



Calculated Grades Student Portal Phase 4 Before You Start Guide

In line with changes required to deliver Calculated Grades to students due to sit Leaving Certificate and Leaving Certificate Applied examinations this year, the Calculated Grades Executive Office of the Department of Education and Skills has developed a Calculated Grade Student Portal.

The Calculated Grades Student Portal is now open for students who opted to receive Calculated Grades to:

- a. View their Estimated percentage Mark provided by the school and the Calculated percentage Mark awarded following the standardisation process.
- b. Appeal their Calculated Grade

The On-Line Appeals Application service will be available from 9am on Monday 14th September until 5pm on Wednesday 16th September 2020. This deadline will be strictly applied.

Please read this guide in full before you commence.

Minister for Education, Norma Foley TD, has recently made two announcements, one on 1st September in relation to the national standardisation process which forms part of the Calculated Grades model being provided for Leaving Certificate students this year. More information can be found [here](#).

The second announcement was made on the 26th August concerning the postponed Leaving Certificate examinations to commence in November. More information can be found [here](#)

If you have not previously registered you must first register.

If you have NOT registered, please proceed to STEP 2 in this guide.

The student portal has been designed to be easy to use but you do need to read this guide in full to make sure that you have everything you need before you commence the registration process.

If you don't find the answers you need after reading this guide you can contact the helpdesk at 1800-111135 or 1800-111136. Please note that due to COVID-19 restrictions the helpdesk phonelines will ONLY be available between 9 am and 4 pm on Monday 7th September to Wednesday 16th September

Outside of these hours you can email lcsupport2020@education.gov.ie.

Step 1: View your Estimated percentage Mark and Calculated percentage Mark

1. Before you start, you will need
 - a. your **Examination number** - you used this to create your account,
 - b. the **Password** you created when you registered your account.
Don't worry if you have forgotten your password, you will be able to create a new one.
 - c. access to the email address you used at Registration
2. **Login to <https://lc2020.education.gov.ie/>** Click on the **Login** button. This will bring you to a Log-in screen
3. **Login to your Account** - Enter your examination number and the password you created during the registration process. Click the **Log In** button. This will bring you to a screen giving details about the Appeals process. You must tick a box to confirm you have read these details before you can continue.
4. You can then access the Results and Appeals screen where you can:
'Submit a request to Access your Personal Data' -This will allow you to view your Estimated Percentage Mark and Calculated Percentage Mark. You can click the Green 'Access my Statement of Provisional results' button to download and print off your Statement of Provisional Results.
'Submit an application to Appeal your Result' You can appeal on a per subject basis. You must click the tick box of the subject you wish to Appeal. Once you have made a successful application you will get confirmation of this on screen and by email. Please ensure you have these as this is confirmation that your appeal application was successful. You should check the details on these carefully as late applications will not be accepted.

Step 2: Register

1. Before you start, you will need
 - a. your Examination number —**see below if you do not know this number.**
 - b. your Personal Public Services number (PPS number)
 - c. an email address to which you have regular access over the coming months
 - d. your mobile phone number.
2. To confirm your identity in the registration process you will use the first 4 digits of your PPS number as your personal identification number (PIN).
3. Go to www.gov.ie/leavingcertificate
4. Click on the link **Calculated Grades Student Portal** at the top of the page. This will bring you to the Calculated Grades Student Portal welcome page
5. Select the green **Register Using Candidate Number and PIN** button. This brings you to the Registration Step 1 page. This is where you will confirm your identity.



6. **Confirm your Identity** —On the Registration Step 1 page enter your Examination number in the first box. Enter the first 4 digits of your PPSN in the box marked PIN. Click **Confirm Identity**. This brings you to the Registration Step 2 page. This is where you will create your Calculated Grade Student Portal Account.
7. **Create your Account** — On the Registration Step 2 page, you need to enter and confirm;
 - a. Your mobile number
 - b. Your email address

You also need to create a password which you will need to enter and confirm. The password must be a minimum of 8 characters and include upper and lower-case characters and numbers. When you have this done, click **Create Account** button. Doing this generates an email to your email address and brings you to the Account Activation page.

8. **Activate your Account** —In order to complete the registration process, you must click on the link in the email sent to your email account. The email will be from the Department of Education and Skills. If you do not seem to have received the email check your SPAM and JUNK folders before contacting the Helpdesk. Clicking the link in the email completes the registration process and confirms the creation of your CGSP Account. Please note: you must click this link to activate your account.
9. Keep your account details securely (Examination number and the password you created) so you can access the portal later when we ask you to do so.

I DO NOT KNOW MY EXAMINATION NUMBER – HOW CAN I GET THIS?

You will have been provided with this 6-digit number earlier in the year by your school, centre of education or by the State Examinations Commission if you entered for your Leaving Certificate independently. Please check your records for the number.

If you still cannot trace the number and you are attending a school or other centre of education (including Further Education and Training Centres or private college) then you should contact them for assistance.

If you are an external candidate then you should have this number on record from the correspondence received from the State Examinations Commission.

If you are still unable to trace this number, you can contact the Helpdesk for assistance.

I FORGOT MY PASSWORD – HOW CAN I GET THIS?

If you cannot remember your password you should click on the 'Forgot Your Password' link and create a new one.

Data Protection

What is my data being collected for?

The Minister for Education and Skills announced on 8 May 2020 that the Leaving Certificate 2020 examinations have been postponed and that the Calculated Grades model would be established in order to allow Leaving Certificate students to receive State certification for their learning achievements and to progress to third-level education or to the world of work in Autumn 2020. The main purpose for which the Department of Education and Skills requires the personal data provided by you is to provide you with Calculated Grades in the event that you opt to receive them. The personal data provided will be forwarded to your school to allow them to begin this process.

The privacy notice outlining further information on the use of personal data in this process together with full details of the Department's data protection policy is available at <https://www.education.ie/en/The-Department/Data-Protection/>. Details of that policy and the privacy notice are also available in hard copy (see privacy notice for details).