

7. I Have The Points But Did Not Receive An Offer?

Check that you have the minimum requirements. You will not be offered a course if you do not have the minimum requirement even if you have the necessary points. If you have an exemption, e.g. Irish and/or a third language check that the C.A.O. office has been informed. If you have the points and did not receive an offer, it may have been that random selection was used.

8. What Is Random Selection?

When the cut of points are determined (as indicated above) it sometimes happens that more than one student has the same number of points as the cut off points. In this case all the students on these points are given a randomly electronically generated number. If, for example, there are 10 students on the same points and there are four available places, the four students with the highest random numbers are selected for the course. This effectively is an electronically based lottery. When the points are published, the courses that used this random selection have an asterisks (*) beside the points.

9. How Do I Apply For A Review?

- A review is the process whereby you look at your script to check if the marking scheme has been applied correctly. There is no charge for this service. A recheck is the process whereby you request that your exam to be remarked. There is a charge per subject for this service but a refund is given if there is an upgrade. It is possible to apply for a recheck without carrying out a review. However, it is highly recommended that a script is reviewed before a recheck is requested.
- When you receive your Leaving Certificate results you will have also reviewed a personalised application form to apply to review scripts. This form should be filled in ticking which subjects you wish to review. This form should be returned to your school/organised superintendent (normally a teacher in your school) by the date indicated on the form. The organising superintendent will get back to you and allocate one of the time slots indicated on the application form. Scripts cannot be reviewed outside these times.
- You cannot send in another person on your behalf. You must attend yourself, but you can however bring another person with you to help you review.

9.1 How do I prepare for the review session?

- Writing instrument, pens, pencils, or any electronic devices include phones, cameras or recording devices are not permitted in the reviewing centre.
- A sample number of scripts returned to schools for reviewing are photocopied by the Exams Commission to check if material has been added in the review sessions.
- The marking schemes will be supplied in the review centre. Sometimes it is useful to study these beforehand. They will be available on www.examinations.ie a few days before the review sessions.
- The exam papers are not supplied in the review centre. It is sometimes difficult to figure out the marking scheme without reference to the questions being asked. Copies can be obtained from www.examinations.ie.
- Please make sure to check the time line of dates for reviewing and rechecking exams scripts—see last page of this document.

9.2 What should I do when in the review centre?

Step 1

This grid on the right will be on the cover of your exam paper. Some exam scripts will have a second set of marks (usually in green pen) in the far right hand column. This means your exam was marked twice, once by an original marker and then by his/her supervisor. The two sets of marks may be the same or different. **Your final mark will be the one given by the supervisor**. This is the case even if it is lower than the marks awarded by the original marker. If your exam has been marked twice it is extremely unlikely that any recheck will result in any change.

	Mark	Mark
Q. 1	20	
Q. 2	10	
Q. 3	40	
Q. 4	30	
Q. 5		
Q. 6	50	
Q. 7	50	
Q. 8	50	
Q. 9		
Q.10	[5]	
Total	250	

Check that the marks on the grid are added up correctly. If you were required to answer 7 questions in your exam and you answered an extra 8th question, all questions will be corrected and the lowest marked one will be deducted from your total. This deducted question will be marked in a square bracket [X].

Step 2

- The percentage will not be written on your exam.
- If the exam you are reviewing has one paper only, check the total number of marks available. This can be seen on the front of the exam paper.
- Convert your total mark to percentage. Do not write this on your script.
- Check that this percentage is within the grade you received.
- If the exam you are reviewing has 2 papers you can only convert to percentage when you have checked both papers.
- If the exam you are reviewing has a practical or aural or oral component the percentage from your paper/s will not equate to your overall grade. If this is the case, proceed with the remaining steps.
- If your complete mark does not correspond to the grade you received on your provisional Leaving Certificate there is a fast track process to correct this error. If this is the case, you should speak to the exam superintendent in charge of the review process.
- You may find that your overall mark equates to a percentage 2% or less below 40%. If this is the case, you will have been awarded a D3. This does not apply to any other grade boundary.

Your Answer _____ 3 _____ 6 _____ _____ _____ 9 _____ 3 _____ 3	Margin on each page of your script with your marks 10 2 3 5 TOTAL = 20
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Step 3

Check that the TOTAL mark (i.e. 20) has been transferred correctly to the front page.

Repeat this step for all questions.

Step 4

Check that the individual marks have been added correctly i.e. $10 + 2 + 3 + 5 = 20$

Repeat this for all questions

Step 5

Check that all parts of your answer have been corrected.

There should be no large sections of work without a red mark.

Repeat this for all questions.

Most upgrades arise out of mistakes discovered in Steps 1 to 5.

Step 6

Now you should check the marking scheme provided against your answers.

This involves checking the *correct answers* and the marks allocated to each against *your answers* and the marks you received. If this is done correctly it should take you the bulk of the time you spend reviewing your script. Remember, the marking scheme should be used to determine if the marks have been applied correctly. It is a fruitless exercise to attempt to determine if the marking scheme used is fair or not. There is no point in trying to obtain extra marks if you feel the marking scheme is unfair. Extra marks will only be awarded if the marking scheme has been incorrectly applied.

Some marking schemes are very "black and white". It is very easy to figure out why marks were awarded or not. This is normally the case for subjects like, Maths, Chemistry, Biology, Physics, Applied Maths, and to a lesser extent, Business and Economics. Other marking schemes are not as clear-cut. For example, an English essay may only have the total mark at the end of the essay and it is very difficult to work out the breakdown of why marks were awarded or not. This may also be the case for other subjects such as Classical Studies, History of Art and the languages.

9.3 What can I do if I find an error?

An AP1 form is available from the review superintendent that can be filled in to make reference to any errors you have found. It is not necessary to fill in this sheet in order to request a review of your script but it is recommended that you do so. A separate sheet must be used for each subject.

9.4 Should I get a recheck?

The following points are worth considering.

- The marking scheme will not change and the same scheme will be applied when your script is remarked. All component, written, oral, aural, practical will be remarked. The marking will be carried out by a different examiner. The examiner will not be looking for marks to bring you up to the next grade. The remarking process is designed to ensure that the original marking scheme was applied correctly to your answers.
- Your grade can go up as well as down. If it is discovered that marks were awarded where they should not have been they will be deducted from your overall mark.
- If you received a D 1 grade (50%-54%) and your percentage was around 53%-54% it is very unlikely (but not impossible) for you to lose a sufficient number of marks to drop your grade below 50% to a D2. *If there is an error in the marking in your favour* there is a greater chance that your grade will increase up to the next grade rather than decrease to the grade below.
- If you received a D 1 grade (50%-54%) and your percentage was around 50%-52% it is very unlikely (but not impossible) for you to gain a sufficient number of marks to increase your percentage to 55% i.e. the next grade up.
- Remember 1 mark is not the same as 1%. This varies from subject to subject. For example, Maths is marked out of a total of 600 marks therefore 1 mark = $\frac{1}{600}$ of % or, to increase your grade by 1% you need to be upgraded by 6 marks.
- Feeling you should have scored a higher mark, or that you were hard done by, or that the exam was too difficult, or that the subject was your best one, or that you were getting higher grades throughout 5th/6th year, or that the marking scheme was unfair or too harsh, or that you are only a few points short of the course you want, are all irrelevant in terms of gaining extra marks in the remarking process. The only thing that is relevant is *has the marking scheme been applied correct to your exam.*

9.5 How do I apply for a recheck?

The organising superintendent can supply you with the relevant form that needs to be filled in.

A fee per subject must be paid, not to the school, but to the State Exams Commission. This fee will be refunded if you are upgraded. The fee can be paid by bank giro attached to the form which should be stamped by the bank and returned to the school by the date stated on the form. The fee can also be paid electronically on www.examinations.ie. You must print out the relevant receipt and return it to the school by the relevant date. Your school cannot process your recheck without the relevant paperwork being returned to the school. These forms must be returned through the school, not directly to the State Exams Commission.

9.6 When and how will I know if I get an up-grade?

The results of any recheck are normally available in mid-October. It is not possible to determine an exact date as it very much depends on the total number of scripts to be reviewed nationwide. The State Exams Commission will electronically inform the C.A.O. of any upgrade. The C.A.O. will immediately send –that morning – a new offer to you if you are eligible. The results of the rechecks will also be sent to your school that morning. A press announce will also be made that morning.

9.7 If I am upgraded, will I get a course offer?

If you are upgraded to a number of points that is higher than the points required for your course you will be offered a place on your chosen course. However, the college concerned may wish you to defer the offer until the following year.

If you are upgraded to the exact points required for your course you will be offered a place if random selection of students on exactly the number of points required was not applied to your chosen course. However, the college concerned may wish you to defer the offer until the following year.

If you are upgraded to exactly the points required for your course you may be offered a place if random selection of students on the exactly the number of points required was used. However, the college concerned may wish you to defer the offer until the following year.

9.8 Can I take up the late offer of a course?

If, as a result of an upgrade, you are entitled to a place on a course you will be offered this course. However, if the course is one where the numbers are strictly controlled (like Medicine and Dentistry) the third level institute will encourage you to defer your place until next year. If however, the course is one such as Arts, they may let you take up your offer this year. One other factor that is also taken into consideration is if the course has already started. You may have missed some lectures. The rules determining the uptake of a late offer due to an upgrade depends very much on the third level institute concerned and the individual facility within the institution.

9.9 What can I do if I don't get an up-grade?

If you do not receive an upgrade that you still think you deserve there is a further step you can take. You can apply to an Independent Appeals Scrutineer. This is done by contacting the State Exams Commission directly. However, it should be noted that the scrutineer does not mark the exam script again. He/she simply checks if the exam commission has followed correct procedure. You cannot avail of this process if you have not availed of the initial remarking process. If an expected upgrade does not occur it may be that you were given the marks in the area you thought was incorrectly marked, but you may have been deducted marks elsewhere on your paper. If you are still unhappy with the outcome of the scrutineer's decision you can take a final step of contacting the Office of the Ombudsman or if a candidate is under 18 years old, the Ombudsman for Children.

Leaving Certificate Appeal Statistics				
Year	Total Grades*	Appeals	Upgrades	Downgrades
2013	370,491	9,098	1,647 (18.1% of 9,098)	3
2012	367,681	8,779	1,684 (19.1% of 8,779)	3
2011	371,842	10,142	1,931 (19% of 10,142)	4
2010	363,583	10,333	2,089 (20.2% of 10,333)	7
2009	372,611	10,398	2,103 (20.2% of 10,398)	6
2008	360,856	11,284	2,207 (19.5% of 11,284)	5
2007	353,323	9,913	2,026 (20.4% of 9,913)	3
2006	352,408	9,492	2,060 (20.7% of 9,492)	1
2005	374,171	11,582	2,651 (22.8 % of 11,582)	9
2004	380,013	10,136	2,064 (20% of 10,136)	7
2003	387,749	10,299	2,192 (21% of 10,299)	5
*Number of students multiplied by the number of exams taken. Source: S.E.C. Annual Reports				