



The Results Are Out, What Now?

A Guide For Parents
& Students

The Institute of Guidance
Counsellors



September 2021

Contents check pages

| | |
|--|----|
| 1. Account Numbers & Passwords | 2 |
| 2. How Do I Get My Results? | 2 |
| 3. How Will I React? | 2 |
| 4. How Do I Calculate My Points? | 3 |
| 5. How Are the Offers & Points Decided? | 4 |
| 6. Round Two | 7 |
| 7. How Do I Receive and Accept an Offer? | 7 |
| 8. I Have the Points But Did Not Get An Offer | 8 |
| 9. What Is Random Selection? | 8 |
| 10. Viewing & Rechecking Scripts | 8 |
| 10.1 Viewing A Script | 8 |
| 10.2 How Do I View A Script | 9 |
| 10.3 What Can I Do If I Find An Error? | 11 |
| 10.4 How Do I Apply For A Recheck? | 11 |
| 10.5 Should I Get A Recheck? | 12 |
| 10.6 When and How Do I Know If I Get an Up-grade? | 12 |
| 10.7 What Can I Do If I Don't Get an Up-Grade? | 13 |
| 10.8 Request for Scripts Under the Data Protection Act | 13 |
| 11. I Have Accepted My C.A.O. Offer, What Happens Now? | 15 |
| 12. What Happens If I Drop Out of College? | 15 |
| 13. If I Start A Course, Can I Transfer? | 15 |
| 14. I Want to Defer My Offer | 16 |
| 15. What Are My Options If I Have No Offer? | 16 |
| 15.1 Available/Vacant Places | 16 |
| 15.2 Private Colleges | 17 |
| 15.3 Trade/Apprenticeships | 17 |
| 15.4 Teagasc | 17 |
| 15.5 BIM | 17 |
| 15.6 The Defence Forces | 18 |
| 15.7 An Garda Síochána & Emergency Services | 18 |
| 15.8 Post Leaving Certificate Courses (P.L.C.s) | 18 |
| 15.9 Repeating the Leaving Certificate | 22 |
| 15.10 Going Straight into The World of Work | 23 |
| 16. College Orientation Day | 25 |
| | |
| Important Dates | 26 |

1. Account Numbers & Passwords

You will need the following numbers and passwords.

| | | |
|----|---|--|
| 1. | C.A.O. Account Number ¹ | |
| 2. | C.A.O. Password ² | |
| 3. | Examination Number ³ | |
| 4. | P.I.N. Number ⁴ | |
| 5. | Self-Service Portal Password ⁵ | |

Self-Service Portal needs to be created in examinations.ie to

- Access exam results.
- Access component marks in subjects e.g. oral/practical mark.
- Apply to review scripts in school.
- Apply to review scripts on-line.
- Apply for a recheck.
- Access appeal results.

2. How Do I Get My Results?

Your results are available on-line from 10.00 a.m. on examinations.ie using Self-service portal. using your exam number, PIN number, and self-service Portal Password.

3. How Will I React?

For most students it has been a long and nervous wait. For those that obtain the points *well above* what they need, the long wait will be over. If you are one of these students – well done. However, for a lot of students, this anxious time will, unfortunately, not conclude with the publishing of the results. These students will be either, short points for the course they want, or have achieved the exact points based on last year's requirements or may have obtained a few points above what was required last year. These students will have to wait until the C.A.O. office send out offers and publish this year's college admission points. Therefore, for these students the results day can be an anti-climax and the waiting game will continue until the offers are published.

Having received your results, you need to allow yourself a day or so to digest what has happened. You may be shocked, upset and very disappointed and you need time to absorb your new circumstances. There is nothing that can be done – or should be done - in the day or two after you receive your results. Indeed, there is no point in trying to plan ahead when you are in such an emotional state. It is preferable to wait until the college offers are published. There is no way to predict if the points you require will go up or down until offers are made.

¹ Created by student when C.A.O. account is opened.

² Created by student when C.A.O. account is opened.

³ Given to student by school.

⁴ Given to student by school.

⁵ Created by student when a **Self-Service Portal** account is opened in examinations.ie using Exam & P.I.N. number.

4. How Do I Calculate My Points?

When sitting the Leaving Certificate, points are awarded on the basis on the results obtained in the best six subjects. These points are as followed.

| Percentage | Honours Level Grade | Honours Level Points | Ordinary Level Grade | Ordinary Level Points |
|-------------|---------------------|----------------------|----------------------|-----------------------|
| 90% - 100% | H1 | 100 | O1 | 56 |
| 80% - 89% | H2 | 88 | O2 | 46 |
| 70% - 79% | H3 | 77 | O3 | 37 |
| 60% - 69% | H4 | 66 | O4 | 28 |
| 50% - 59% | H5 | 56 | O5 | 20 |
| 40% - 49% | H6 | 46 | O6 | 12 |
| 30% - 39% | H7 | 37 | O7 | 0 |
| 0% - 29% | H8 | 0 | O8 | 0 |
| | | | | |
| LCVP | Points | | | |
| Distinction | 66 | | | |
| Merit | 46 | | | |
| Pass | 28 | | | |
| | | | | |

HONOURS MATHS

All students achieving a H6 or higher will have 25 points added to their total score for honours Maths. The Maths grade itself does not change. Ordinary level Maths remains unchanged. This is a standard 25 points regardless of the grade achieved i.e. the same points are awarded for a H1 as a H6. There are no bonus points for a H7. **If Maths is not included in the top six subjects counted, the bonus points are not included.**

| Example 1 | | | | Example 2 | | | |
|-----------------------|----------|-------|------------------|---------------------------|---------|-------|--------------|
| Subject | Level | Grade | Points | Subject | Level | Grade | Points |
| Irish | Honours | H4 | 66 | Irish | Honours | H3 | 77 |
| English | Ordinary | O1 | 56 | English | Honours | H2 | 88 |
| Mathematics | Honours | H5 | 56+25= 81 | Mathematics | Honours | H6 | 46+25=71 |
| French | Honours | H3 | 77 | French | Honours | H2 | 88 |
| Biology | Honours | H4 | 66 | Biology | Honours | H1 | 100 |
| Geography | Ordinary | O2 | 46 | Geography | Honours | H1 | 100 |
| History | Honours | H3 | 77 | History | Honours | H3 | 77 |
| Top 6 in bold | | | = 423 | Top 6 in bold | | | = 530 |
| Maths included | | | | Maths NOT included | | | |

When counting the Leaving Certificate point for medicine, points above 550 are adjusted to a maximum of 565 points. Therefore, for every 5 points above 550 add 1 point.

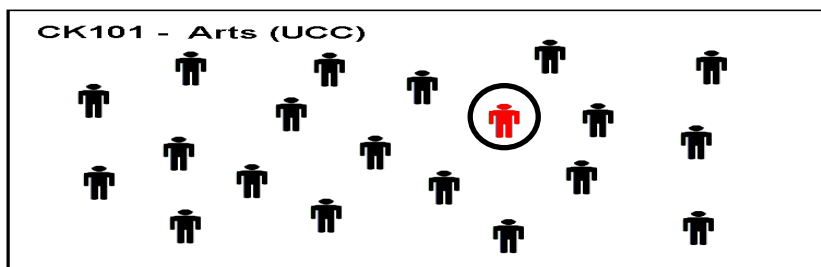
5. How Are the Offers & Points Decided?

The C.A.O. (Central Applications Office) administers admissions into third level institutes throughout the country. Here is a mock-up of a C.A.O. application form. Applicants can choose up to ten level 8 Honours Degree courses and ten level 7 Ordinary degrees and/or ten level 6 Higher Certificate courses, or a mixture of 6 & 7.

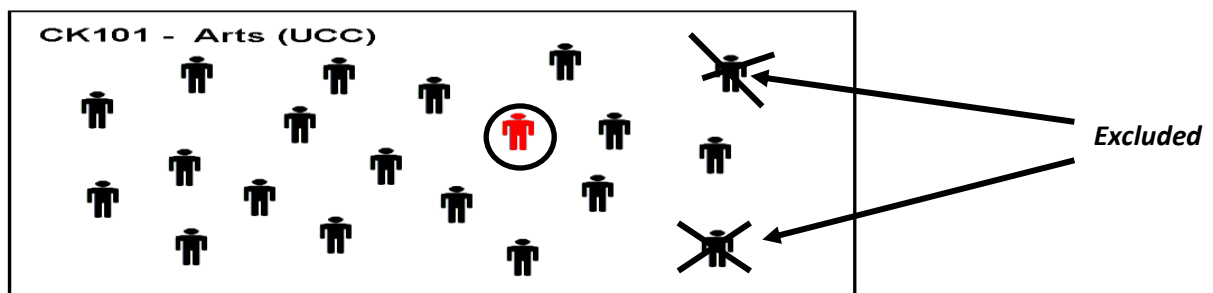
| Honours Degree Level 8 | | | Ordinary Degree/Certificate Level 7/6 Mixed | | | | |
|------------------------|-------|---------|--|-----|-------|---------|------|
| | Title | College | Code | | Title | College | Code |
| 1. | | | | 1. | | | |
| 2. | | | | 2. | | | |
| 3. | | | | 3. | | | |
| 4. | | | | 4. | | | |
| 5. | | | | 5. | | | |
| 6. | | | | 6. | | | |
| 7. | | | | 7. | | | |
| 8. | | | | 8. | | | |
| 9. | | | | 9. | | | |
| 10. | | | | 10. | | | |

Here is an explanation as to how the system operates. This candidate (circled) has applied for Arts in U.C.C. as their first preference. The candidate is then grouped with all other students who have applied for this course. They are in no particular order until the Leaving Certificate results of these students are published.

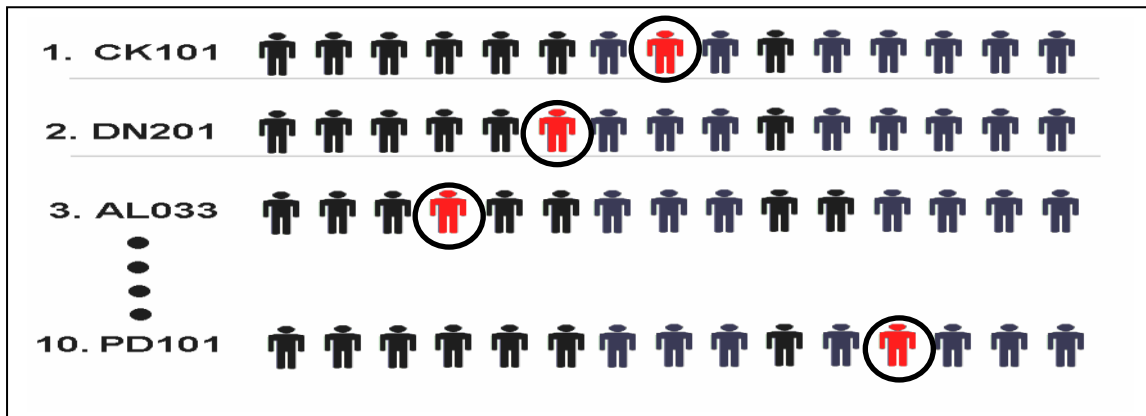
Round One



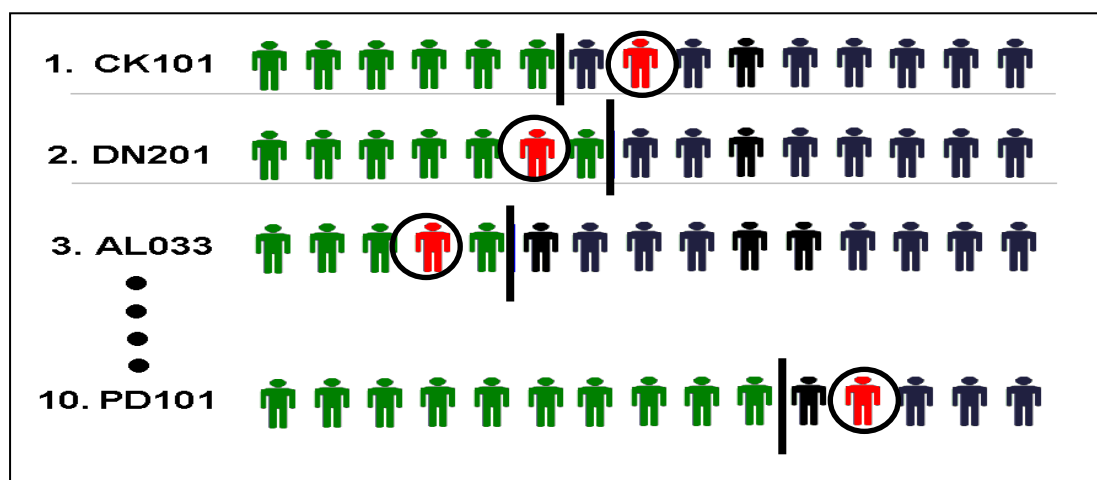
Once the results are published, the students' results are scanned to see who has all the minimum requirements. For example, one student failed English and another failed Irish. These students are now excluded from the rest of the process.



Those students who have all the minimum requirements and who applied for Arts in U.C.C. (CK 101) are then ranked in order of points obtained. The student who obtained the highest number of points is placed at the top of the queue and the student who obtained the second highest number of points is placed second in the queue, and so on. This process is carried out for all the candidates' choices. The position in the queue for each of their courses is indicated above.



The colleges where each course takes place is then asked how many students will be taken into each course. This is then deemed to be the cut-off point as indicated below. For example, in U.C.C. Arts there are 6 places for 15 students in the queue. The points obtained by the 6th student in the queue are then the points published. **These are the points that are deemed to be the cut-off point and this is where the points that are published originate.** Our candidate is 8th in the queue and will not gain admission. For the 2nd, the college (DN 201), have indicated they will take the 7th student and above. Our candidate is 6th in the queue. For the 3rd, the college has indicated they will take the 5th student and above. Our candidate is 4th in the queue. This process is carried out for all of the courses applied for.



The computer will then scan and select the highest preference course the candidate is eligible for. In this case, it is the second choice, DN 201. Even though the candidate is eligible for the third choice, they will not be offered a place as they have indicated that they would prefer DN 201 above AL 033 by placing DN201 above AL 033 on their application. Indeed, all preferences from 3rd down are now wiped from the system. These courses from 3rd choice down will never be considered again. The student will now receive an offer of a place on DN 201 in round one. If eligible, the student will receive two separate offers, one Level 8 (Honours Degree) and one level 7/6 (ordinary degree/certificate). Both offers are independent of each other but only one offer can be accepted. If a student receives, for example, a 3rd preference on level 8 in round one, all preferences below this will be deleted from the system and the 4th preference and below will never be offered. If a student accepts this offer they can still be offered their 2nd /1st preference/s in round two – if the points drop and they become eligible. If a student does not accept this 3rd preference offer, they can still be offered their 2nd /1st preference/s in round two – if the points drop and they become eligible. However, if the points do not drop a student cannot change their mind and ask for the original round one offer. They will be left with no offer. The same system operates independently for levels 7/6.

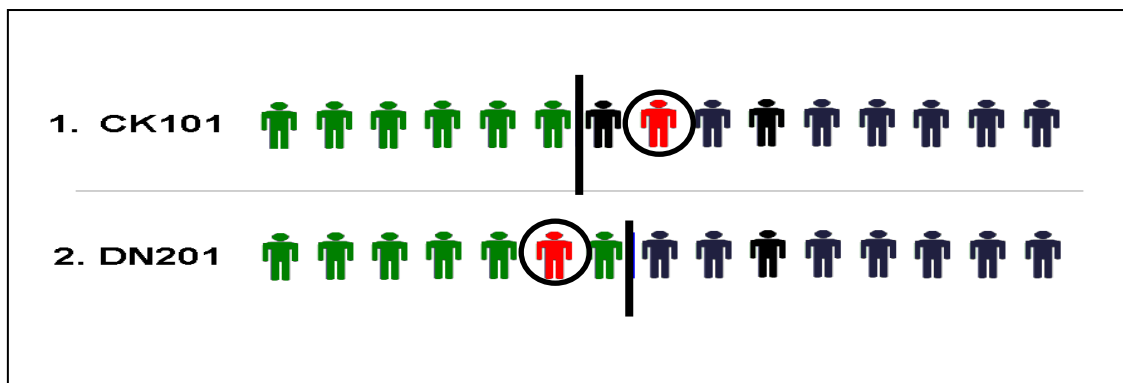
Accepting an offer on level 8 in round one does not preclude a student from receiving a higher preference offer on level 7/6 in round two. Similarly, accepting an offer on level 7/6 in round one does not preclude receiving a higher preference offer on level 8 in round two.

For example, if a student is offered course C on level 8 and course Y on level 7/6, they will never be offered courses D, E, F, G, nor, courses Z, P, Q, R, S. in future rounds. If they accept course C they can still be offered one of A or B or X in the second round. If they accept course Y they can still be offered course A or B or X in the second round.

| Level 8 | | Level 7/6 | |
|---------|--------------------|-----------|--------------------|
| 1 | A | 1 | X |
| 2 | B | 2 | Y - Offered |
| 3 | C - Offered | 3 | Z - Deleted |
| 4 | D - Deleted | 4 | P - Deleted |
| 5 | E - Deleted | 5 | Q - Deleted |
| 6 | F - Deleted | 6 | R - Deleted |
| 7 | G - Deleted | 7 | S - Deleted |

6. Round Two

The student's first preference was course CK101 and they did not achieve enough points. This candidate is two positions from being offered a place. Six students were offered a place on CK 101 in round one. If two of the students in the queue for CK 101 do not accept their first-round offer, two places will become available. These two places will then be offered in Round 2 and our candidate will be offered a place. Therefore, in round one our student was offered DN 201 and in round two was offered CK 101. Our candidate can now decide to hold onto his first round offer and decline the second round offered, or can accept the second round offer and discard the first-round offer. It is worth repeating, that accepting an offer on round one from level 8, does not prevent a higher round 2 offer from either level 8 or indeed level 7/6. Similarly, accepting a round one offer on level 7/6 does not prevent a higher round two offer from level 7/6 or indeed level 8. No candidate will ever be offered a course below the course offered in round one.



There are subsequent rounds after Round 2, and candidates will be contacted directly by the C.A.O. if they become eligible for any places that may become available. There is no way of knowing what the points requirements might reduce by in the second or subsequent rounds. Any reduction will only be known at the time these rounds are published.

7. How Do I Receive and Accept an Offer?

You can log into your C.A.O account and view the offer/s and accept one offer only using the details in the account. If you have two offers, one from level 8 and one from level 7/6, accepting one offer automatically declines the other offer. Your offer must be accepted by the relevant acceptance date. If an offer is not accepted by this date it is automatically withdrawn. Remember, it is sometimes preferable to accept a level 7/6 offer over a level 8 offer. If the level 7/6 course is a course that has content that is of greater interest than the level 8 course and has the option of being converted or transferred to a level 8 equivalent, it might be preferable to accept the level 7/6 offer. If you receive a 2nd round offer and do not wish to accept it, do nothing, it will automatically lapse on the closing date and the CAO will view this as you preferring your 1st round offer. If you wish to accept your second round offer, doing so automatically removes the 1st round offer.

8. I Have the Points But Did Not Receive An Offer

- Check that you have the minimum requirements. You will not be offered a course if you do not have the minimum requirements even if you have the necessary points.
- If you have an exemption, e.g. Irish and/or a third language check that the C.A.O. office has been informed.
- If you have the points and did not receive an offer, it may have been that random selection was used.

9. What Is Random Selection?

When the cut off points are determined it sometimes happens that more than one student has the same number of points as the cut off points. In this case all the students on the these points are given a randomly electronically generated number. If, for example, there are 10 students on the same points and there are four available places, the four students with the highest electronically random numbers are selected for the course. This effectively is an electronically based lottery. When the points are published, the courses that used this random selection have an asterisks (*) beside the points.

10. A Viewing & Rechecking Scripts

10.1 Viewing A Script

Viewing a script is the process whereby you look at your script to check if the marking scheme has been applied correctly. There is no charge for this service. A **recheck** is the process whereby you request that your exam to be remarked. It is possible to apply for a recheck without carrying out a review. However, it is highly recommended that a script is reviewed before a recheck is requested.

- You can order the scripts you want to **view** using the Candidate Self-Service Portal on examination.ie.
- Scripts corrected by hand can be viewed in the school.
- Scripts corrected on computer can be viewed on-line.
- The times and dates are listed on the 'Important Dates' section at the back of this booklet.
- You will be allocated on of the sessions to visit the school.
- You cannot send in another person into the school on your behalf. You must attend yourself, but you can however bring another person with you to help you review.

- Candidates can make copies of their scripts during the viewing session in school using their own digital devices, mobile phone, tablet or digital cameras. Schools have been instructed by the State Exams Commission not to allow any photocopies or scans of the scripts to be made by the school or in the school using school facilities.
- The scripts viewed on-line will be in pdf format and can be saved and/or printed.
- Photographs of the school-based scripts and pdfs of the on-line scripts can be e-mailed to a third party to assist in the viewing.
- It is sometimes difficult to figure out the marking scheme without reference to the questions being asked. Copies of the exam papers are available on examinations.ie. and can be printed out before viewing in school or viewing on-line.
- The marking schemes will be supplied in the viewing centre in the school. Sometimes it is useful to study these beforehand. They will be available on examinations.ie a few days before the viewing sessions. If viewing on-line, it might be useful to print the marking scheme beforehand also.
- No pens or writing instrument are allowed in the viewing session in the school.
- If viewing in school note that a sample number of scripts returned to schools for reviewing are photocopied by the Exams Commission to check if material has been added in the review sessions.

10.2 How Do I View A Script?

Step 1

This grid on the right will be on the cover of your exam paper. Some exam scripts will have a second set of marks (usually in green pen) in the far right hand column. This means your exam was marked twice, once by an original marker and then by his/her supervisor. The two sets of marks may be the same or different. **Your final mark will be the one given by the supervisor.** This is the case even if it is lower than the marks awarded by the original marker. If your exam has been marked twice it is extremely unlikely that any recheck will result in any change.

| | Mark | Mark |
|-------|------|------|
| Q. 1 | 20 | |
| Q. 2 | 10 | |
| Q. 3 | 40 | |
| Q. 4 | 30 | |
| Q. 5 | | |
| Q. 6 | 50 | |
| Q. 7 | 50 | |
| Q. 8 | 50 | |
| Q. 9 | | |
| Q.10 | [5] | |
| | | |
| Total | 250 | |

Check that the marks on the grid are added up correctly. If you were required to answer 7 questions in your exam and you answered an extra 8th question, all questions will be corrected and the lowest marked one will be deducted from your total. This deducted question will be marked in a square bracket [X]. If the script was corrected on computer, these totals were added by computer and therefore unlikely to contain an error.

Step 2

1. The percentage will not be written on your exam.
2. If the exam you are reviewing has one paper only, check the total number of marks available. This can be seen on the front of the exam paper.
3. Convert your total mark to percentage. Do not write this on your script.
4. Check that this percentage is within the grade you received.
5. If the exam you are reviewing has 2 papers you can only convert to percentage when you have checked both papers.
6. If the exam you are reviewing has a practical or aural or oral component the percentage from your paper/s will not equate to your overall grade. If this is the case, proceed with the remaining steps.
7. If your complete mark does not correspond to the grade you received on your provisional Leaving Certificate there is a fast track process to correct this error. If this is the case, you should speak to the exam superintendent in charge of the review process.
8. If the script was corrected on computer, the adding of these marks will have been done by computer and therefore highly unlikely to have an error.

| | |
|--------------------|---|
| Your Answer | |
| _____ | 3 |
| _____ | 6 |
| _____ | |
| _____ | |
| _____ | 9 |
| _____ | 3 |
| _____ | |
| _____ | 3 |
| | |

| | |
|---|----|
| Margin on each page of your script with your marks | |
| | 10 |
| | 2 |
| | 3 |
| | 5 |
| TOTAL = 20 | |

Step 3

Check that the TOTAL mark (i.e. 20) has been transferred correctly to the front page.

Repeat this step for all questions.

If the script was corrected on computer, the transferring of these marks will have been done by computer and therefore highly unlikely to have an error.

Step 4

Check that the individual marks have been added correctly i.e. $10 + 2 + 3 + 5 = 20$. Repeat this for all questions. If the script was corrected on computer, the adding of these marks will have been done by computer and therefore highly unlikely to have an error.

Step 5

Check that all parts of your answer have been corrected.

There should be no large sections of work without a red mark.

Repeat this for all questions.

Most upgrades arise out of mistakes discovered in Steps 1 to 5.

Ideally, steps 1 to 5 should be done by the student themselves, allowing the teacher or person assisting to spend all their time on steps 6.

If the script was corrected on computer, all sections of the students text must receive a mark, therefore it is highly unlikely to have an error/omission.

Step 6

Now you should check the marking scheme provided against your answers.

This involves checking the *correct answers* and the marks allocated to each against *your answers* and the marks you received. If this is done correctly it should take you the bulk of the time you spend reviewing your script. Remember, the marking scheme should be used to determine if the marks have been applied correctly. It is a fruitless exercise to attempt to determine if the marking scheme used is fair or not. There is no point in trying to obtain extra marks if you feel the marking scheme is unfair. Extra marks will only be awarded if the marking scheme has been incorrectly applied.

Some marking schemes are very “black and white”. It is very easy to figure out why marks were awarded or not. This is normally the case for subjects like, Maths, Chemistry, Biology, Physics, Applied Maths, and to a lesser extent, Business and Economics. Other marking schemes are not as clear-cut. For example, an English essay may only have the total mark at the end of the essay and it is very difficult to work out the breakdown of why marks were awarded or not. This may also be the case for other subjects such as Classical Studies, History of Art and the languages.

10.3 What can I do if I find an error?

If viewing in school, a ‘Candidate Observation form’ AP1, is available from the superintendent that can be filled in to make reference to any errors you have found. It is not necessary to fill in this sheet in order to request a review of your script but it is recommended that you do so. A separate sheet must be used for each subject. This form is also available on-line for those scripts reviewed on-line. When requesting on-line to re-check a script, the on-line AP1 form will appear during the request process.

10.4 How do I apply for a recheck?

You can apply for script/s to be rechecked/remarked using the Candidate Self-service portal on examinations.ie. Please note the dates on the ‘Important Dates’ section at the back of this booklet.

10.5 Should I get a recheck?

The following points are worth considering.

- The marking scheme will not change and the same scheme will be applied when your script is remarked. All components, written, oral, aural, practical will be remarked. The marking will be carried out by a different examiner. The examiner will not be looking for marks to bring you up to the next grade. The remarking process is designed to ensure that the original marking scheme was applied correctly to your answers.
- Your grade can go up as well as down. If it is discovered that marks were awarded where they should not have been, they will be deducted from your overall mark.
- If you received a H6 grade (40%-49%) and your percentage was around 47%-49% it is very unlikely (but not impossible) for you to lose a sufficient number of marks to drop your grade below 40% to a H7. *If there is an error in the marking in your favour* there is a greater chance that your grade will increase up to the next grade rather than decrease to the grade below.
- If you received a H6 grade (40%-49%) and your percentage was around 40%-42% it is very unlikely (but not impossible) for you to gain a sufficient number of marks to increase your percentage to 50% i.e. the next grade up.
- Remember 1 mark is not the same as 1%. This varies from subject to subject. For example, Maths is marked out of a total of 600 marks therefore 1 mark = 1/6 of % or, to increase your grade by 1% you need to be upgraded by 6 marks.
- Feeling you should have scored a higher mark, or that you were hard done by, or that the exam was too difficult, or that the subject was your best one, or that you were getting higher grades throughout 5th/6th year, or that the marking scheme was unfair or too harsh, or that you are only a few points short of the course you want, are all irrelevant in terms of gaining extra marks in the remarking process. The only thing that is relevant is *has the marking scheme been applied correctly to your exam*.

10.6 When and how will I know if I get an up-grade?

The results of any recheck will be available in mid-October. It is not possible to determine an exact date as it very much depends on the total number of scripts to be reviewed nationwide. The State Exams Commission will electronically inform the C.A.O. of any upgrade. The C.A.O. will immediately send –that morning - a new offer to you if you are eligible. A press announce will also be made that morning.

10.7 What can I do if I don't get an up-grade?

If you do not receive an upgrade that you think you deserve, there is a further step you can take. You can apply to an Independent Appeals Scrutineer. This is done by contacting the State Exams Commission directly. However, it should be noted that the scrutineer does not mark the exam script again. He/she simply checks if the exam commission has followed correct procedure. You cannot avail of this process if you have not availed of the initial remarking process. If an expected upgrade does not occur it may be that you were given the makes in the area you thought was incorrectly marked, but you may have been deducted marks elsewhere on your paper. If you are still unhappy with the outcome of the scrutineer's decision you can take a final step of contacting the Office of the Ombudsman or if a candidate is under 18 years old, the Ombudsman for Children.

| Leaving Certificate Appeal Statistics | | | | |
|---|---------------|---------|-------------------------|------------|
| Year | Total Grades* | Appeals | Upgrades | Downgrades |
| 2016 | 381,357 | 9,499 | 1,724 (18.1% of 9,499) | 1 |
| 2015 | 387,096 | 9,810 | 1,836 (18.7% of 9,810) | 6 |
| 2014 | 380,050 | 9,268 | 1,686 (18.1% of 9,268) | 2 |
| 2013 | 370,491 | 9,098 | 1,647 (18.1% of 9,098) | 3 |
| 2012 | 367,681 | 8,779 | 1,684 (19.1% of 8,779) | 3 |
| 2011 | 371,842 | 10,142 | 1,931 (19% of 10,142) | 4 |
| 2010 | 363,583 | 10,333 | 2,089 (20.2% of 10,333) | 7 |
| 2009 | 372,611 | 10,398 | 2,103 (20.2% of 10,398) | 6 |
| 2008 | 360,856 | 11,284 | 2,207 (19.5% of 11,587) | 5 |
| 2007 | 353,323 | 9,913 | 2,026 (20.4% of 9,913) | 3 |
| *Number of students multiplied by the number of exams taken. Source: S.E.C. Annual Reports | | | | |

11. I Have Accepted My C.A.O. Offer, What Happens Now?

When you accept an offer, the C.A.O. office notifies the particular third level institution. It is always good practice to print out a copy – from the C.A.O. website - of the page showing your acceptance. The third level institution will then send you details of how and when to register. Please pay particular attention to the dates/times mentioned. Over the last number of years a considerable number of courses offer a very large number of modules from which you can select what to study. These modules are very much based on demand and can fill up very quickly. It is recommended that you log on to the college web site in advance and find out as much detail as possible about the module choice available. You need to research these options well in advance of the registration time/date. Once this registration time/date arrives (it is usually an online registration system) you should log on as soon as possible so that the selections of modules you want are still available. Very popular modules can fill up with an hour or so. It might also be a good idea to select a plan B of modules and have this plan ready. This is particularly important if you find, when registering, that some modules are not available due to timetabling clashes. This may not become apparent until registration. You may not have time to carry out new research once registration has opened.

12. What Happens If I Drop Out of My Course?

Registration fees are paid by the student and **tuitions fees** are paid by the state. Every eligible student is entitled to the tuitions fees being paid by the state for a 1st year once, a 2nd year once and so on. Therefore if you have to repeat a year, including restarting 1st year in another course/college, you will have to pay both registration fees and tuition fees for that repeat year only. There is a sliding scale of fee payment. If you complete the whole of a year you will have to pay full tuition fees when doing that year again. If you leave before 1st February (approximately – it varies from college to college) you will have to pay half tuition fees. If you drop out early (e.g. October) and, depending on the date you stop attending, you may not have to pay tuition fees when repeating. In all case you must inform the college of your decision immediately.

13. If I Start A Course, Can I Transfer?

There are a few limited avenues whereby you can transfer from a course in one college to another similar course in another college having completed the first or more years on your original course. The content of these courses *must* overlap. These options are not guaranteed, very limited, and depend on both results obtained at the end of 1st year (subsequent years) and availability of places. Similarly, there are transfer options between courses within the same college provided you obtained the original points required for the course you want to enter when you sat your Leaving Certificate.

14. I Want to Defer My Offer

- If a candidate wishes to defer a college place, they must first have received an offer of that place from the C.A.O.
- Once the offer has been received, it should not be accepted on the C.A.O. account.
- Instead, the admissions office of the college (not the C.A.O.) needs to be contacted immediately, and their instructions followed. Each college operates different procedures and each request is dealt with on an individual basis.

A candidate will be offered a place the following year (even if the points increase) provided,

- 1) A C.A.O. application is completed by 1st February the following year,
- 2) The first and only preference placed on the C.A.O. application is that course which was deferred. If another course is placed above the deferred course, the deferred offer from the previous year is automatically withdrawn. If another course is added to this C.A.O. application, the deferred offer is withdrawn.

15. What Are My Options If I Have No Offer?

15.1 Available/Vacant Places

A day or so after the first round offers are published, the C.A.O. will publish on-line a list of available/vacant places. This is a list of courses that did not have enough applications to fill all available places. However, a word of caution so as not to build up your hopes. These courses, by their very nature, were not in high demand in the first place, and mainly consist of offers from private colleges. However, there may be some attractive courses from the state run colleges. To be eligible for these places you do not have to have the points but you must have the minimum requirements. While you will not need the total points that was originally required, if you apply for one of these places you will be placed in a queue determined by the points of all applicants you have applied under the vacant places facility. Accepting your first round offer does not prevent you applying for one of these vacant places. In order to apply for a vacant place you will need to insert the course code into your C.A.O. application. You should insert the code **above** the offer you have already received but **below** any course that may be more attractive than the course with vacant places. This allows the possibility of still being offered another course on the second round. The vacant places will then be offered when the second round offers are published. The vacant places list on the C.A.O. website should be checked regularly as it is updated daily.

15.2 Private Colleges

Although some of the private colleges operate within the C.A.O. system, they may also accept applications even if a candidate did not include their college/course on the original C.A.O. application. In addition there are many other private colleges that operate outside the C.A.O. system. Here is a list of some of the private colleges listed in the CAO handbook.

- Griffith College, Cork www.gcc.ie
- American College, Dublin www.amcd.ie
- College of Computer Training, Dublin www.cct.ie
- Dublin Business School www.dbs.ie
- Dorset College, Dublin www.dorset-college.ie
- Grafton College, Dublin www.graftoncollege.ie
- Griffith College, Dublin www.gcd.ie
- IBAT College, Dublin www.ibat.ie
- ICD Business College, Dublin www.icd.ie
- Portobello Institute, Dublin www.portobelloinstitute.ie
- Irish College of Humanities & Applied Sciences, Limerick www.ichas.ie
- Griffith College, Limerick www.gcl.ie

All these colleges charge full fees and are not subsidised by the state. Please check their website for further details.

15.3 Trades/Apprenticeship

Solas is the government organisation charge with training for trades. Please check their website for further details on solas.ie.

15.4 Teagasc

Teagasc is the Agriculture and Food Authority that provides training in the agricultural and foods services. As well as providing course within the C.A.O. system, they also provide course outside this system that do not require points. Please check their website for further details on teagasc.ie

15.5 BIM

Irish Sea Fisheries Board is the state agencies with the responsibility for developing the Irish Sea Fishing and Aquaculture industries. They provide training and course outside the C.A.O. points system that do not require points. Please check their website for further details bim.ie..

15.6 The Defence Forces

The defence forces provide training for the Army, Navy, and Air Force. Entry to their training programme does not require points. Check defenceforces.ie for recruitment guidelines.

15.7 An Garda Síochána & Emergency Services

The government sanction recruitment to these organisations from time to time. Check national press or publicjobs.ie. It should be remembered that a candidates chances of being recruited are greatly increased by the number of qualifications and courses completed even if these courses are not to degree level, e.g. PLC courses, first aid courses etc.

15.8 Post Leaving Certificate Courses P.L.Cs

Colleges of Further Education throughout the country provide Post Leaving Certificate courses. These courses prepare candidates for employment and/or entry to Higher Education.

While the closing date for application will have passed, it might be worth checking your local provider (www.etb.ie) to see if there are unfilled places or places that have been cancelled by those who have received another college offer. These courses do not operate a points system for admission purposes and most courses require passes in five Leaving Certificate subjects. This P.L.C.s is worth considering for the following reasons.

1. For the educational value in themselves,
2. To enhance employment opportunities,
3. Gain entry to their original first choice in college for which they did not obtain the necessary points,
4. To gain entry to colleges in the U.K. which will accept the P.L.C. course in addition to, or instead of, their Leaving Certificate results.

When searching for a suitable course that can provide entry into your original C.A.O. choice, it might be useful to *work backwards*, i.e. check if the degree/higher certificate course you really want accepts applications from P.L.C. courses. Then check what P.L.C. courses they will accept, and then find where that P.L.C. course is available.

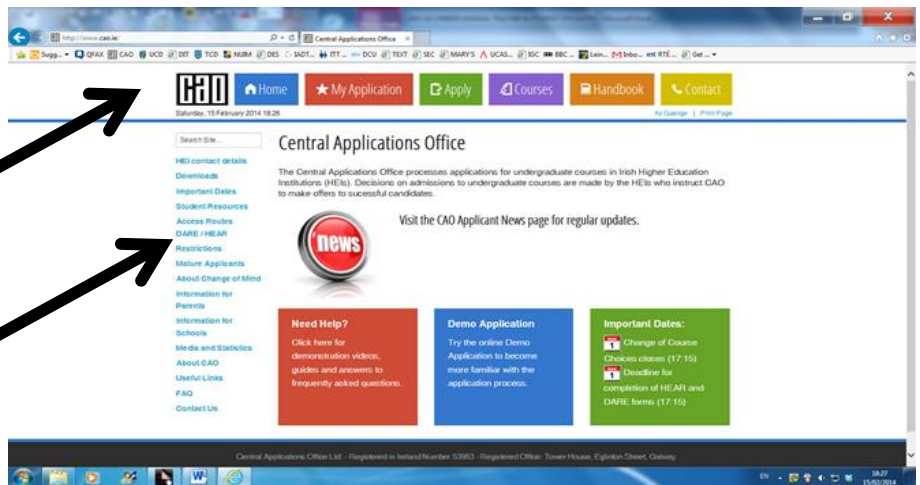
For example, D.I.T. reserves 3 places on their Forensics & Environmental Science course for those who have completed an Applied Science/Lab Technicians P.L.C. course. They also reserves 7 places on their Business & Marketing course for candidates who have complete various types of P.L.C. courses. U.C.D. reserve 20 places on their General Science degree, 25 on their Arts degree, 7 on their Nursing degrees, and 3 on their Commerce degree for those candidates who have completed and reached a certain standard in certain P.L.C. course. Tallaght I.T. reserve 10% of places on most of their courses for P.L.C. graduates.

Below, is an example of how to search for the correct P.L.C. course. This example shows how to search for the correct P.L.C. that can gain you entry into Media Studies in Maynooth University (MH109).

www.cao.ie

Click on

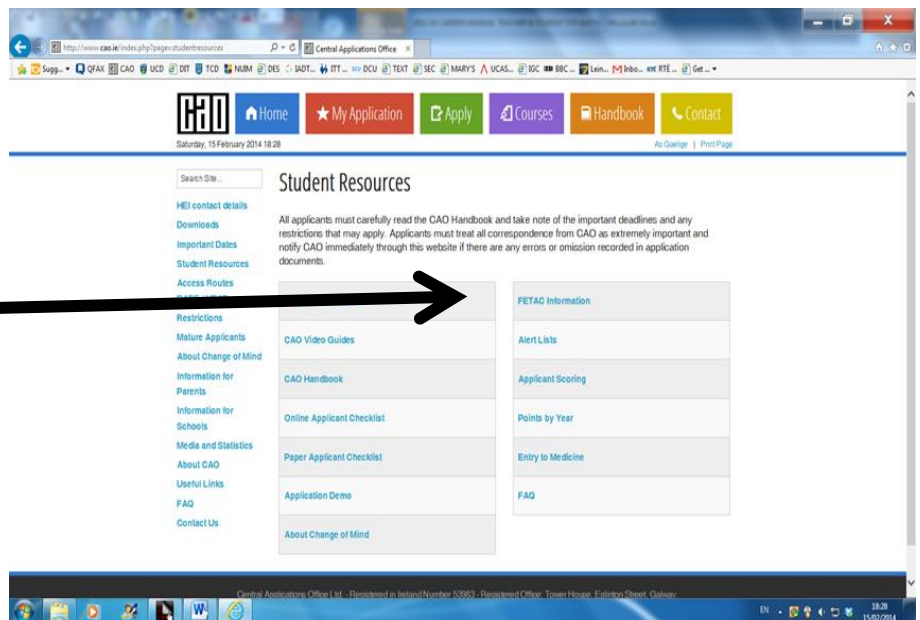
Student Resources



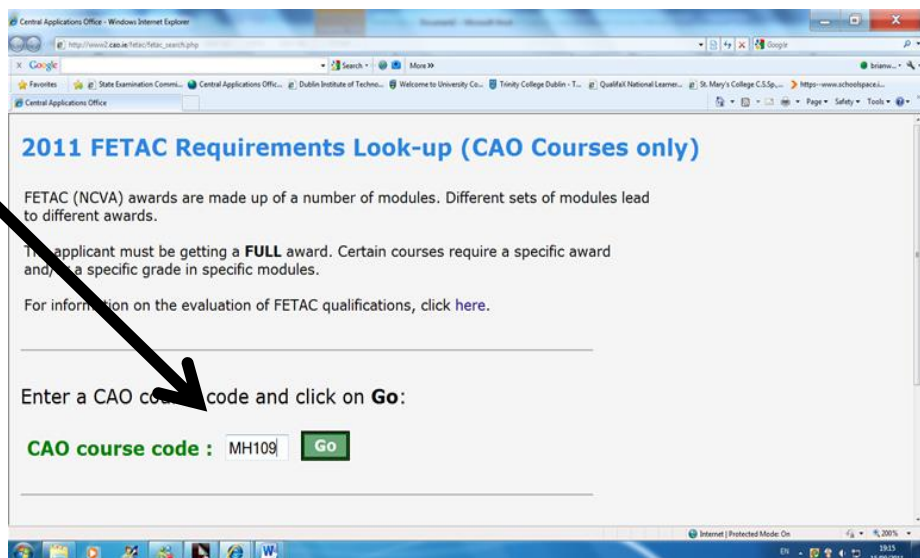
Click on

FETAC Information

Then FETAC Requirements

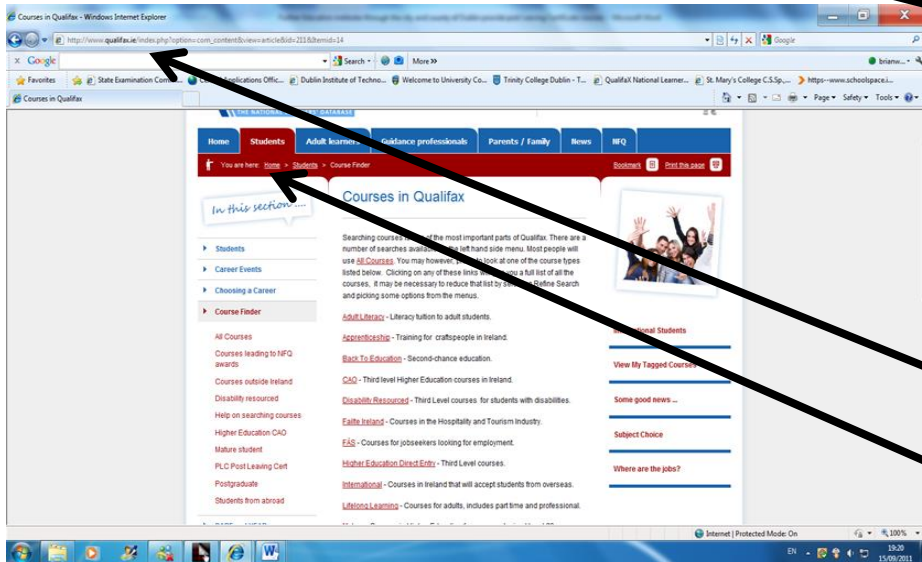


Key in 'MH109'



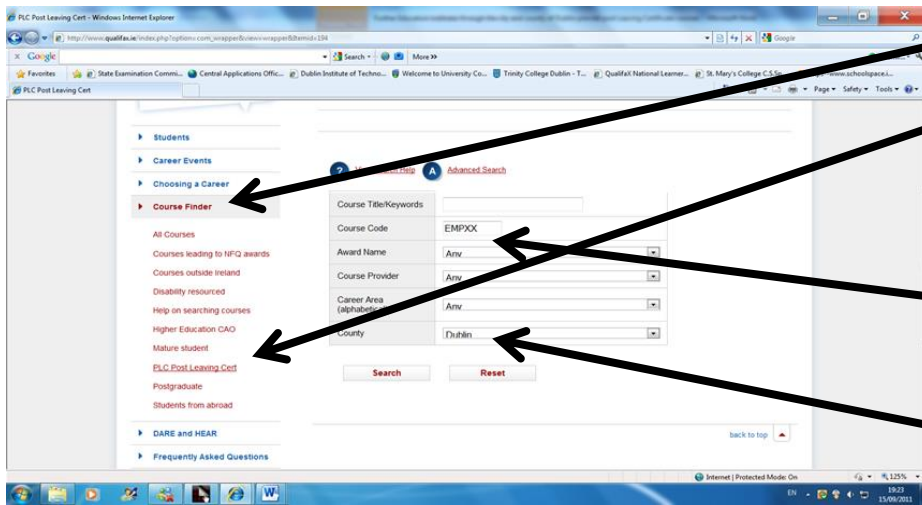
| Course | Course Title | Level | Essential FETAC awards | Essential FETAC Modules | Notes (Info) |
|--------|---------------|-------|----------------------------------|--|----------------|
| MH109 | Media Studies | 5 | EMPXX ERPXX ETFPX EPJXX | 5 modules at distinction level. The qualification must include a distinction in E20008 | GPB/MAN/ONEL/- |

Each of these codes represents a different P.L.C. course
EMPXX
ERPXX
ETFPX
EPJXX



Specific Module Requirement

It is now necessary to find which P.L.C. colleges offer these courses. The example below searches for EMPXX on www.qualifax.ie



Student

Course Finder

P.L.C.

Code

EMPXXC

Can be narrowed to a county e.g. Dublin

| Course | Tag | Code | Course | Course Provider | NFQ Level | NFQ Classification |
|-------------------------------------|-------|-------|-------------------------------------|--|-------------|--------------------|
| Audio Visual Media Production | ★ Tag | EMPXX | Audio Visual Media Production | Dun Laoghaire College of Further Education | Level 5 | Major |
| Cinematography | ★ Tag | EMPXX | Cinematography | Ballyfermot College of Further Education | Level 5 NFQ | Major |
| Commercial Photography | ★ Tag | EMPXX | Commercial Photography | Nilsister College of Further Education | Level 5 NFQ | Major |
| Communication - Media Production | ★ Tag | EMPXX | Communication - Media Production | Coláiste Chulaigh College of Further Education | Level 5 NFQ | Major |
| Creative Writing & Cultural Studies | ★ Tag | EMPXX | Creative Writing & Cultural Studies | Technicon CFE | Level 5 NFQ | Major |
| English EFL & Media Studies | ★ Tag | EMPXX | English EFL & Media Studies | Ballsbridge College of Further Education | Level 5 NFQ | Major |

List of all the EMPXX courses in Dublin and which colleges offer the relevant courses.

The type of courses that have the EMPXX code can vary in what subject material they cover. For example, EMPXX can range from 'Photography' to 'Print Journalism & Radio'.

Be sure to pick the subject material you find the most interesting. Also, there may be other interesting courses found in the other codes, ERPXX, ETPFX, or EPJXX.

Check List

-

- Find the C.A.O. code for the 3rd level college course you wish to enter.
- Search cao.ie to find the necessary P.L.C. code/s and any necessary modules.
- Search qualifax.ie using the P.L.C. code/s.
- Find what P.L.C. colleges offer the necessary P.L.C. course/code.
- Don't just pick a P.L.C. course because it has the correct code, select a course with the correct code that also covers the subject material you find most interesting. Note also, some P.L.C. colleges offer course that allow entry into 2nd year of a third level degree course.
- Check the web site of the particular P.L.C. college to ensure the course has the necessary module/s.
- It might be necessary to apply for more than one P.L.C. course.
- Note: Completing a P.L.C. course does not guarantee entry into your desired 3rd level college course. You will need to obtain a certain standard in your assessments and exams.

15.9 Repeating the Leaving Certificate

Repeating the Leaving Certificate is always an option. There are several forms repeating can take.

- 1) A candidate can repeat all their existing subjects from scratch.
- 2) A candidate can decide not to repeat the minimum requirements. For example, Maths or Irish or English or a third language can be carried over to the following year- not the points. Candidates can then take up new subject/s and obtain their total points from these subjects the following year. Minimum requirements can be combined from more than one year. Points from more than one year cannot be combined. Care needs to be taken when selecting any new subject/s as the curriculum can change or, in the case of English and History, vary from year to year. This option is not available to those wishing to do Medicine.
- 3) A candidate may have obtained enough points in the first sitting of the Leaving Certificate but was not offered a place because they did not meet minimum requirements, for example they may have failed Maths. If this is the case, it is possible to repeat Maths as a single subject and add this to the Leaving Certificate. It is not possible to add the points together. However, if the points for a particular course go up the following year above the number of points obtained the previous year, the course will not be offered to a candidate even if the Maths requirement is met.

When deciding whether to repeat the Leaving Certificate several points to be addressed in calm, balanced and, above all, honest manner.

- Will another year make any difference?
- Did I waste 5th year and not push myself in 6th year and, if so, will I repeat this if I were to sit the Leaving Certificate again?
- Are the results I achieved the best I will manage no matter what happens?
- Am I just not academic and learn by doing rather than through books?
- Would a P.L.C. course or another type of training course or going straight to work, suit who I am?
- Are the points I want simply beyond my reach?
- Was there an issue that was preoccupying me that distracted me from studying?
- Is this issue still there and will I repeat the same mistake/s?
- Was I distracted by an extracurricular activity to the point where I neglected my studies?
- Will this extra-curricular activity still be there if I repeat and distract me in the same way?
- I am that bit older, more mature, and independent and therefore in a position it make a go at repeating?
- Where will I repeat? In the local Education & Training Board College (check www.etb.ie), or in a standard secondary school, which have a repeat Leaving Certificate class, or in a private college?

To address these points you need to be completely honest with yourself. There are levels or degrees of honesty. There is the honesty we show to others that is designed to protect ourselves and to allow others hear what they want to hear, and to prevent ourselves admitting something we don't want to admit. However, there is a truer and more realistic level of honesty. This level of honesty is only reached when we are completely and sincerely honest in our own minds when we know nobody else is listening. Our conscience never lets us pretend to ourselves.

15.10 Going straight into the world of work

Sometimes some people are simply not ready, emotional, psychologically, or cognitively for college life or further study. It may be that what best meets their needs at this stage can be found by going directly into to world of work. The life skills learned can be invaluable. Indeed, at some later stage, this can result in the individual becoming ready for further study at some later stage in life.

There are some individuals who are simple not academically able for college. For these students it is the right decision not to go to college. Sometimes these individuals excel in their chosen job/s and use other non-academic attributes to become very successful adults, both personally and professionally.

16. Studying in The U.K. & Europe

With over 38,000 courses in 300 plus institutions, the UK offers the a wide choice to prospective students. However, applications that are received after 30 June will go directly into Clearing. Clearing is a service available between July and September and is similar to the Vacant Places facility in the CAO system. Universities in the UK typically make offers based on the number of UCAS Tariff points students have gained or in many cases a combination of the tariff points and the achievement of certain grades in subjects in the Leaving Certificate. All applications to universities in the UK should be completed and submitted through UCAS using 'Apply' at ucas.com. CUKAS is the online admissions service for music programmes at UK conservatoires and auditions take place in the individual colleges.

EUNiCAS is the European Universities Central Application Support Service. At undergraduate level, there are now close to 1000 programmes taught exclusively through English including, Medicine, Dentistry, Vet Medicine, Physiotherapy, Nursing, Psychology, Law, Fine Art, Game Design, Business, International Relations, Engineering, and a wide range of Natural Science programmes. These qualifications are recognised by our own professional bodies, and those in the UK. Invariably, entry requirements are much lower than equivalent programmes here. However, Irish students are reporting that, though the programmes might be easy to get into, you have to work really hard when you get there. Information available on eunicas.ie.

17. College Orientation Day

It is very important that you do not miss your college orientation day. The dates and times will be sent to you by your college. Missing your particular orientation day could mean you missing out on some or all of the following.

- Meeting your lecturers and tutors, and mentors
- Instructions on how to use the library
- Obtain your student card
- Directions to where your lecture and tutorials take place
- Details about sport clubs
- Details on clubs and societies
- Advice about picking subjects or modules
- Details about students union activities
- How to access and use the college I.T. system
- Details on your college's student Charter
- Details on your college's student Code
- Details on your college's I.T. usage policy
- Details on your college's academic regulations
- Details on your college's exam regulations
- Details on what supports services are available if you find yourself in difficulties coping with the demands of college life.
- Details on what supports services are available if you qualified for leaning support and/or need disability support.

Important Dates September 2021

| | | |
|--------------------------------|---|--|
| Fri. 3 rd Sept. | Results Published | Available on-line (10:00 a.m.) at examinations.ie using Candidate Self-Service Portal. If students took an exam in June, it will not be possible at this stage to determine if the results received was an accredited grade or from the written exam. |
| Tue. 7 th Sept. | Round 1 Offers available 2.00 p.m. Access to results breakdown opens 5.00 p.m. | Available at 2.00 p.m. on-line at cao.ie and via e-mail/text alert. No postal offers. Through the self-service portal students can access details of their accredited grade (given by S.E.C.) and/or the result of the written exam, and thereby determine the sources of the final result received. |
| Wed. 8 th Sept. | Applications to view written scripts opens 5.00 p.m. Applications to view written scripts closes 8.00 p.m. Available college places open on C.A.O. 12.00 p.m. | Apply on-line through self-service portal to view written component of exams taken in June. Note short timeframe. These are places that have not been filled in certain course. |
| Sat. 11 th Sept. | Written Script Viewing Session in school/on-line | Written scripts marked on paper can be viewed in the school. School will allocate a time to students. Session 1: 9.00 a.m. to 11.00 a.m. Session 2: 12.00 p.m. to 2.00 p.m. Session 3: 3.00 p.m. to 5.00 p.m. Session 4: (Sun) 10 a.m. to 12 p.m. (if school deems it necessary). |
| Mon. 13 th | Appeal exam result or accredited grade. Appeals process closes Acceptance of Round 1 offer by 3.00 p.m. Round 2 Offers available from 10.00 a.m. Acceptance of Round 2 offer by 3.00 p.m. | Written scripts marked on computer* can be accessed on-line through the self-service portal at the same times as the sessions in school. Appeal through self-service portal from 9.00 a.m. on Sat. 11 th to 12.00 p.m. Mon. 13 th . Students can appeal the accredited grade or the exam result or both regardless of result awarded. * Higher level English, History, Geography, French, Home Economics (written), and Higher & Ordinary level Maths, Biology, Chemistry, Physics, and LCVP written papers. Closes 12.00 p.m. Date for result of appeals not yet available, estimated mid-October. Accept on-line via C.A.O. account at cao.ie |
| Fri. 20 th | Round 2 Offers available from 10.00 a.m. | Available at 10:00 a.m. on-line at cao.ie and via e-mail/text alert. No postal offers. |
| Sun. 22 nd | Acceptance of Round 2 offer by 3.00 p.m. | Accept on-line via C.A.O. account at cao.ie |
| Mon. 21 st | Registration for some colleges this week | C.A.O. inform the college student has accepted an offer. The college contacts student (using the email address given to C.A.O. by student) with registration details. Missing registration can result in not getting some subjects/modules. |
| Tue. 22 nd | Acceptance of Round 2 offer by 3.00 p.m. | Accept on-line via C.A.O. account at cao.ie. |
| Mid-October | Release of Appeal Results | Released by S.E.C. to students & to C.A.O. who update offers via C.A.O. account. |
| C.A.O. Account Number = | C.A.O. Account Number = | Created by student when C.A.O. account was opened. |
| C.A.O. Password = | C.A.O. Password = | Created by student when C.A.O. account was opened. |
| Examination Number = | Examination Number = | Given to student by the school. |
| P.I.N. Number = | P.I.N. Number = | Given to student by the school. |
| Self-Service Portal Password = | Self-Service Portal Password = | Created by student in examinations.ie using Exam & P.I.N. number. |