



Meánscoil na mBráithre Christian Brothers Secondary School The Green, Tralee, Co. Kerry.

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March 9th 2021

Dear Parent(s) / Guardian(s)

As outlined in Circular 07/21 attached, the State Examinations Commission (SEC) has introduced a facility to allow Leaving Certificate candidates to confirm their subject and level entry details online through the Candidate Self Service Portal, and to indicate whether they want to take the examinations, or to receive SEC Accredited Grades, or both.

The Candidate Self Service Portal (CSSP) is a service provided by the State Examinations Commission (SEC) and the Department of Education for 6th year candidates entered for the 2021 Leaving Certificate.

The Candidate portal will open at 12 Noon on Wednesday 10 March and close at 6 pm on Tuesday 16 March.

The Leaving Certificate Candidate Self Service Portal (CSSP) can be accessed at www.examinations.ie or www.gov.ie/LeavingCertificate. Click on 'Leaving Certificate Candidate Self Service Portal (CSSP) 2021'.

To assist Candidates, the SEC has prepared a step by step '*Before You Start Guide*' which your son has received, and we are requesting your assistance in ensuring all candidates have read this Guide and the important information before they commence the registration process on the Candidate Self Service Portal.

The '*Before you Start Guide*' updates the information provided in Circular 7/21 regarding candidates confirming that they want to sit examinations after the 16 March. Note please that it will be possible for candidates to update their choices at the end of April/early May to include indicating that they want to take an examination in a subject which they had opted out of taking. However, there are limitations on this choice as by the time the portal reopens candidates will have lost the opportunity to take any of the related assessment components in multi-component subjects.

Our advice to your son is to consider his options very carefully at this time and to give himself the option of taking the examination in each subject for as long as possible. This is important for all students. It is particularly important if he is studying a subject outside of school.

Management and teachers have engaged with your son in relation to his decision about the level at which he will sit his examinations. The level he chooses on the portal now should be the level at which he has been studying for and preparing to take in his examinations. As already mentioned, he will be able to change this on the portal at end April/early May.

The levels selected by your son at the end of April/early May (Higher, Ordinary or Foundation) will be an absolutely final decision for his Accredited Grades.

I trust that you find the above information useful and enlightens you about the process for this years Leaving Certificate process.

Kind regards,

Principal

Principal: Ms A O'Callaghan

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