



25 May 2020

Dear Leaving Certificate Student,

As you are aware, a decision has been made to offer all Leaving Certificate students due to take examinations this summer a Calculated Grade in each of their subjects. Students will also have an opportunity to sit all or some of the Leaving Certificate examinations at a date in the future when it is considered safe to hold the examinations.

To support the system of Calculated Grades an online student portal has been developed for Leaving Certificate and Leaving Certificate Applied students. The portal will open at 10 am on Tuesday 26 May for registration.

All students are required to register in order that they have the opportunity to receive Calculated Grades at a later stage. Following registration students following the established Leaving Certificate or Leaving Certificate Vocational Programme are required to confirm the level at which they intended to sit each of their subjects. Students will have the option of confirming the level shown, which reflects what they personally selected in February, or to change to a lower level. It is essential that students confirm their levels at this time so that their schools can complete their task of providing an estimated percentage mark and rank order for each student.

Later on, students will use the portal to opt to receive calculated grades, to access their calculated grades, and to access later stages of the process such as the appeals.

Registration and confirmation of levels on the portal opens at 10 am on Tuesday 26 May and will close at 10 pm on Thursday 28 May. This is a tight timeframe, so you should gather the following information before attempting the registration process:

- your Leaving Certificate examination number
- your Personal Public Service Number (PPS number) as you will need this to create a Personal Identification Number
- your email address
- your telephone number.

Leaving Certificate Applied students only need to register at this time.

The portal will be available on www.gov.ie/leavingcertificate together with a **Before you Start Guide** which must read the before you commence the registration process, We have asked schools to assist students who do not know either their Examination number or their PPS number both of which are need to register on the portal. Before contacting your school, you should make every effort to access these numbers from your own records.



We have also asked schools to be ready to assist any students who do not have access to device or smartphone.

There is helpdesk support available at 1800-111135 or 1800-111136. Due to COVID19 restrictions the helpdesk phonelines will be available from 12 pm to 5 pm on Tuesday 26th and between 9 am and 5 pm on Wednesday 27th and Thursday 28th. Outside of these hours you can email icsupport2020@education.gov.ie.

At a later date, students will be asked to confirm that they wish to receive Calculated Grades. This date will be communicated to you as soon as possible.

You will find more details on gov.ie/Leaving Certificate.

Yours faithfully,

Andrea Feeney
Director
Calculated Grades Executive Office