



Dear Parents /Guardians/ Students

In 2021, the State Examinations Commission (SEC), as part of its digital strategy, introduced the Candidate Self Service Portal (CSSP) as a one-stop-shop for a range of online services for Leaving Certificate candidates. The CSSP will be used again for the 2022 Leaving Certificate so that candidates can confirm their examination entry details and access other services such as results and appeals.

The portal will open at 12 noon on Thursday 3 February for candidates to confirm their subject entries and levels. It will remain open for this purpose until 12 noon on Friday 11 February.

During this time Leaving Certificate candidates will be required to register and create their portal account, confirm their subject and level entry details, and add or delete subjects from the records presented to them. Leaving Certificate Applied Year 2 candidates will be required to register and create their account only.

The portal will be pre-populated with the data entered by schools through the PPOD October returns process. This means that only those subjects which candidates have been studying in schools will be displayed on the portal. When the portal opens candidates will have the opportunity to add any subjects that they are studying outside of school or to delete subjects if they are no longer intending to present for examinations in particular subjects.

Candidates will not be able to add additional subjects after the portal closes on 11 February.

When the candidate entry confirmation process has concluded on the CSSP, the SEC will provide schools with a report of the entries for the candidates in the school for review and conformation

Selection of levels

It is extremely important at this stage that schools engage with candidates regarding their selection of their level in each subject at this time. Candidates should be advised by their teachers to select the level at which they are currently studying each subject. The SEC will use this information for planning purposes. We will also provide this information to schools through a turnaround document for review.

Candidates will be asked to confirm their levels later on and will be permitted to change their levels in the written examinations on the day of the examination, as in previous years.

Access to the Portal

Leaving Certificate candidates will access the portal at www.examinations.ie from today Thursday 3 February at 12 noon. A [CSSP Before You Start Guide 2022](#) will be provided which candidates should read before commencing the process. To access the portal, candidates will need the following:

- their examination number (The SEC provided these to schools before Christmas)
- Personal Identification Number (PIN). The PIN will be the first 4 digits of the candidate's Personal Public Services Number (PPS number)
- an email address and mobile phone number to which the candidate will have regular access to over the coming months.

Examination Fees 2022

The Minister for Education has decided that there will be no fees levied for the 2022 examinations; Leaving Certificate, Leaving Certificate Applied or Junior Cycle. Schools are asked to ensure that candidates, parents and guardians are advised that the fees for the 2022 examinations are being waived.

Kind regards

Michael O Sullivan