



THE
KING'S
HOSPITAL
SCHOOL

SD Form 6 email re Candidate Portal Deadline 16-3-21

Dear Student, Parent & Guardian

From polling the students today, it would seem there are a small number of students who have yet to register on the LC2021 Candidate Self Service Portal.

CLOSING DATE IS TUESDAY AT 6PM. STUDENTS WILL NOT AUTOMATICALLY RECEIVE ACCREDITED GRADES IF THEY HAVE NOT FIRST REGISTERED ON THIS PORTAL.

Highlighted points sent today by the Department of Education in an email to the principal are:

The registration process is extremely important because, not only does it allow candidates to register and opt for the examinations and/or accredited grades, but will also allow candidates to confirm their subjects and level in late April or early May; access their examination results; view their estimated percentage mark and component marks; view scripts which were marked on-line; lodge an appeal; access their appeal results, view their appealed component marks and access the independent appeals scrutineers process.

Please note if they have any difficulty registering please ring the helpdesk at 1800 1135 or 1800 1136 during 9am and 6pm or email the details including your candidate number to candidateportal@examinations.ie and we will be able to assist you.

Registration on the portal is a very simple process and involves 3 stages; registration, account activation, confirmation of subjects and opt to sit the examinations or accredited grades or both.

View '[A Step by Step video Guide](#)' on accessing the LC2021 portal.

More information can also be found on this page.

<https://www.gov.ie/en/publication/d3ea2-leaving-certificate-2021/#leaving-certificate-2021-candidate-self-service-portal>

Students are welcome to come to me on Tuesday morning, if they have questions before they complete their submission or to register from my office. To register they must have at the ready:

- Their examination number,
- Their PPS number
- Their contact mobile phone number
- Their email address

All students' PPS numbers are on file at school, if they cannot access them from home.

Kind regards

Siobhán Daly

Deputy Head Academics

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