns during the examinations, your first point of contact should be with your school. You will find information about the services provided by the SEC on our website [www.examinations.ie](http://www.examinations.ie). Our general email address is [info@examinations.ie](mailto:info@examinations.ie) and our general phone number is: 090 64 42700

The SEC may contact you by text, email or phone using the contact details you registered on the Candidate Self Service Portal. Emails from the SEC will issue from [noreply@bulk.examinations.ie](mailto:noreply@bulk.examinations.ie) or from other email addresses ending in @examinations.ie. SMS text message from SEC will issue from State Exams.

The State Examinations Commission (SEC) provides the RACE Scheme to support candidates with a complex variety of special educational needs including learning difficulties as well as permanent or temporary physical, visual, hearing, medical, sensory, emotional, behavioural or other conditions. In common with similar schemes which operate in other jurisdictions, the focus of the RACE scheme is on the need to remove examination access barriers, while retaining the need to assess the same underlying skills and competencies, and to apply the same standards of achievement, as apply to all other students.

Until 2019, students who missed their examinations due to bereavement, or for any other reason, had no option but to sit their examinations the following year. Deferred examinations were held for the first time in 2019 for students who experienced bereavement of a close family member.

For the 2022 Leaving Certificate, the SEC will provide deferred examinations, as in 2019, for candidates who experience a close family bereavement at the time of the final written examinations to allow them to defer some examinations in order to prepare for and attend the funeral. For 2022, the deferred examinations will include a temporary extension of the scheme to include absences necessitated by Covid-19, bereavement, serious accident or ongoing illness.

Further details available in section 6 on page 8 of this document.

We at the SEC would like to wish you the very best of luck with your forthcoming examinations.

## 2. The Examinations Timetable

### ***When do the examinations start and end?***

The written Leaving Certificate examinations including Leaving Certificate Applied examinations start on Wednesday 8 June. Leaving Certificate Applied examinations finish on Thursday 16 June while the last examinations in the Leaving Certificate (established) are Tuesday 28 June 2022. The official examination timetables for 2022 are available on [www.examinations.ie](http://www.examinations.ie) and are presented on the inside covers of this Guide.

### ***Will I have to take more than two examinations in one day?***

There is a possibility that you may, because of your particular subject choices, have to sit more than two examinations in one day. For reasons of candidate wellbeing, since 2019, the Leaving Certificate written examination timetable was extended from 13 days to 15 days. The extended timetable is 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 a small number of candidates may have this experience.

## 3. External Candidates

### ***I entered for the examinations as an External Candidate - not attending a school or private college – are there any special rules that I need to be aware of?***

You will be sitting your examinations at a host school; the one you nominated to the SEC when you registered for the examinations earlier this year. To do so, you should have obtained the permission of the principal of that school to sit examinations there. Or you may be sitting examinations at one of the two external candidate examination halls in Dublin.

The SEC has provided your nominated host school with contact details for you in case they need to contact you in relation to any school specific notices.

You are required to let the school know if you will be absent from an examination or a number of examinations. All such reports should come through the school and you should not contact the SEC directly about absences. See also page 15 re deferred examinations for external candidates.

### ***Am I required to provide proof of my identity?***

You will be required to present proof of identity to school management on your arrival at the school for the first time. Any one of the following forms of identification is acceptable:

- Driving Licence
- Passport
- Garda I.D. (for over 18s)
- USIT Student Identity Card
- Public Service Card.

You are also required to show your ID to the Superintendent for each examination at which you present.

## 4. During the Examinations

### ***What do I need to bring with me to the examinations?***

You should make sure to bring your own pens, pencils (for diagrams only) and your calculator. A clock will be on display in the centre so you do not need to bring a watch (and also noting the prohibition on smart watches and other devices which is explained later). Everything else that you need will be provided.

### ***How are the examinations supervised?***

A Superintendent supervises each examination centre and oversees the running of the examinations. This includes distributing examination papers and answerbooks, ensuring that the examinations start and finish at the correct times and that you have a suitable environment in which to sit your examinations. You are required to comply with the direction of the Superintendents about all examination related matters.

### ***What do I do if I cannot hear the DVD for aural test clearly?***

In the case of examinations with an aural test or DVD as part of the test before commencement of the actual test, the superintendent will play a test recording to make sure that everyone in the examination centre can hear the recording clearly. If the sound is unclear and you have any difficulty hearing the recording, it is your responsibility to bring this to the attention of the superintendent immediately and before the actual test commences.

### ***What do the colours of the examination papers mean?***

The papers are colour coded by level. You should familiarise yourself with the colours of the examination paper as this will help you to ensure that you have been given the correct level by the Superintendent.

The Leaving Certificate examinations papers are colour coded as follows;

- 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

The papers are white on the inside and the title and level is printed at the bottom of each page.

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 centre and is reproduced at the back of this booklet.

### ***Can I change level on the day of the examination from the level that I selected on the Candidate Self Service Portal?***

Yes – you will continue to have this choice and to change levels on the day of the examinations.

However, if you have already completed a coursework or practical examination component that is not a common-level component, then you must take the written examination at the same level as the component you have already completed. Likewise, in subjects with two written papers, you must take Paper 2 at the same level as Paper 1.

### ***Are there detailed rules regarding the conduct of candidates in the examinations?***

Yes. The full list of rules is set out at the back of this Guide in the section titled “**Extract from Rules and Programmes for Secondary Schools – Conduct of Candidates during Examinations**”. Your responsibility is to ensure that you know the rules and that you comply with them at all times. These deal with matters such as: -

- the times of attendance,
- leaving the centre before the end of the examination,
- cheating or attempted cheating

The attendance rules include that you are required to be in your assigned seat in the examination centre at least 30 minutes before the start time of examinations on Day 1 and at least 15 minutes in advance of your examinations on subsequent days. If you are late for the examination, you can be admitted late, up to 30 minutes after the start time, by the Superintendent, but the time is forfeited. You are not allowed to leave the examination centre within the final 10 minutes of the examination.

***Are there rules on bringing notes, books, mobile phones, personal music players, lap- tops/tablets, electronic pagers, smart watches or any other 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. They are at the back of this Guide and at <https://www.examinations.ie/index.php?l=en&mc=ca&sc=gy> Breach of Regulations and the Conduct of Candidates during examinations.

Each centre will have a notice on display titled “*Notice – Penalty for Violation of Regulations*” which you should pay full attention to.

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

- Other than your examination paper or answerbook, you must not bring any books, memos, notes, papers, mobile phones, personal music players, laptops/tablets, electronic pagers, smart watches or any other electronic devices, 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.

***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.

***What happens if I am suspected of cheating in the examinations?***

In the interest of being fair to all candidates, the SEC must be satisfied that marks awarded have been gained fairly and will investigate any suggestion, suspicion or allegation of cheating or other impropriety in relation to the examinations. This is essential in order to uphold the integrity of the Irish State examinations system and to underpin equity and fairness within the system in order to enable all candidates to display their achievements on an equal footing.

If you are suspected of cheating during the examinations, the Superintendent is required to make a report to the SEC and to provide with the report any available evidence which might include the books, notes, devices, etc.

The principles of natural justice are applied when following up such cases. Later on, details of the evidence available, such as superintendent’s reports, confiscated material or items, notes or work prepared that exhibits evidence of collusion, will be brought to your attention through your school and you will be invited to offer a response to the evidence presented. The school authority is also free to offer comment if they consider it appropriate. The decision will be communicated in writing to you. A decision to withhold a result is open to appeal. While every effort is made to conclude an investigation prior to the issue of the examination results, it is not always possible to do so. In these circumstances results are withheld on a without prejudice basis pending further communication with the schools and candidates concerned.

### ***What are the penalties if I am found to have broken the rules?***

The SEC would strongly caution any student that might be tempted to cheat that serious consequences can result. You could lose marks or the full result in a subject; they could lose the results of the entire examination; or they could be debarred from entering for any of the State examinations for a specified period. 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.

## **5. 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 otherwise you 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 you to demonstrate your level of attainment, and
- b) ensure that, whilst giving you every opportunity to demonstrate your level of attainment, the special arrangements will not give you 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 to 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 2022 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 Email: [race@examinations.ie](mailto:race@examinations.ie) . Please note, however, that all applications for reasonable accommodations must be made through your school.**

### ***Can I use a bi-lingual dictionary in the examinations if my mother tongue is not Irish or English?***

Only in the following circumstances. You may use a bilingual dictionary between your 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).

- You may use bilingual dictionary in all examinations except:
  - an examination in your mother tongue
  - an examination in Irish
  - an examination in English
  - an examination in a language closely related to your 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 S03/22 Use of Bilingual Dictionaries in the 2022 Certificate Examinations.***

## 6. Deferred Examinations

For the 2022 Leaving Certificate and Leaving Certificate Applied, the State Examinations Commission (SEC) will provide a deferred examinations series with access strictly limited to candidates who experience:

- a. Close family bereavement – for funeral preparation and attendance, OR
- b. Serious medical conditions – due to serious accident, injury or illness.

In 2022, access to the deferred examinations will also be provided as contingency for candidates unable to sit their examinations due to;

- c. Covid-19 - in line with public health policy.

### Introduction

Under an extension of the emergency provisions of the Scheme of Reasonable Accommodations at the Certificate Examinations (RACE Scheme), the SEC will, as in 2019, provide deferred examinations for candidates who experience a **close family bereavement** at the time of the final written examinations.

The SEC will also introduce an extended provision for supporting Leaving Certificate and Leaving Certificate Applied candidates who are unable to sit their examinations in the main sitting due to a **serious accident, injury or illness**.

This year, there is also a temporary need to allow access to the deferred examinations **on public health grounds** to ensure that candidates with Covid-19 or with symptoms of Covid-19 do not attend for examinations.

The development of the RACE scheme extension to support students experiencing bereavement and serious accident, injury and illness at examinations time has been informed by academic research undertaken on behalf of the SEC. In light of experience at the 2022 Leaving Certificate, the SEC intends to review the extension of the RACE Scheme to provide deferred examinations on these grounds following the conclusion of the 2022 examinations.

### Purpose

The purpose of this section of the *Candidate Information Guide* is to provide information about the deferred examinations series to candidates and parents/guardians.

The full details of the extension of the RACE scheme are set out in the governing circular **SEC Circular S34/22 - Extension of the RACE Scheme to provide deferred Examinations**, and its addendum - *Access to Deferred Examinations due to Public Health Advice - Covid-19*. The information here is provided as assistance to candidates and parents/guardians.

To safeguard integrity and maintain confidence in the Leaving Certificate, access to the deferred examinations will be strictly limited to those genuinely unable to sit their examinations in the main sitting for one of the specified reasons.

It should be noted that the scheme itself is provided as set out in governing circular S34/22 and the addendum. All decisions will be made by reference to the criteria, principles and requirements as set out in the named documents. School authorities have been asked by the SEC to familiarise themselves with the content of Circular S34/22 in order to be able to advise candidates and parents/guardians about this extension to the RACE scheme and the limitations which apply.

## Supporting Candidates experiencing Illness or Bereavement

It is important to note at the outset that accessing the deferred examinations in line with the arrangements and access criteria set out below is intended to be an action of last resort. Every effort will continue to be made by schools and by the SEC to facilitate and encourage candidates to take their examinations on the scheduled date in the main sitting.

Indeed, it is anticipated that many of candidates who would meet the eligibility requirements below will nonetheless take their examinations as scheduled, using, where required, the well-established support arrangements that can be put in place. The accommodations that can be made when unforeseen circumstances occur include sitting in an alternative location such as in hospital; access to a small, shared examination centre; rest breaks; alterations to the standard timetable; and the taking of food, drinks or medicines in the centre.

## Getting Help

As in all matters related to the certificate examinations, the first port of call for candidates and parents /guardians experiencing difficulties at examinations time should be their own school. School authorities are very experienced in dealing with such matters and can advise and support candidates and their parents/guardians.

## Summary of the Scheme

Further details are set out in a question and answer format below. The following brief information may also be of assistance in providing details of this measure, including some of the limitations which apply.

Grounds for Access	Reason	Evidence	Duration of absence	Further Details
Bereavement	To provide for funeral preparation and attendance on the death of a close family member.	Death notice	Candidate may defer examinations on up to <b>three days</b> in the main sitting.	SEC Circular S34/22
Serious medical reasons	To provide for instances where candidates experience serious accident, injury or illness which renders the candidate <b>unable</b> to sit their examinations as scheduled.	From a <b>medical consultant or a hospital</b> - certification of the nature of the accident, injury or illness and the extent to which it impacts on the candidate's ability to attend their examinations.  Required within 4 days of the initial application.	Subject to the medical evidence, candidate may be allowed to defer <b>some or all of their examinations</b> . Candidates will be expected to resume their examinations in the main sitting as soon as they are able.	SEC Circular S34/22
Covid-19	For public health reasons following latest public health advice on symptoms – <b>Those with nasal symptoms only can and should attend their examinations in the main sitting.</b>	Self- certification	Candidate will be subject to a <b>Mandatory Absence Period</b> - a candidate will not attend any exam scheduled on the day their symptoms occur or any examinations on any of the following 7 days ( <b>a period of 8 days in total</b> ).	Covid-19 Addendum to SEC Circular S34/22

## Application Process

The application process in all cases is school-based. Candidates or parents/guardians should contact the school to report an absence on or before the date and time of the first examinations from which the candidate is absent. The school is required to make an initial application to the SEC no later than the date of the first examination from which the candidate is absent. Evidence is required to be submitted to the SEC within 4 working days of the date of the initial application.

The deferred examinations will be held between Thursday 30 June until Saturday 16 July, including all Saturdays in the period.

In making an application to access the deferred examinations for any of the specified reasons, candidates and parents/guardians should note the following limitations which apply;

- There is **no further contingency for the deferred examinations** series. If a candidate is considered eligible for the deferred examinations and remains, or becomes, unwell at the time of the deferred examinations, or experiences a bereavement, or is absent from their examinations for any other reason (including Covid-19), their next opportunity to sit the Leaving Certificate will be in June 2023. No alternative arrangements will be provided.
- The **scheduling of Leaving Certificate examinations on the first five days** (Thursday 30 June to Tuesday 5 July inclusive including Saturday 2 July) of the deferred examinations **is fixed** as on the provisional timetable. The **remaining examinations are provisionally timetabled** on dates from Wednesday 6 July until Saturday 16 July including Saturday 9 and Saturday 16 July. In the case of Leaving Certificate Applied the first day of the timetable (Thursday 30 June) **is fixed** and the **remaining examinations are provisionally timetabled** on dates from Friday 01 July until Thursday 07 July including Saturday 02 July. Timetables will be finalised based on demand arising during the main examination.
- Candidates must be available to take the deferred examinations over the period and must take note that the **provisional timetables are subject to change**. Examinations will be held on all weekdays and all Saturdays in the period of the deferred examinations.
- The deferred examinations will be held at a number of regional locations (typically one school per county) and candidates should opt to sit any deferred examinations in the host school location closest to them. Venues may be subject to consolidation depending on the number of candidates ultimately sitting the deferred examinations. Candidates must be aware that their **selected host school is subject to change**.
- Attendance at the deferred examinations is likely to involve travel to another location for the duration of each deferred examination they are due to sit. Candidates taking the deferred examinations will be responsible for their own transportation and accommodation expenses and must be able to make their own arrangements for attending the deferred sitting.
- No alternative dates, locations or arrangements will be provided at the request of candidates.
- Candidates will only be admitted to the deferred examinations on instruction from the SEC.
- Noting that the first examination of the main sitting is on Wednesday 8 June and the examinations scheduled on this date will take place on Thursday 30 June in the deferred sitting, very tight timelines will apply to the application, decision-making, and appeals processes. All of the deadlines will be strictly applied.

## **QUESTIONS & ANSWERS ON DEFERRED EXAMINATIONS**

### **ELIGIBILITY**

#### ***Who can access deferred examinations?***

The provision is intended for Leaving Certificate and Leaving Certificate Applied candidates who;

- a. experience a close family bereavement very close to or during the examinations and need some time to prepare for and attend the funeral  
OR
- b. experience a serious accident, injury or illness which renders them unable to attend for their examinations

This year, there is a temporary need to allow access to deferred examinations on public health grounds to ensure that candidates with Covid-19 or with symptoms of Covid-19 do not attend for examinations.

## **BEREAVEMENT - FUNERAL PREPARATION AND ATTENDANCE**

### ***What supports will be available for Leaving Certificate candidates who experience a bereavement immediately prior to or during the examinations?***

Eligible Leaving Certificate and Leaving Certificate Applied candidates who experience a **close family bereavement** will be able to **defer up to three days of examinations to the deferred sitting**.

Those who experience bereavement of a close relative during examinations time, or in the two days prior to the examinations which commence on 8 June this year, will be able to defer some examinations. Therefore, the accommodation will be available in respect of the death of a close relative which occurs on any day in the period Monday 6 June to Tuesday 28 June inclusive.

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 their full set of examinations at the same time.

The candidate will, at their discretion, be able to defer the examinations they were due to take on the day of the funeral, if that falls on a day on which they were scheduled to sit examinations, and two other days. Between the day that the close relative dies and the day after the date of the funeral, a candidate can decide to defer up to **three days of examinations**.

In all cases, the SEC must be satisfied as to the validity of the application and will reserve the right to seek independent proof of the bereavement.

### ***Who is classified as a close relative?***

For the purposes of deferred examinations close relatives are 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 also provides for the death of the child, spouse or civil partner of a Leaving Certificate candidate.

### ***Why is the time limited to three days?***

The purpose of this accommodation is to allow the bereaved candidate to have some time to prepare for and attend the funeral of their loved one without having to contend with the added pressure of their full set of examination at the same time. So, the measure is intended as a break from the examinations at what is a difficult time for the young person.

### ***My relative died the week before the examinations commenced? Can I defer some of my examinations?***

Unfortunately, as with any scheme with eligibility criteria there will always be those who meet the criteria and those who do not. The SEC took advice on determining the appropriate duration between the date of bereavement and the start of the examinations order for the candidate to be eligible for this measure. This advice was that it should be limited to candidates experiencing a bereavement during the full period of the written examinations and in the two days immediately beforehand.

### ***If I experience a close family bereavement, do I have to defer my examinations?***

No. You can choose to proceed with your examinations in the main sitting. If you are bereaved and choose to sit the examinations at the normal time you 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 examination centre, and providing students with supervised rest breaks during their examinations. However, if you decide to proceed with examinations in June you will not be permitted to access the deferred sitting.

## **SERIOUS MEDICAL CONDITIONS – ACCIDENT, INJURY OR ILLNESS.**

### ***What supports are available to Leaving Certificate candidates who suffer serious accidents, injuries or illnesses immediately prior to or during the examinations?***

Candidates who experience serious accident, injury or illness (either unexpectedly or a flare up of an existing condition) which renders them unable to sit their examinations as scheduled may be able to defer some or all of their examinations depending on the timing, nature and severity of their condition.

For examinations integrity reasons, the threshold for evidence is high and **evidence will be required from a medical consultant or from a hospital**. Certification, or other evidence, provided by a GP or other medical practitioner will not be considered.

The medical evidence must support both evidence of the condition and the degree to which it impacts on the candidate’s ability to attend for their examinations. Candidates are expected to resume their examinations as soon as they are able. However, under the serious accident, injury or illness category the candidate may seek to defer all of their examinations.

Any candidate who suffers an accident, injury or illness during the examinations but who does not meet the eligibility criteria for access to the deferred examinations will be accommodated under the existing provisions of the RACE Scheme which provides a range of measures to support candidates experiencing challenging circumstances at examinations time.

***What qualifies as serious accident, injury or illness?***

To maintain robust examinations and certification procedures and standards, the threshold for access to the deferred Leaving Certificate examinations has been set at an appropriate level. The criteria for serious medical conditions have been informed by research into international best practice in other jurisdictions with similar examinations systems to Ireland.

It is not possible to be entirely prescriptive as to the range of conditions which might arise but the following are intended to exemplify the seriousness of the medical conditions and circumstances which will warrant consideration of an application for access to the deferred examinations series.

<b>Type of Serious Accident, Injury or Illness</b>	<b>Examples of conditions which will be considered</b>	<b>Examples of conditions which will not be considered*</b>
Serious illness	Cancer, cardiac conditions.	Gastroenteritis, migraines.
Major surgery at or near the time of the examination	Non-elective major surgery. Transplant, appendectomy	Any elective surgery.
Severe disease or severe condition event /episode	Sepsis, epilepsy, Crohn’s disease, severe asthma attack resulting in hospitalisation	Bronchitis, Asthma, Hay-fever.
Severe or permanent injury occurring at the time of the examination	Bones breaks requiring hospitalisation at the time of the examination, brain injury, amputation, spinal injury.	Sprains, minor burn injuries, tendon damage, bone breakages which can be accommodated within the existing provisions of the RACE Scheme (e.g. providing access to a recording device/scribe for a candidate with broken arm;)
Psychiatric illness	Life threatening mental health episode; detention in a hospital.	Stress, Anxiety, Non-medical trauma.

*\*Unless any of these conditions result in a period of unexpected hospitalisation at the time of the examinations.*

***How many examinations can be deferred on grounds of serious accident, injury or illness?***

Eligible candidates will be able to defer some or all of their examinations depending on the timing, nature and severity of their condition. The medical evidence must support both evidence of the condition and the degree to which it

impacts on the candidate's ability to attend for their examinations. Candidates are expected to defer as few examinations as possible and to resume their examinations in the main examinations as soon as they are able.

***What supports are available to Leaving Certificate candidates who suffer other less serious accidents, injuries or illness immediately prior to or during the examinations?***

All candidates are encouraged to take their examinations as scheduled and every effort will continue to be made by the SEC and by schools to support candidates in taking their examinations in the main sitting.

There are arrangements that can be made between the SEC and the school in the best interests of the candidate to enable the candidate to proceed with their examination on the scheduled date.

Candidates who are ill or injured but who are not eligible for access to the deferred examinations will be able to avail of the longstanding supports available under the RACE Scheme. Candidates who experience bereavement or a serious accident, injury or illness but who decide to continue with their original schedule of examinations will, of course, be entitled to these support arrangements. These supports include;

- access to a shared or an individual special examination centre (depending on need);
- arranging for examination sittings in atypical venues such as in hospitals or at another location or another school;
- granting of supervised breaks or rest periods having regard to the physical, medical or emotional condition of the candidate;
- access to food, drink and medicine.
- Amendments to the published timetable provided the examinations take place on the day scheduled on the timetable and appropriate supervision arrangements are in place.

Now that public health restrictions due to Covid-19 have been lifted, hospital sits will also be accommodated. However, once a candidate sits an examination in a hospital, they will not be allowed subsequently to access the deferred examinations series.

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.

***What if am not sure that I am eligible?***

Unless you are absolutely sure that you can meet the conditions of eligibility then you should attend for your examinations in June as normal noting that there are arrangements that can be made locally in the school to assist you in taking your examinations as originally scheduled. Candidates need to be aware that there is a risk that if they miss the main sitting, they may not be eligible to sit an examination at the deferred sitting and they will only be permitted to do so if their application is approved. **Applications will not be approved simply because the candidate has missed an examination in the main sitting in June.**

***If I become ill during my examination in June, can I resit the paper in the deferred sitting?***

No, if a candidate takes ill after commencing an examination they will not have access to the deferred sitting. These are not second chance examinations and are not available once a candidate has commenced an examination or completed an examination in the main sitting even the candidate maintains that they were unwell while taking the examinations.

**COVID-19**

***What happens if I have Covid-19 or symptoms of Covid 19 at the time of my examinations?***

Candidates who have nasal symptoms, such as a runny nose or a sneeze, but otherwise feel well **should** attend for your examinations. This is in line with current HSE advice on attending school which has been in place since February 2022 - <https://www2.hse.ie/conditions/covid19/preventing-the-spread/child-returning-to-school-or-childcare/>.

The latest public health advice to the general public on symptoms of COVID-19 is available [here](#).

Candidates who are absent for an examination(s) as they are experiencing symptoms of Covid-19, will be allowed to access the examinations for which they are absent in the deferred sitting. Covid-19 related absences will be subject to a mandatory period of absence from the examinations.

### ***How long is the period of absence from the examinations?***

The absence period starts on the first day on which symptoms occur and will require you to be absent from the examinations for the following 7-day period (including weekends); so, 8 days in total. This means that candidates will be unable to sit any examination paper they were due to take on the day the symptoms occur and any that they were due to take in the following 7 days (i.e. 8 days in total).

**Example A** – A candidate reports to their school on Wednesday 8 June that they have symptoms of Covid-19. The candidate will be absent for all of their examinations from Wednesday 8 June until Wednesday 15 June inclusive. Provided they have no symptoms, they may return to complete their remaining examinations from Thursday 16 June onwards. Candidates will sit all examinations that they have missed in the deferred examinations series. In the example above, they will be sitting any examinations for which they were absent between Thursday 30 June and Wednesday 6 July including Saturday 2 July.

**Example B** – A candidate reports to their school on the morning of Friday 10 June that they have symptoms of Covid-19. The candidate will be absent for all examinations for which they are scheduled on Friday 10 June and until Friday 17 June inclusive. Provided they have no symptoms, they may return to complete their remaining examinations from Monday 20 June onwards. The candidate will sit any examinations for which they were absent in the deferred examinations series.

If the candidate in the above example did not experience symptoms on 10 June until after they had completed their examinations on that day, their symptoms still developed on that date and this will be the first day on which the absence period will still start.

The full absence period will be strictly applied and candidates are required to not attend for their examinations until this period has elapsed and to additionally follow public health advice.

### ***What happens if I still have symptoms at the end of this period?***

Candidates who continue to have symptoms after the end of this absence period will be subject to a further absence period of seven days. Candidates should continue to follow all public health advice. Candidates must report to their school on the last day of their first absence period if they continue to have symptoms.

### ***Why is there a mandatory absence period?***

In implementing this absence period, the SEC is taking a risk-based approach to managing Covid-19 in the examinations which is broadly in line with public health advice, limiting the Covid-19 risks, and providing some certainty about the duration of absences for candidates, schools and centres.

### ***If I suffer a bereavement or serious illness but I am not available in July, can deferred arrangements be made?***

Unfortunately, not. Candidates may experience bereavement or serious illness at the time of the main sitting but know they will not be available to sit the deferred examinations. Such candidate may be able to sit their examinations in the main sitting using the support arrangements that can be provided by schools. Otherwise, they will have the option of repeating your Leaving Certificate next year.

For candidates who are hospitalised during the period of the deferred examinations, it may be possible to arrange for them to sit your examinations in hospital on the day on which the examination is scheduled on the deferred examinations timetable.

## **APPLICATION PROCESS**

### ***I am attending school - How do I apply for the deferred examinations?***

The application process is school-based and candidates, or their parents/guardians, should notify the school authority immediately if they are absent for an examination and believe that they meet the eligibility criteria for access to the deferred examination.

The school authority is required to make an initial application to the SEC on the candidate's behalf to access the deferred examination series and has provided schools with an online application system. The initial application must be made before or on the first day on which the candidate is absent from the examination. At the very latest, the initial application must be made through the online system on the first day on which the candidate is absent from the main sitting.

Candidates, parents/guardians need to be aware of the published principles, requirements and criteria against which all applications will be considered and subject to formal decision. The application process will require confirmation from the candidate and parent/guardian of their understanding of the terms on which the application is made. The school will ask you and/or your parent guardian to complete the deferred examinations declaration form (**Form RA8/2022**). Section 2 should be completed by the school authority confirming the candidate meets the conditions of eligibility and to support the application. Section 3 must be completed by the Candidate (if over 18) or candidate and parent/guardian (if under 18).

Specific medical evidence, as defined in the governing circular S34/22, will be required to support an application on grounds of serious accidents, injury or illness. As set out, for reasons of examinations integrity, the threshold for evidence is high and evidence will be required from a **medical consultant or hospital**. Certification, or other evidence, provided by a GP or other medical practitioner will not be considered. The medical evidence must include both evidence of the condition and the degree to which it impacts on the candidate's ability to attend for their examinations.

While the required medical evidence, or evidence of the bereavement, may need to follow the initial application there is a need for this evidence to be available to the school within **4 working days** of the initial application.

The SEC has provided schools with details of the application process which will require them to confirm that you meet the eligibility criteria.

In all cases, the SEC must be satisfied as to the validity of the application and will reserve the right to seek independent proof of the bereavement.

**Candidates may not know the decision on foot of their application at the time of the examination and therefore will need to be extremely sure that they are eligible before being absent from the examination.**

Noting the first examination of the main sitting is on Wednesday 8 June and the examinations scheduled on this date will take place on Thursday 30 June in the deferred sitting, very tight timelines will apply to the application, decision-making, and appeals processes and all of the deadlines will be strictly applied.

### ***I am an external candidate - How do I apply for the deferred examinations?***

You should notify the school in which you were due to sit your examinations. Schools have been asked to put in place arrangements for any external candidates to apply through the school in which they are due to sit their examinations.

The SEC will not accept applications from candidates or parents/guardians other than in the case of a very small number of non-school affiliated external candidates who were due to sit examinations at one of two central Dublin locations. The SEC has contacted these candidates directly to set out a separate application process directly to the SEC by phone 090 6442783 or email [deferredexaminations@examinations.ie](mailto:deferredexaminations@examinations.ie)

### ***Can I, or my parent/guardian, apply directly to the SEC?***

The SEC will not accept applications from candidates or parents/guardians other than in the case of a very small number of non-school affiliated external candidates who were due to sit examinations at one of two central Dublin locations. The SEC has contacted these candidates directly to set out a separate application process directly to the SEC.

### ***What if my application is refused? Is there an Appeals Process?***

Yes. All applications will receive a formal decision from the SEC. In cases where a parent or candidate is dissatisfied with any aspect of the SEC's decision, they will have access to a Deferred Examination Independent Appeals Committee (IAC). All members of the IAC will be drawn from outside the SEC and include those with relevant medical expertise. The remit of the IAC covers appeals against the SEC's decisions on the deferred examinations. Appeals will be considered in light of the published principles, requirements and criteria as set out in the governing circular.

Details of the appeals process, including all relevant deadlines, will be included with decisions on applications for access to the deferred examinations. The appeals process will also be school based.

It should be noted that there is a very short time window for the application, decision-making, and appeals processes for the deferred examinations to transact. For this reason, all deadlines will be strictly applied.

### ***What will happen to a candidate who seeks to access the deferred examinations under false pretences?***

A Breach of Examinations Regulations may be determined if a candidate claims relief under this provision and is found to have made a false claim. A person aiding a candidate to claim a relief under this provision may be guilty of an offence under Section 52 of the Education Act 1998.

## **DEFERRED EXAMINATIONS INFORMATION**

### ***When are the deferred examinations taking place?***

The deferred examinations series for the June examinations will commence on Thursday 30 June. Leaving Certificate Established examinations are provisionally scheduled to continue until Saturday 16 July. Leaving Certificate Applied examinations are provisionally scheduled to continue until Thursday 7 July. Examinations will be held on Saturdays in the deferred examinations series. The provisional timetables will be published on [www.examinations.ie](http://www.examinations.ie) and final timetables will be published before the first examination in the deferred series.

Candidates accessing the deferred examinations must;

- a. be available during the time window for the deferred examinations must be available to take the deferred examinations as scheduled on the final timetables;
- b. note that examinations will be held on all Saturdays in the deferred examinations period;
- c. be aware that the examinations scheduled on the provisional deferred Leaving Certificate Established timetable from Wednesday 6 July onwards are subject to change;
- d. be aware that the examinations scheduled on the provisional deferred Leaving Certificate Applied timetable from Friday 1 July onwards are subject to change.

### ***Where are the deferred examinations taking place?***

It is intended that the deferred examinations will be provided at a number of regionally located schools. Typically, one school in each county will host the deferred examinations. In Dublin, Galway, Cork and Tipperary more than one school will provide the examinations.

Details of the host schools will be provided to school authorities as part of the application process.

It is expected that candidates will sit any deferred examination in the host school location closest to them. When making the online application on the School's Portal, the school authority will be asked to indicate the candidate's preferred host school from the list of schools. It is important to note the selection of the host school is not a guarantee and may be subject to change depending on the number of candidates ultimately sitting in the deferred examinations. THE SEC reserves the right to alter the host school locations depending on numbers presenting for the examinations.

Candidates must be able to make their own arrangements for attending the deferred sitting and will be responsible for their own transportation and accommodation expenses and the SEC will not entertain requests for sitting these examinations at alternative venues.

### ***What happens if I am unable to sit the deferred examinations?***

There is **no further contingency for the deferred examinations series**. If a candidate is considered eligible for the deferred examinations and remains, or becomes, unwell at the time of the deferred examinations, or experiences a bereavement, or misses their examinations for any other reason (including Covid-19), their next opportunity to sit the Leaving Certificate will be in June 2023. No alternative arrangements will be provided.

### ***Is there any cost for the deferred examinations?***

There is no fee for this service. However, candidates must be able to make their own arrangements for attending the deferred sitting and will be responsible for their own transportation and accommodation expenses. The SEC will not entertain requests for sitting these examinations at alternative venues.

### **OTHER INFORMATION**

### ***Is it the case that candidates who experience difficulties such as illness or bereavement at examination time get special consideration in the marking?***

At the certificate examinations each candidate's work must be marked according to the agreed marking scheme for the subject concerned. This is to ensure equitable, consistent and fair treatment for all candidates. Examiners are confined to applying the agreed marking scheme to the work actually produced at the examination. An examiner has no scope to deviate from this marking scheme. There may be a misconception that examiners can allow in some subjective way for the life circumstances of individual students. But this is absolutely not the case.

### ***Why does this not apply at the Junior Cycle examinations?***

The measure will be available in the high stakes Leaving Certification examination programmes only as missing examinations at this time may mean missing out on a college place or a job opportunity and having to wait a full year for the next available opportunity to sit the examinations.

The Junior Cycle examination is not high stakes. Junior Cycle candidates experiencing bereavement or serious illness at examination time will continue to be supported in taking their examinations under the existing arrangements.

### **If you have any queries contact:**

#### **Deferred Examinations Section**

**Phone 090-644 2783    Email: [deferredexaminations@examinations.ie](mailto:deferredexaminations@examinations.ie)**

## **7. The Examinations Marking Process**

### ***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 you 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 it will result from a detailed analysis of the likely and observed impact of the error on your work. Further details on how errors in examination papers are dealt with are available on our website at [www.examinations.ie](http://www.examinations.ie).

### ***Are the examination papers the same format and structure as in previous years?***

In response to the disruption to teaching and learning experienced by the Leaving Certificate class of 2022, extensive changes have been made to the written Leaving Certificate examination papers. The aim of these further adjustments is to lessen the load, as far as is reasonably possible, for candidates both in their preparation for the written examinations and also on the day of the examination. These further adjustments have been finalised following discussions between the Department of Education, National Council for Curriculum and Assessment and the State Examinations Commission. They are additional to previous adjustments announced in August 2021.

Details of the further adjustments (February 2022) can be found here [Further Adjustments](#) - February 2022

The written examination papers will reflect the further adjustments that have been announced. The SEC has aimed to maintain the overall structure and layout of the examination paper so that the examination papers remain as familiar as possible. To the greatest extent possible, all amendments to the papers were transacted by changing the instructions on the examination paper. In the case of Gaeilge no fair adjustment to paper 1 was feasible, so the adjustments have been confined to paper 2.

In almost all cases, further choice has been provided by reducing the number of questions to be answered in the examination. While this will have the effect of also reducing the time needed to complete the examination, the duration of each examination will remain unchanged, thus substantively relieving time pressures. The final set of adjustments to the written examination papers for 2022 are the same as the final set of adjustments that were made to the written papers of 2021. Accordingly, the 2021 papers, which are available on our website, are a useful resource to you in clarifying what those adjustments are.

### ***Will I be disadvantaged when compared to the results from previous years?***

The extensive changes announced to the examinations are in acknowledgement of the challenges that students have faced due to Covid-19. They build on the changes already made to the papers and notified to students in August 2021. These combined changes mean that students need not be concerned that they will be disadvantaged compared to their peers. The exams will be structured in a familiar way, but with more choice and a reduction in the number of questions to be answered.

Students sitting the Leaving Certificate this year have expressed concerns about 'grade inflation', and that students from previous years may have obtained results which may make it more difficult for the class of 2022 to compete for places in higher education. To ensure that the 2022 examination cohort are not disadvantaged the SEC will put in place measures to ensure that the overall set of results in the aggregate for this year will be no lower than last year. This means that the class of 2022 will not be disadvantaged compared to the class of 2020 or 2021.

### ***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](http://www.examinations.ie) 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.

## 8. Online Marking

### *What subjects are being marked online this year?*

The State Examinations Commission (SEC) has successfully used an online marking system to mark certain Leaving Certificate and Junior Cycle subjects in 2019 and to mark Leaving Certificate subjects in 2020 and 2021. The subjects/components that will be marked online in 2022 for the **Leaving Certificate** are:

Subject	Levels	Component
Irish	Higher, Ordinary, Foundation	Written (paper 1 & paper 2)
English	Higher & Ordinary	Written (paper 1 & paper 2)
Mathematics	Higher, Ordinary, Foundation	Written
History	Higher & Ordinary	Written & Coursework
Geography	Higher & Ordinary	Written & Coursework
French	Higher & Ordinary	Written & Aural
German	Higher & Ordinary	Written & Aural
Spanish	Higher & Ordinary	Written & Aural
Art	Higher & Ordinary	Written
Applied Mathematics	Higher & Ordinary	Written
Physics	Higher & Ordinary	Written
Chemistry	Higher & Ordinary	Written
Agricultural Science	Higher & Ordinary	Written & Coursework
Biology	Higher & Ordinary	Written
Engineering	Higher & Ordinary	Written
Accounting	Higher & Ordinary	Written
Business	Higher & Ordinary	Written
Economics	Higher & Ordinary	Written & Coursework
Technology	Higher & Ordinary	Written
Music	Higher & Ordinary	Composing & Listening [Core] papers only
Home Economics	Higher & Ordinary	Written paper only
Religious Education	Higher & Ordinary	Written & Coursework
Physical Education	Higher & Ordinary	Written paper only
LCVP (Link Modules)	Common	Written paper only
Politics and Society	Higher & Ordinary	Written & Coursework

### *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 examination 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 and 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 is no material change to the content of examination papers as a result of them being marked online. The changes described here relate to formatting and appearance only.

There are three different formats of examination paper:

- examinations in which the question paper is separate from the answerbook or other stationery used.
- examinations consisting of a returnable question-and-answerbook that incorporates all the questions and the spaces for answering them.

- examinations consisting of a returnable question-and-answerbook that incorporates the short answer questions and the spaces for answering them, as well as the lined pages for answering the longer response questions. The longer response questions themselves are presented in a separate question paper.

The following are the online marked subjects which will have a **returnable question-and-answerbook** in 2022:

<b>Leaving Certificate – Returnable Question-and-Answerbook</b>	
Irish	Business
Mathematics	Economics
Geography	Technology
French	Music
German	Home Economics
Spanish	Physical Education
Agricultural Science	Link Modules (LCVP)
Biology	Politics & Society

There is a new Leaving Certificate answerbook which will be used in all Leaving Certificate subjects that require a separate answerbook. This 36-page answerbook consists of the front cover, some instructions on page 2, and 34 lined pages.

You will need to indicate the subject, level and paper version (English/Gaeilge) you are taking by fully shading in the relevant circles on the cover. In the case of subjects that are not being marked online, you will write the name of the subject in the space provided.

You are required to clearly mark each question number in the space provided and to instead use a new page and start every question on a new page.

There have been some minor changes to the appearance of examination papers and stationery products to facilitate the scanning process. The following features appear on all pages: barcodes, L-shaped marks in the four corners, and 'hatching' along the central spines, and all have clearly defined areas where your answers should be written.

#### ***Can I request extra paper?***

There are three Leaving Certificate supplementary stationery products:

1. A 4-page Supplementary answerbook consisting of a white coloured cover page and three lined pages.
2. A 4-page Supplementary Graph Paper answerbook consisting of a white coloured cover page and three pages of graph paper.
3. A 4-page Accounting Stationery answerbook consisting of a white coloured cover page and three pages of accounting stationery.

**Supplementary lined answerbooks will be available to you if you have run out of writing space in your answerbook. Supplementary graph answerbooks and supplementary accounting answerbooks will be available upon request. Superintendents have been instructed not to provide supplementary answerbooks at the start of the examinations.**

#### ***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/answerbook 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 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.

**YOU MUST ENSURE THAT THE FOLLOWING INFORMATION IS COMPLETED CORRECTLY:**

- You will be required to provide your **Day and Month of Birth** on the front cover of all examination stationery, along with your examination number. See example below showing candidate 123456 whose day and month of birth is 12<sup>th</sup> November. **Please ensure accuracy when completing your examination number and day and month of birth.**

Examination Number  
Scrúdúimhír

1	2	3	4	5	6
---	---	---	---	---	---

Day and Month of Birth  
Lá agus Mí do Bhreithe

1	2	1	1
---	---	---	---

For example, 3rd February is entered as 0302.  
Scríobh 3 Feabhra mar 0302, mar shampla

- On the cover of the Leaving Certificate answerbook, you must also indicate the subject, level and language version (English or Gaeilge) you are using the answerbook for by fully shading in the relevant circles – see example below. **This must be completed carefully to ensure that the script is presented to the correct examiner for marking.**



9999X799X9XL

**Leaving Certificate Examination Answerbook for use in 2022**  
**Scrúdú na hArdeistiméireachta: Freagarleabhar le húsáid in 2022**

Shade in fully the circle for the subject, the level, and the language that you are answering through.  
Scáthaigh go hiomlán an ciorcal taobh leis an ábhar, an leibhéal, agus an teanga trína bhfreagróidh tú.

Code Cód	Subject Ábhar		Level Leibhéal		Answered through Freagraíodh trí
001	Gaeilge Páipéar 2	<input type="radio"/>	Higher Ardeibhéal	<input checked="" type="radio"/>	English <input checked="" type="radio"/>
002 P1	English Paper 1	<input type="radio"/>	Ordinary Gnáthleibhéal	<input type="radio"/>	Gaeilge <input type="radio"/>
002 P2	English Paper 2	<input type="radio"/>			
004	History Stair	<input checked="" type="radio"/>			
014	Art Ealaín	<input type="radio"/>			
020	Applied Mathematics Matamaitic Fheidhmeach	<input type="radio"/>			
021	Physics Fisic	<input type="radio"/>			
022	Chemistry Ceimic	<input type="radio"/>			
027	Engineering Innealtóireacht	<input type="radio"/>			
032	Accounting Cuntasafocht	<input type="radio"/>			
223	Religious Education Oideachas Reiligiúnach	<input type="radio"/>			

**Centre Stamp**  
Stampa an Ionaid

If your subject is not listed, write the subject name here:  
Mura bhfuil d'ábhar ar an liosta, scríobh ainm d'ábhair anseo:

Examination Number  
Scrúdúimhír

1	2	3	4	5	6
---	---	---	---	---	---

Day and Month of Birth  
Lá agus Mí do Bhreithe

1	2	1	1
---	---	---	---

For example, 3rd February is entered as 0302.  
Scríobh 3 Feabhra mar 0302, mar shampla



9999X799X9XL0136

## 9. Results - Preparation and Issue

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

The results this year are expected to issue through the Candidate Self Service Portal.

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

### ***How are the 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 inputted into our computer system. A range of checking and quality assurance procedures apply to the resulting and grading processes for the examination results focussed on maintaining data integrity and on identifying and reconciling candidate information.

### ***Can mistakes happen in the examinations process?***

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.

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

Certain accommodations provided under the RACE Scheme involve a waiver or exemption from the assessment of a core element and will give rise to an explanatory note (annotation), indicating the nature of the adjustment, on the provisional statements of results and on the final examination certificates.

### ***When will results issue for my Leaving Certificate?***

Unfortunately, it is not possible to commit to a specific timeframe for the issue of the results at this time.

There are a number of significant factors which will impact on the date of issue of Leaving Certificate results this year. There will be a deferred sitting of the Leaving Certificate examinations with access strictly limited to students unable to sit one or more papers in the main sitting in June due to serious medical conditions or close family bereavement or, on public health grounds, due to Covid-19. It is not possible at this time to quantify the number of candidates that might need to sit deferred examinations. In addition, a commitment has been given that the outcomes of the 2022 Leaving Certificate will on aggregate be no lower than the outcomes in 2021 and giving effect to this commitment will require time for detailed analysis of the marking outcomes, implementation, and quality assurance. A further complicating factor is there is currently a shortfall in the number of applications for examining roles across all subjects for 2022 examinations.

Candidates can be reassured that the SEC will make every effort to mark the examinations and process the results as quickly as possible and to ensure that the results of the examinations are available in time to meet the needs of candidates and end users.

A date for results will be announced as soon as possible.

Results will be provided through the Candidate Self Service Portal in due course. 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 higher education offers to you.

### ***What happens after the issue of the results?***

*A further guide to the results and the post-results stages will be provided at the time of issue of the results. Through the CSSP, you will have access to a range of online services for the issue of the results and the processes which follow the issue of the results which includes access to component data, viewing of scripts and appeals.*

# 10. Candidate Self Service Portal

## What is the Candidate Self Service Portal?

The Leaving Certificate Candidate Self Service Portal (CSSP) is a service provided by the State Examinations Commission (SEC) and the Department of Education for 6th year candidates entered for the 2022 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. You need to keep your account details safe so that you can access your results.

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
- 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.

THE SEC may contact you at various stages during the Leaving Certificate 2022 process to keep you informed of the stages above and also any information that may arise during the Process that may affect you. You will be contacted via the email and phone number you provided upon first registering through the Candidate Self Service Portal.

# 11. Results Issue and Post- Results Issue-Viewing of Scripts and Appeals

## What happens after the issue of the results?

A further guide to the results and the post-results stages will be provided at the time of issue of the results. Through the CSSP, you will have access to a range of online services for the issue of the results and the processes which follow the issue of the results. These are:

- Access to your Leaving Certificate results comprising, on a subject by subject basis
  - Access to the component marks in subjects (e.g. written paper marks, oral marks; practical marks, etc.)
  - The application to view your marked scripts
  - Online viewing of marked scripts (in certain subjects)
  - The appeal application process
- Access to the Leaving Certificate Appeal results.

# 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

# Appendix 2. 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 candidates first present themselves. On subsequent days candidates 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 answerbook 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 answerbook 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 answerbooks 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. Candidates 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 answerbooks, 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 answerbooks any leaf or part of a leaf;
  - (d) shall not take out, or attempt to take out, of the examination hall, any answerbooks, 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 answerbooks the make and model of any calculator(s) used in the examination. See **Circular S93/05 on [www.examinations.ie](http://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.

## Appendix 3. 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 you to view your scripts and to see how the marking scheme has been applied to your work. This allows you to make an informed decision about whether or not to appeal your result(s) in advance of the appeals closing date. The Viewing of Scripts service allows you to see your script and if you wish, allows you to make copies of your scripts during the viewing sessions using your own digital device. Responses submitted by you in examinations and any comments made by examiners about those responses are considered to be your 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 you will have to your script will be during the Viewing of Scripts process. If you do not view your scripts at this time, 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 appeal. Therefore, 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 you will have received your 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 you to exercise your right to your personal data and ensuring that examinations providers, such as the SEC, can continue to deliver on the 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 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 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 you 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 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 Interviewers 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 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.