

## **Candidate Self Service Portal (CSSP)**

The **Candidate Self Service Portal (CSSP)** is a one-stop-shop for a range of online services for Leaving Certificate candidates.

The CSSP will be used 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 is now open** 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.

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.

**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

**Please complete your entry confirmation by the closing date.**

### **Selection of levels**

Be sure of the level you intend to take for each subject in order to complete your entries

### **Pease Note:**

Candidates **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 can access the portal at [www.examinations.ie](http://www.examinations.ie) from today.

A [\*CSSP Before You Start Guide 2022\*](#) is available (by clicking the link) 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**. Schools are asked to ensure that candidates, parents, and guardians are advised that the fees for the 2022 examinations are being waived.

### **ENQUIRIES**

if you have any queries in relation to this document or process please e-mail me at **brian.derrane@garbally.ie**