



Information Letter on The Leaving Certificate Portal

Dear Parent/ Guardian,

We wish to give you some information on The Leaving Certificate Portal to help you to help your son or daughter when using the portal. **The portal will open at 12 noon on Wednesday 10th March and will close at 6pm on Tuesday 16th March.** Students will receive their login details in school. We have advised students to share these login details with you to prevent any problems logging into the portal.

On the portal, students will have to enter **if they want to sit an examination and/or receive an accredited grade for each subject.** If students decide to sit an exam this means that they will complete an oral, practicals or coursework for their subjects this applies to. It is important to note that teachers are preparing students for all components within each subject (orals, practicals, coursework etc).

Students will also have to **enter the level** they are currently studying the subject at- Higher, Ordinary or Foundation Level. **The portal will reopen late April/ early May** and students will be able to change their subject level at this time. They will also be able to withdraw from sitting the exam in a subject. If students choose to sit an exam, they will be able to change level on the day.

Students will be assessed for accredited grades up to May 14th. Students will be assessed on the final level they put into the portal in late April/early May. Teachers will be looking at the student's performance throughout 5th and 6th year for the accredited grades process. Please note that students will not only be assessed on term and class tests but also on other evidence available to the teacher such as assignments, projects, coursework and any other evidence on the student's performance in the subject. Teachers do not decide the final grade for the student as there is a school alignment process along with a national standardisation process.

For students who sit an exam and receive an accredited grade, **they will receive their best result out of the two in August.** If a student cannot sit their exam in June due to the need to self-isolate, for example, the student will receive their accredited grade in that subject.

We hope that this helps you to better understand the process that your son or daughter will be undertaking over the next few months. To help us have the most up to date information on your son/ daughter and be able to arrange orals, coursework and practicals, we are asking you to **please complete a Leaving Certificate information form** with your son/daughter. This form will be available through TEAMS from next Monday. Students will be asked to input their subject, level and if they are choosing to sit an exam, receive an accredited grade or both. Thanks for your help with this.

Yours sincerely,

Kevin Langton

Principal

Maria Jensen

Guidance Counsellor