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**Leas-Phriomhoide:** Colm de Ris  
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**Abbey Community College**  
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7<sup>th</sup> February, 2023

### **Leaving Certificate Examination 2023 Confirmation of Entries**

Dear Parent / Guardian and 6<sup>th</sup> Year Students,

We received the following information from the State Examinations Commission. Please read carefully all information and instructions regarding confirmation of entries for the Leaving Certificate Examinations 2023.

The State Examinations Commission (SEC) require Leaving Certificate candidates to confirm their subject and level entry details online (including adding or withdrawing from subjects). The use of the online system is called the Candidate Self Service Portal (CSSP).

**The CSSP will open at 1pm on Wednesday 8 February for candidates to confirm their subject entries and levels. It will remain open for this purpose until 5pm on Tuesday 21 February.**

#### **During this time Leaving Certificate Applied Year 2 candidates will be required to:**

Register and create their account.

#### **During this time Leaving Certificate (excluding Leaving Certificate Applied) candidates will be required to complete the following:**

Step 1: Register and create their portal account

Step 2: Activate their account by selecting the link sent to the email that they registered on the portal

Step 3: Confirm their subject and level entry details, and add or delete subjects from the records presented to them.

If applicable, amend any inaccuracy in their name and/or date of birth.

#### **Reviewing and Confirming Subjects and Levels**

The portal will be pre-populated. This means that only those subjects which candidates have been studying in schools will be displayed on the portal.

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.

It is extremely important that candidates take the time to ensure that their examination entries are correct on the portal before they submit. **Once a candidate has confirmed their subjects and levels on the portal they will not be able to log back into the portal to update their data.** Candidates will receive a confirmation email outlining the subjects and levels they are entered for. If a candidate notices an error on their confirmation email they must contact the school in relation to the error.

### **Reviewing and Confirming Name and Date of Birth**

If the prepopulated name and date of birth is incorrect, candidates will have an opportunity to update their record on the CSSP during the registration process. Once they have completed the registration process they will not be able to log back in to update.

### **Access to the Portal**

Leaving Certificate candidates will access the portal at [www.examinations.ie](http://www.examinations.ie) from **Wednesday 8 February at 1pm**. A *CSSP Before You Start Guide 2023* will be provided on this website which candidates should read before commencing the process.

To access the portal, candidates will need the following:

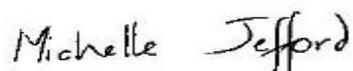
- their examination number
- Personal Identification Number (PIN). The PIN will be the first 4 digits of the candidate's Personal Public Services Number (PPS number). In the event that a candidate does not have a PPS number or a PPS was not recorded a unique PIN will be created and issued to the school prior to the portal opening.
- an email address and mobile phone number to which the candidate will have regular access to over the coming months.

### **Examination Fees 2023**

Arrangements regarding fees for 2023 will be notified at a later stage.

As always, if you have any queries / concerns, please contact Ms Helen O'Connor (Deputy Principal) or Ms Linda Cummins (Year Head) at [info@abbeycommunitycollege.com](mailto:info@abbeycommunitycollege.com).

Yours faithfully,



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Michelle Jefford

Principal