



**Coimisiún na Scrúduithe Stáit  
State Examinations Commission**

Corr na Madadh, Baile Átha Luain, Co. na hIarmhí  
Cornamaddy, Athlone, Co. Westmeath

**S62/24**

**LEAVING CERTIFICATE APPEAL RESULTS 2024**

**TO THE BOARDS OF MANAGEMENT/AUTHORITIES OF SECOND-LEVEL SCHOOLS**

**1. BACKGROUND AND INTRODUCTION**

The results of the 2024 Leaving Certificate Appeals will be available to candidates through the Candidate Self Service Portal on [www.examinations.ie](http://www.examinations.ie) from 11 am 27 September 2024.

The purpose of this circular is to provide school authorities with details of the arrangements for accessing the appeal results by both candidates and schools as well as providing important information in relation to the post appeal result services.

The issue date of the appeal results ensures that the Leaving Certificate appeals integrate with the process for entry to higher education through the Central Applications Office (CAO). The CAO will be issuing its Round 5 offers on 1 October 2024.

In the processing of the examination appeals, appeals were marked by a different examiner to the examiner who originally marked the work. The appeal examiner considered whether the mark awarded by the original examiner was correct and reasonable, in line with the marking scheme. If it was, the appeal examiner awarded the same mark again. If it was not, the appeal examiner awarded what they considered to be the correct mark. The entire process is subject to extensive quality assurance overseen by the Chief Examiner for each subject.

Candidates could not appeal the post-marking adjustment but were advised that the adjustment could change through the appeals process. Where an overall mark changed as a result of the appeal marking process, then the post-marking adjustment was recalculated based on the new total.

**2. ARRANGEMENTS FOR ACCESS TO RESULTS FOR CANDIDATES AND SCHOOLS INCLUDING ACCESSING THE SCHOOLS' EXAMINATIONS PORTAL**

**A. Accessing Appeal Results – Candidates**

Leaving Certificate, Leaving Certificate Vocational Programme candidates will have access to their Leaving Certificate appeal results on the Candidate Self Service Portal from 11 am on 27 September 2024. Candidates can view their appeal outcomes and candidates who have received an upgrade in their final results will also be able to print an updated statement of their results.

There are three possible outcomes:


- **Upgrade:** an increase in the marks awarded which results in a higher grade.
- **No grade change:** marks did not change or did not change sufficiently to change the original grade awarded.

- **Downgrade:** decrease in the original marks awarded which results in a lower grade.

The outcome of the appeal process will be clear from the information provided to candidates on the Candidate Self Service portal in respect of examination appeals and the impact on the Final Results.

*A Candidate Information Guide 4 - A guide to your Appeal Results and Post Appeal Processes* was made available to candidates on the 26 September 2024. It sets out details of the issue of the appeal results and the next stages of post appeal processes. This Guide has also been published on the SEC's website <http://www.examinations.ie/>

## **B. Accessing Appeal Results - Schools**

Schools will have access to the Schools' Examination Portal which will reopen on 27 September at 11am where the school authority will receive an update to the reports already provided at results time. The details of these reports are set out below. To access the portal, you will need the username and password which you received from the SEC in August in order to access the 2024 Leaving Certificate results. The link to the portal is here  if you have forgotten your username or password please contact the Helpline at 1800- 520540.

When you log on to the portal you will have access to the following:

- a) A **printable matrix report in PDF format** by candidate and subject/level for all of the candidates in the school. This will contain the Final Post Appeal Results for the school. This Matrix will highlight those candidates who appealed a subject in their Leaving Certificate in the Examinations Appeals processes and will highlight if the Final Grade as a result had an Upgrade, No change or a Downgrade. These changes will be denoted by colour codes which are set out below:

UP GRADED      DOWN GRADED      UNCHANGED

- b) A **Post Appeal Results** report in spreadsheet format (which again can be imported into the school's CMS for analysis) which will set out the final grade for each candidate for each of their subjects;

**NOTE: - If none of the candidates in your school appealed then you will not see an Appeals Results Matrix or updated spreadsheet of results on the Schools Portal.**

## **C. Supplementary Report Indicators -Schools**

A Supplementary Report on a result indicates that there is some aspect of the result that was not typical in the processing of the results by the SEC. Traditionally, we provided these reports to schools in hard copy. However, this year, we provided this report as part of the PDF Results Report on the Schools Portal when the results issued in August. As part of the appeals process we are sending you an updated matrix and supplementary report via the schools' portal. On receipt of the results, school authorities must check the updated Supplementary Report indicators to ensure all information is correct and accurate. While a Supplementary Report does indicate that the processing of the result was not typical, it does not mean that there is necessarily something wrong with the result or any action required of the school authority. In most cases we will already have been in contact with schools in relation to specific results which will then be the subject of a Supplementary Report indicator when the results issue.

The reasons where these reports might occur are as follows:

- i. Candidate confirmed absent - Candidate has been marked absent for one or more mandatory component in a multi-component subject.
- ii. Assessor's mark used for this component – The examination session was incomplete and the SEC assessed a result in this component based on other available information.
- iii. Invalid Practical coursework – The coursework has been deemed invalid as could not be authenticated by the school authority.
- iv. Extrapolated mark - In cases where a candidate has an exemption for a subject under the RACE scheme then the marks in the subject will have been extrapolated from the other components -

As was the case at results issue time, action is required by the school authority if the information indicated by the Supplementary Report conflicts with the position known to the school and candidate (e.g., the candidate was present and submitted work where an absence is attributed.) In such cases, the SEC should be contacted by the School Principal or his/her representative on **1800 520 540**. School authorities should also contact the SEC if there is no result for a candidate in a subject in which they expected to see a result.

#### **D. Helplines**

The **Helpline for Schools** is available at **1800 520 540** from 11 am to 5pm on Friday 27 September. This line will deal exclusively with post appeal result enquiries from school authorities. The line is not linked to the switchboard and should only be used for queries on the Leaving Certificate appeal results. If you call the number for any other reason it will not be possible to transfer your call to any other section within the SEC. For this service to operate effectively it is essential that the Helpline number is made available only to representatives of the school authority for their use on matters related to the issue of the Leaving Certificate appeal results alone. Do not provide this number to parents, guardians or candidates.

The **SEC Candidate Helpline** will be available at 1800 111135 or 1800 111136 from 11 am to 5pm Friday 27 September and from 9am to 5 pm Monday to Friday between 30 September to 11 October. Outside of these times, queries may be e-mailed to [candidateportal@examinations.ie](mailto:candidateportal@examinations.ie).

### **3. Post Marking Adjustment**

In order to ensure that the overall aggregated results of 2024 would be no lower than in 2023, arrangements were put in place to add additional marks as required (outside of the application of the marking scheme) after all of the examinations had been marked and the results analysed.

These marks that were added on at the end are separate from the marks a candidate got in each component of the examination and they will be able to see them as a distinct item within each subject on the candidate portal.

Because the gap between the 2024 results and the 2023 final results was narrower at the upper grades and wider at the lower grades, the post-marking adjustment gives more marks at the lower end of the marking scale than at the upper end to deal with this. The adjustment is 12.1% of the examination total at the very bottom of the marking scale, and gradually reduces to 4.8% of the examination total at the very top of the scale. However, the adjustment is calculated on the *marks* and not on the percentages.

Before the adjustment is calculated, all of the marks from the different components of the examination

(written, oral, aural, practical examination, coursework, etc.) are combined. This might involve weighting the different components to ensure they each contribute the correct amount to the total. This combined mark is your overall mark for the examination. In a typical year, this is the mark that is used for grading. In 2024, the adjustment was applied to this overall mark and then the adjusted mark was used for grading.

Where an overall mark changes as a result of an appeal, then the post-marking adjustment will be calculated again based on the new total. This might cause the Post Marking Adjustment to change too. In particular, if the candidates mark goes up on appeal, the value of the adjustment may go down in certain circumstances.

#### **4.POST – APPEALS PROCESSES**

Candidates will be guided through all of the remaining stages of the post appeal processes on the Candidate Self Service Portal including details of how to apply and the relevant dates. The information which follows and forms at the Appendices are provided for information only.

- Appendix 1: Application to View Appealed Scripts.
- Appendix 2: Application form to Independent Appeal Scrutineers

##### **A. Viewing Appealed scripts.**

Candidates are afforded the option of viewing scripts which were the subject of an appeal. Candidates who wish to view their scripts must download an application form and return it by email to [candidateportal@examinations.ie](mailto:candidateportal@examinations.ie) by the deadline of 5pm **Monday 30 September**. Candidates who apply to view their scripts will be notified by email with further instructions as to how they can view their scripts noting that this will be facilitated digitally except in the case of some manually marked material these may be returned to your school to view.

##### **B. Application to the IAS**

Candidates may refer their appeal to the Independent Appeal Scrutineers (IAS). The function of the Independent Appeals Scrutineers for Examinations is to ensure that all of the examinations appeals processes outlined by the SEC have been carried out correctly. Independent Appeals Scrutineers are independent of the SEC. A Scrutineer will have the power to request all documentation in relation to a candidate's appeal to establish that procedures were properly carried out. It is not necessary for a candidate to have viewed their remarked script in order to make an application to the Independent Appeals Scrutineers.

The IAS are not in a position to re-mark scripts or comment on the actual allocation of marks. However, as part of their review they can request the advice of the Chief Examiner for that subject to ensure that they are satisfied that all procedures have been carried out correctly. The deadline for applying to the IAS is **5pm on Monday 14<sup>th</sup> October**.

#### **5.OMBUDSMAN AND OMBUDSMAN FOR CHILDREN**

Candidates who consider that their case was not processed correctly may make a complaint to the Office of the Ombudsman, or in the case of candidates under 18 years of age, the Ombudsman for Children. It is expected that all other appeal processes have been explored before bringing a complaint in relation to an appeal.

#### **6. DATA PROTECTION**

GDPR lays out responsibilities for organisations to ensure the privacy and protection of personal data. Data Protection is an EU fundamental right for all individuals. All organisations that collect, control or process personal data are required under law to make sure that the data they collect is obtained fairly, stored securely and retained for no longer than is necessary. Therefore, you have a responsibility in how you manage personal

data and must ensure that all documentation that contains personal data is stored securely and only used for the purpose it was obtained. Access to all documentation should be restricted to authorised staff only.

Again, we are very grateful to school authorities for your continued support and assistance with the 2024 Leaving Certificate process.

Richard Dolan  
Director of Operations  
September 2024

## Appendix 1: Application to View Appealed Examination Scripts

### LEAVING CERTIFICATE EXAMINATION 2024 APPLICATION TO VIEW APPEALED SCRIPTS

*Candidate's Details;*

Examination No: \_\_\_\_\_ Phone No: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Email: \_\_\_\_\_

I wish to avail of the facility to view my re-marked scripts in the following subjects. I understand that this is my only opportunity to review my remarked scripts in order to access the post appeals results services.

Subject	Level	Subject	Level

Candidate's Name: \_\_\_\_\_ Date: / September / 2024

**Note. :- This application must be returned by email to [candidateportal@examinations.ie](mailto:candidateportal@examinations.ie) not later than 5.00p.m. on Monday 30 September 2024**

**APPENDIX 2: APPLICATION FORM TO IAS FOR EXAMINATION  
APPLICATION TO INDEPENDENT APPEALS SCRUTINEERS LEAVING  
CERTIFICATE 2024. This form is to be used for an application to the IAS for  
Examinations only**

1. A candidate may get formal confirmation from an Independent Appeals Scrutineer that all appeal processes were carried out properly. Independent Appeals Scrutineers are independent of the State Examinations Commission (SEC). A Scrutineer will have the power to request all documentation in relation to an appeal to establish that procedures were properly carried out.
2. Applications are restricted to those subjects which were the subject of an appeal.
3. An Independent Appeals Scrutineer will check that the SEC adhered to the appeal procedures and report to the candidate of his/her findings in that regard.
4. An Independent Appeals Scrutineer will not engage in any re-marking of a candidate's work or form any view on the application of the marking scheme to the work in question.
5. Please use the reverse of this form to record any specific observations that you have on your appealed script by reference to the marking of your work by the Appeal Examiner and the marking Scheme. As part of your application to the IAS the SEC may refer specific concerns to the Chief Examiner for the relevant subject.

**To: Independent Appeals Scrutineer**

I request you to confirm that the State Examinations Commission adhered to the appeal procedures in respect of my work.

I have/have not\* availed of the option of viewing the re-marked script.

\*Delete as appropriate.

Signature of Applicant: \_\_\_\_\_ Date \_\_\_\_\_

**Candidate Name:** \_\_\_\_\_

**Address:**

\_\_\_\_\_

\_\_\_\_\_ **Telephone No.** \_\_\_\_\_

**Examination No:**

**Subject:** \_\_\_\_\_ **Level:** \_\_\_\_\_ **Grade awarded:** \_\_\_\_\_

**N.B. A separate application must be made by a candidate in respect of each subject.**

**IMPORTANT NOTE: -**

Please use this side of the form to record any specific observations that you have on your appealed script by reference to the marking of your work by the Appeal Examiner and the marking Scheme. As part of your application to the IAS the SEC may refer specific concerns to the Chief Examiner for the relevant subject.

EXAMINATION NUMBER: \_\_\_\_\_ SUBJECT: \_\_\_\_\_

LEVEL \_\_\_\_\_ PAPER NO \_\_\_\_\_  
(If a two-paper subject please state whether paper 1 or 2)

<b>Apparent Discrepancy</b>	Relevant page/section reference in marking scheme

**Note. : - This application must be returned by email to [candidateportal@examinations.ie](mailto:candidateportal@examinations.ie) not later than 5.00p.m. on Monday 14 October 2024**