



16th October 2024

Leaving Certificate Examination 2025 Confirmation of Entries

Dear Parent / Guardian and 6th 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 2025. This information has been communicated to 6th year students in class today and in their Year Group Team.

The Leaving Certificate Candidate Self Service Portal (CSSP) will open at 2pm on Monday 14 October 2024 for candidates to confirm their subject entries and levels. It will remain open for this purpose until 5pm Friday 25 October 2024.

Please note: Leaving Certificate Applied Year 2 Candidates will be required to register in February 2025.

It is essential that all 6th year students register through the Portal as this Portal will provide candidates with the opportunity to confirm their subject choice and levels, to also allow future access to their results and for the later stages of the process such as the appeals application process.

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.

Leaving Certificate candidates will access the portal at www.examinations.ie from Monday 14 October at 2pm. A **CSSP Before You Start Guide 2025** is linked [here](#), 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

There is helpdesk support available at 1800-111135 or 1800-111136 between **9am to 5pm until Friday 25 October 2025.**

Outside of these hours you can email candidateportal@examinations.ie

As always, if you have any queries / concerns, please contact Ms Evette Cody (State Examinations Coordinator) or Ms Helen O'Connor (Deputy Principal) at info@abbeycommunitycollege.com.

Yours faithfully,

Michelle Jefford
Principal