



S65/24

JUNIOR CYCLE EXAMINATION RESULTS 2024

TO THE BOARDS OF MANAGEMENT/AUTHORITIES OF SECOND-LEVEL SCHOOLS

The purpose of this circular is to provide you with comprehensive information about the arrangements for the issue of the results and the all of the post result services which follow. This is an important document which you should keep safe in order to refer to it over the coming days.

The 2024 Junior Cycle provisional results will be available to school authorities from **9 AM on Wednesday 9 October** through the SEC's Schools Portal. The State Examinations Commission (SEC) is pleased to be able to provide the results a full week earlier this year than in 2023. The date of issue this year is similar to the 2019 Junior Cycle results issue date. The number of teachers marking the examinations this year has allowed for a return to this more normal results issue date. The date continues to be impacted by the Leaving Certificate results timeframe which is longer than normal due to the time overhead of applying the post-marking adjustment.

The SEC's digital migration strategy has seen the migration of many services and communications to digital format in recent years. The Junior Cycle results will again be provided in digital format for printing and distribution to candidates. As was the case with the Leaving Certificate results, any supplementary reports on the results will also be provided digitally through the Schools Portal. We are also enhancing the information we are providing to candidates about their results by including any supplementary report information on the online Candidate Results service.

Candidates will also have access to their results from the Candidate Self Service Portal (CSSP) from 4 pm on Results Day. **It is vital to note that this service is not intended to replace the valuable results service and advice provided to candidates by school authorities at results issue time.**

The circular deals with a number of key issues as follows:

1. Arrangements for Access to Results
2. Provisional Status of Results – **Requirement for Check by the School Authority**
3. Supplementary Reports – **For Checking Before You Distribute Results**
4. Name and Date of Birth – **For Checking**
5. Candidate Internet Results Service
6. Application for Review of Results (Appeals)
7. Retention of Material
8. Junior Cycle Profile of Achievement
9. Annotations
10. Access to Examination Scripts
11. Data Privacy and GDPR
12. Helpline for Schools

1. ARRANGEMENTS FOR ACCESS TO RESULTS

Candidate Self Service Portal

The pastoral role of teachers and school leaders is absolutely critical to the issue of the Junior Cycle results to candidates. The SEC provides the online candidate results service as a contingency and to provide for candidates who may not be able to attend school to collect their results. The reason the service is not available before 4pm is to encourage candidates to go into school on results day to collect their results as schools will be providing the earliest possible access to the results. The SEC expects all schools to arrange for candidates to be provided with their results in school by the school authority with support and advice available to them from their teachers and school leaders

Schools Portal

The SEC's Schools Portal will open at 9 AM on Wednesday 9th October to provide schools with their results in electronic format. Schools can access the portal at <https://schools.examinations.ie/> and will have access to the following:

- A digital file of all of the PDFs of the Statements of Provisional Results for all of the candidates in the school. Schools should arrange to print the Provisional Statements of Results, which are in PDF format and prepare them for issue to the candidates.
- A matrix report in PDF format showing examination results for each candidate. The matrix report in CSV format which we are advised can be imported into the school's content management systems for analysis.
- **New for 2024 - Digital Supplementary Report**
The traditional supplementary reports for individual candidates which previously issued by post to schools will now be provided digitally. Details of the supplementary reports on results for all candidates in your school will be presented in report format at the end of PDF Matrix of results.

Schools authorities should note not to expect any postal results mailing for the Junior Cycle programme this year.

As in other years, the timing of the distribution of the results to candidates is at the discretion of the school authorities and we know schools exercise a common-sense approach in this regard.

2. PROVISIONAL STATUS OF RESULTS – REQUIREMENT FOR CHECK BY SCHOOL AUTHORITY

The results provided are provisional and are subject to further check. School authorities are requested to examine the Statements of Provisional Examination Results carefully before giving them to candidates. Please inform the SEC immediately of any apparent discrepancy in the results.

3. SUPPLEMENTARY REPORTS

A Supplementary Report on a result indicates that there is some aspect of the result that was not typical in the processing of the results by the SEC. Traditionally, we provided these reports to schools in hard copy. This year, the Supplementary Reports will be provided digitally to Schools and enhances the SEC's digital migration strategy which has seen the migration of many services and communications to digital format in recent years.

On receipt of the results, school authorities must check the Supplementary Report indicators to ensure all information is correct and accurate. If there are no Supplementary Report indicators on the results for the school, a Nil Report will be presented.

While a Supplementary Report does indicate that the processing of the result was not typical, it does not mean that there is necessarily something wrong with the result or any action required of the school authority. In most cases we will already have been in contact with schools in relation to specific results which will then be the subject of a Supplementary Report indicator when the results issue.

The reasons where these reports might occur are as follows:

- Candidate confirmed absent - Candidate has been marked absent for one or more mandatory component in a multi-component subject.
- Assessor's mark used for this component – The examination session was incomplete and the SEC assessed a result in a component based on other available information.
- Invalid Practical coursework – The coursework has been deemed invalid as could not be authenticated by

- the school authority.
- Extrapolated mark - In cases where a candidate has an exemption for a subject under the RACE scheme then the marks in the subject will have been extrapolated from the other components –

Action is required by the school authority if the information indicated by the Supplementary Report conflicts with the position known to the school and candidate (e.g., the candidate was present and submitted work where an absence is attributed.) In such cases, the SEC should be contacted immediately by the School Principal or his/her representative on the Helpline Number. **The SEC will only take queries from schools and not from individual candidates.**

School authorities should also contact the SEC immediately if there is no result for a candidate in a subject in which they expected to see a result (i.e. the candidate sat the examination and the result has not been withheld by the SEC).

4. NAME AND DATE OF BIRTH

The SEC will be making the final Junior Cycle examination results information available to the Department of Education in the coming weeks to facilitate the production of the Junior Cycle Profile of Achievement.

The Name and Date of Birth shown on the enclosed Statements of Provisional Examination Results will appear on the final JCPA unless the SEC is advised of inaccuracies. Please check these details carefully and advise the SEC of any changes needed.

5. CANDIDATE INTERNET RESULT SERVICE

Candidates can also obtain their results online using their examination number and their Personal Identification Number (PIN). Online access, through www.examinations.ie, will be available from 4 PM on Wednesday 9 October 2024. On Friday 4 October we issued the relevant PIN letters for candidates in your school, to your school.

The online Junior Cycle results service is not intended to replace the valuable role played by schools in providing Junior Cycle results to candidates.

6. APPLICATIONS FOR REVIEW OF RESULTS (APPEALS)

The following conditions apply to applications for a review of Junior Cycle results (appeals):

- (i) Applications will be accepted only from the School Authority.
- (ii) The SEC does not accept appeal applications or appeal fees directly from candidates, parents or individual teachers.
- (iii) With the reintroduction of appeal fees, each appeal review carries a fee of €32 per subject. (Details of the payment of the fees are below).
- (iv) To raise an appeal, the Principal (or authorised representative), must attest that the examination result attained by the candidate is significantly at variance with the school's considered judgement of the performance of the candidate concerned at the examination in question.
- (v) For the reason set out in (iv), the SEC will not accept School or Class based appeal applications.
- (vi) A valid appeal consists of both the appeal application form, duly authorised by the Principal, and the payment from the school. School authorities should complete the procedures in both A and B below. **Applications received where payment has been made by the candidate/parent will not be accepted.**
- (vii) It is the school's responsibility to ensure that the appeal fee is collected from the individual candidates.

A. Complete the Appeal Application Form

The application form can be downloaded from www.examinations.ie, completed, scanned, and submitted to the SEC by the deadline by email. A valid appeal will require the signature of the Principal certifying that the appeal is warranted as set out at (iv) above.

The application form should state the examination number and name of each candidate for whom an appeal is considered warranted and the subject and level being appealed.

All applications for appeal should be emailed to appeals@examinations.ie no later than

5 PM on Tuesday 15 October, 2024.

B. Pay the Junior Cycle Appeal Fees

A fee of €32 per Subject per applicant must accompany each appeal application. The payment must be made by the school in respect of their candidates and **will not** be accepted from candidate/parents/guardians. The fee will be refunded to the school if, on review, the candidate's work is deemed to merit the award of a higher grade. Fees must be paid via EFT to the account below before the closing date of **5 PM on Tuesday 15 October**:

Bank Sort Code:	901634
Account No.:	57817003
Bank Address:	Bank of Ireland, Church St., Athlone
BIC No.:	BOFIE2D
IBAN No.:	IE44 BOFI 90163457817003

You **must** include a description on the bank transfer, which will allow us to identify the school, as follows: JC [School Roll Number]

A valid appeal is comprised of both the application, completed as set out above, and payment which can be linked to your school through the roll number on the bank transfer description. Appeal applications received after the closing date, or without the fee having been paid by the school authority, will not be considered.

7. RETENTION OF MATERIAL

In the review process an appeal examiner (an experienced examiner not involved in marking the script originally), will undertake a review of the initial marking of the work submitted by the candidate in the examination. The appeal examiner will consider whether the mark awarded by the original examiner is correct and reasonable, in line with the marking scheme. If it is, the appeal examiner will award the same mark again. If it is not, the appeal examiner will award what they consider to be the correct mark.

It is essential that school authorities do not dispose of, or return to candidates, any practical or coursework pieces until the appeal process has fully concluded, even in instances where a candidate has not appealed a result in that subject, as the SEC may need access to the material during the appeals and related quality assurance processes. For that reason, the integrity of the examinations system requires that the material continue to be securely stored by the school.

8. JUNIOR CYCLE PROFILE OF ACHIEVEMENT

The reporting process at Junior Cycle this year will culminate in the award of the Junior Cycle Profile of Achievement (JCPA) to students. The JCPA will draw upon and report on achievement across all elements of assessment including Classroom-Based Assessments; Short Courses, Priority Learning Units and other areas of learning, as well as the SEC examination results.

The JCPA will report the final grades awarded by the SEC following the conclusion of the Junior Cycle appeals and related processes. However, to facilitate the production of the JCPA as soon as possible the SEC will provide the Department of Education with the provisional examination results. Therefore, changes in results following an appeal may impact the issue or re-issue of the final JCPA by schools.

Further information will be issuing to schools from the **Department of Education** regarding the arrangements for the production of the 2024 JCPA documents in schools at a later date.

The JCPA replaces the Junior Certificate and consequently the SEC no longer issues these certificates.

9. ANNOTATIONS

Where our records indicate that a candidate has been granted access to the scheme of Reasonable Accommodations for the 2024 certificate examinations we will have issued a decision letter. We may have noted that as certain access arrangements change the underlying basis of assessment this can give rise to annotations on the results. Please note that at this time the Statements of Provisional Results do not include any annotations associated with the RACE Scheme.

10. ACCESS TO EXAMINATION SCRIPTS

The SEC, as data controller, processes candidate's personal data including their examination material (examination scripts, practical pieces, oral tests, journals, and projects) in order to assess, certify and implement the State Examinations. Under the Data Protection legislation, the candidate, as a data subject, has a legal right to a copy of their personal data processed by the SEC.

Candidates who wish to obtain a copy of their examination personal data can make a Subject Access Request using the form available from the Data Protection section of the SEC's website www.examinations.ie or by contacting dpo@examinations.ie.

Under the legislation, the SEC, as a data controller, is required to respond to a data access request within 30 days of receipt of the request. However, the law also allows for this time period to be extended to 90 days depending on the number and complexity of the requests received. The SEC processes one million written examinations scripts and another 1 million related examination components (practical and project work; oral tests; performances, etc.) every year. The SEC will endeavour to provide the requested information within 30 days and will notify applicants should it become necessary to extend the time limit to 90 days.

It should be noted that there is no connection between this process and the appeals process referred to above. Late appeals will not be accepted.

11. DATA PRIVACY AND GDPR

The SEC as a Data Controller carries out its duties and obligations to Data Protection in compliance with the Data Protection Act, 2018 and General Data Protection Regulation. Included in this process are the schools, our main processing agents, who are the primary contact point between the SEC and examination candidates. The schools act as a Data Processor for the SEC (Data Controller) under the GDPR. As data processors on behalf of the SEC, schools have a responsibility to keep personal data (Schools Results Matrix, Supplementary Reports, etc) secure from unauthorised access, disclosure, destruction or accidental loss. Extreme care should be taken when accessing candidates' personal information through the Schools Portal and/or the hard copy of the School Matrix.

Under data protection legislation, the SEC as data controller, must ensure that when it becomes aware of a personal data breach that may result in any risk to the rights and freedoms of data subjects, the SEC must make a notification to the DPC 'without undue delay', or 'as soon as possible', and, where feasible, not later than 72 hours from when the controller became aware of the breach.

Under Article 33(2) GDPR, a processor, processing personal data on the direction of a controller, must notify the controller of any personal data breach without undue delay after becoming aware of the breach. This is of key importance in enabling the SEC as data controller to comply with its notification obligations.

If in the course of accessing candidates' Provisional Results, you think there might be a possible Data Breach, please immediately contact the SEC Data Protection Officer, John McDermott, by sending an e-mail to dpo@examinations.ie.

12. HELPLINE FOR SCHOOLS - FREEPHONE NUMBER

School Authorities with enquiries about the results that they have received should contact the SEC on

1800520540.

Or email Schoolshelpdesk@examinations.ie

This number will operate from 9 AM on Wednesday 9 October and will deal with enquiries on the results from school authorities.

In general, matters raised by candidates or their parents that necessitate contact with the SEC should be processed through the school authority concerned. Individual candidates or their parents who nonetheless wish to contact the SEC directly should be advised to call 090 6442700 (switchboard) or to send an e-mail to info@examinations.ie

Thank you for your co-operation.

Richard Dolan
Director
October 2024

APPENDIX - JUNIOR CYCLE GRADING SYSTEM

Junior Cycle		
Level	Percentage	Grade
Higher, Ordinary, Common	≥ 90 to 100	Distinction
Ard, Gnáth, Comhleibhéal	≥ 75 and < 90	Higher Merit
	≥ 55 and < 75	Merit
	≥ 40 and < 55	Achieved
	≥ 20 and < 40	Partially Achieved
	≥ 0 and < 20	Not Graded (NG)