



2021 Leaving Certificate Candidate Self Service Portal – PHASE 2 Before You Start Guide

The Candidate Self Service Portal (CSSP) is a service provided by the State Examinations Commission (SEC) and the Department of Education for 6th year students entered for the 2021 Leaving Certificate and Leaving Certificate Applied programmes. Phase One of the Candidate Self Service Portal, which was open between 12 and 16 March, allowed you to create your account and make your preliminary choices in each of your subjects about written examinations and Accredited Grades for the 2021 Leaving Certificate.

The portal is reopening for candidates to review and confirm their level selection and their choices of examinations, Accredited Grades or both for the 2021 Leaving Certificate for each subject in which they are entered. **The Candidate Self Service Portal (CSSP - Phase 2) will reopen at 12 noon on Tuesday 27 April and close at 6 pm on Friday 30 April.**

The choices that you make at this time are extremely important. While you will be able to change your mind later on about whether you sit the examinations (with some limitations which are explained in the guide), **the choices that you are going to make at this time are your final choices for Accredited Grades and you will not be able to make any changes after you make your final submission through the portal.**

This Guide contains information about the importance of the choices that you now have to make; a Step-By-Step guide to the process; answers to some common questions; and details of how to get help.

Before proceeding please take time to read this guide in full.

- All Leaving Certificate Candidates; you must review, amend as necessary, and confirm, final options of whether you want to sit the examinations, receive Accredited Grades, or both, on a subject by subject basis.
- All Leaving Certificate Candidates; you must review, amend as necessary, and confirm, final levels for each subject noting that this is the final level at which Accredited Grades will be awarded to you.
- While you can now opt to sit an examination in a subject which you had opted out of, it is no longer possible to enter for any new subjects.
- It is possible to withdraw from a subject if you have decided that you no longer want to be assessed in that subject. Once you withdraw from a subject, it will not be possible to re-enter for this subject later either for examinations or for Accredited Grades.
- All Leaving Certificate Applied Year 2 (6th Year) candidates; you must make your choices of whether you intend to sit examinations, receive Accredited Grades or both for individual subjects and tasks.
- Leaving Certificate Applied Year 1 (5th Year) candidates; your details are not set up on the CSSP. Details in relation to Year 1 candidates opting for Accredited Grades, examinations, or both, are being collected through schools.
- All candidates; you must complete this process at this time even if your choices have not changed since Portal Phase 1 in March. This also applies to candidates who registered on the portal in March but who did not make any selections.

- Candidates, already entered for the 2021 Leaving Certificate, who did not complete the portal registration process in March now have a final opportunity to register on the Portal and make their subject selections. (A Step-By-Step Guide to the process of creating your account (for those that did not do so in March) and selecting your options for Phase2 is presented below.)
- This service is for candidates who are already entered for the 2021 Leaving Certificate. The entry process has closed and no further applications will be accepted.

Choice of Level for Each Subject

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

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

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

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

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

All Accredited Grades will be calculated by reference to the final level selection made by you on the Candidate Self Service Portal at this time. If you change level in a subject on the day of the examinations and you have also opted for Accredited Grades, your examination result will be at a different level to your accredited grade in that subject. In such cases, the comparison of the better of your examination result and your Accredited Grade will be made by reference to established equivalences between Higher, Ordinary and Foundation levels so that you receive the result which is most advantageous to you. (If you have applied to third -level education, it is your responsibility to ensure that you meet any minimum entry requirements associated with your course choices.)

Selection of Examinations, Accredited Grades or Both

For each subject, you must finalise your choice of sitting examinations, opting for Accredited Grades, or both. You are advised to give yourself as much choice as possible by keeping your options open in your subjects for as long as possible. However, some things have changed since Portal Phase 1 which you should consider.

In opting for examinations;

- you should be mindful in subjects with multiple components (such as Orals, Practicals and Coursework).
- If you did not sit the Oral examination in a language subject, or the Music Practical Performance Test, or if you have not completed practical coursework in a subject and the completion date has passed, then it will only be possible for you to obtain a grade based on your performance in the written examination in these subjects.
- If you sit an examination and have not completed the related components, the marks for the related components will be forfeit.
- If you have not completed the related components in these subjects and you know at this stage that you are not going to sit the examinations please update your selections to reflect this.